



PROVIDENCE POLICE DEPARTMENT
HEADQUARTERS
COMMANDER HUGH T. CLEMENTS, JR.
ACTING CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	230.05 Series 2011	11-30-2011	11-30-2011
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Commendation Board Policy		N/A	
REFERENCE		RE-EVALUATION DATE	
CALEA 26.1.2		11-30-2014	
SUBJECT AREA		DISTRIBUTION	
Disciplinary Systems and Procedures		All Personnel	

PURPOSE

The purpose of this General Order is to describe the composition, duties, responsibilities, and reporting procedures of the Commendation Board.

POLICY

It is the policy of the Providence Police Department to formally recognize the outstanding achievements of its members. In order to ensure that this is accomplished in a fair and timely manner, the Department has created a Commendation Board (the "Board") that will review all incidents of exceptional police work and issue commendations to those officers whose performance excels beyond the normal expectations of the Department and the citizens whom it serves.

DISCUSSION

N/A.

PROCEDURE

I. BOARD COMPOSITION

- A. The Board will consist of the Commanding Officer of the Administrative Division or his designee, who will serve as Chairperson, and no fewer than eight (8) and no more than fourteen (14) officers who represent the various divisions, units, and functions within the Department.

- B. Vacancies on the Board will be filled in accordance with available openings, and members will serve on the board at the discretion of the Commanding Officer.
- C. In the event of a long term Board vacancy due to illness, IOD status, or assignment outside of the department, the Commanding Officer may fill the vacancy on a temporary basis.

II. RECOMMENDATIONS FOR COMMENDATIONS

- A. Any officer having knowledge of outstanding actions or exceptional performance by any Department member may submit a recommendation letter to the Board's Chairperson, explaining such actions or performance. This letter shall be:
 - 1. Accompanied by a copy of the police incident report, when applicable.
 - 2. Submitted in a timely fashion as soon as possible after the occurrence of the incident under review.
 - 3. Submitted with a recommendation for the applicable commendation or award (for award criteria and wearing of ribbons, refer to the Providence Police Department Rules & Regulations, Part II, Section 201.22).
- B. The Board prefers that the recommendation letter be approved by either the District Commander or the Bureau/Unit Commander of the Department member being recommended for a commendation, prior to submission.
- C. All letters requesting consideration for actions or performance occurring within a particular calendar year must be submitted no later than March 1st of the following calendar year.

III. VOTING AND APPROVAL OF COMMENDATIONS

- A. The Board shall meet within a reasonable time frame after receiving a recommendation letter, as determined by the Chairperson.
- B. The Board shall review all recommendations letters that are submitted on time.
- C. The Board may approve, modify, or deny any recommendation.
- D. The awarding of medals/ribbons will be done by a majority vote with no fewer than nine (9) officers, inclusive of the Chairperson, in attendance.
- E. In order to ensure impartiality, the names of all parties involved shall be redacted from all submitted documents by the Chairperson prior to review by the Board.
- F. All voting will be completed by a pre-determined date established by the Chairperson.

IV. AWARDING OF COMMENDATIONS

- A. Commendations which receive a medal/ribbon will be presented at an annual Award's Ceremony.
- B. All other commendations will be distributed at roll calls.

V. RESPONSIBILITY

It is the responsibility of those Department members who receive commendations to ensure that a record of the commendation is forwarded to the Human Resources Bureau for placement in the officer's personnel file.

NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

APPROVED:

STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:

HUGH T. CLEMENTS, JR.
COMMANDER
ACTING CHIEF OF POLICE