

THE UNIVERSITY OF TEXAS AT AUSTIN POLICE DEPARTMENT

TITLE:	Administration / Policy B-15	Effective Date: 11-16-15
		Rescinds: 10-31-08
SUBJECT:	Police Awards	
PURPOSE:	To establish policy for awarding the Police Award.	
SCOPE:	This directive applies to all personnel.	
REFERENCE:		
CALEA:	Chapter 26	

A. Nomination Procedure:

1. Anyone interested in nominating an eligible UTPD employee should complete an interoffice correspondence (email/memo) describing the incident or reason for the nomination.
2. To be eligible, an employee must be a current UTPD employee with at least one year of service. Employees may not win the same award in two consecutive years.
2. The nominating letter will be sent or given to a current member of the awards committee.
3. All nominating letters will be reviewed and voted on by the awards committee members. The committee will also review each nominee's past and present work history. The committee may recommend a different award, recommend an additional award, or deny the recommendation.
4. A designated awards committee Chairperson will forward the committees' final recommendations to the Chief of Police. The Chief of Police will make the final decision on all recommended award candidates.

B. Approval and Presentation:

1. Upon final approval by the Chief of Police, awards will be presented by the Chief of Police at a designated time and location.

C. Classification of Awards:

1. **Chief's Award** - This is the department's highest award. It is awarded annually to the team member who best demonstrates overall, outstanding attention to duty and exemplary service to the community.
2. **Supervisor of the Year, Police Officer of the Year, Communication Operator of the Year, Guard Officer of the Year, and Administrative Employee of the Year** - Awarded annually to a departmental employee for each category, whose day-to-day performance of duty, work on group or special projects, and leadership exemplifies or shows a superior dedication to service and duty. This award is for employees whose work sets them apart from their peers.
3. **Citizen Service Award** - This award is presented to a citizen/civilian of the community in recognition of commendable service to assist the department above and beyond the action that would normally be expected.
4. **Exemplary Service Award** - Awarded to a departmental employee who clearly demonstrates exemplary day-to-day excellence in the performance of his/her duties, or who has accomplished a particularly outstanding achievement, significantly above standard expectations within the employee's assigned job description.
5. **Life Saving Award** - This award is given to an employee who is prompt and direct actions result in saving a life. The Life Saving Award is given for the direct saving of a human life by applied knowledge of life saving or rescue techniques. This award may include instructions given that caused a life to be saved.
6. **Community Service Award** - This award is presented to a member of the Police department who, while on or off duty, through an act or series of acts, provides a great service to the

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community, or brings public acclaim to the employee, the department, the police profession, or The University.

D. Award Winners Shall Receive:

1. **Chief's Award**

- a) Dedicated parking space at UPB for one year
- b) Nominated for 24 hours of Exemplary Service time through UT HRS
- c) Name on plaque in UPB lobby
- d) Individual Plaque
- e) Ribbon/Pin

2. **Supervisor of the Year, Police Officer of the Year, Communication Operator of the Year, Guard Officer of the Year, and Administrative Employee of the Year**

- a) Nominated for 16 hours of Exemplary Service time through UT HRS
- b) Name on plaque in UPB lobby
- c) Individual Plaque
- d) Ribbon/Pin

3. **Citizen Service Award, Exemplary Service Award, Life Saving Award, and Community Service Award**

- a) Framed Certificate
- b) Ribbon/Pin

E. General Guidelines for Police Awards:

- 1. Members of this department expend much time and effort to forward the professional goals of this department. Professional and dedicated service and should not go unrecognized.
- 2. Areas of recognition should include: Outstanding service during years of employment and specific contribution to the department.

APPROVED:

Chief of Police

Date

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Changes:

11-16-15 – C(4) The award name was changed from Distinguished Service Award to Exemplary Service Award.

D(3) Distinguished Service Award name changed to Exemplary Service Award