



COMMENDATION PROCESS
GENERAL ORDER #8.03

Adopted: 08/04/2006
Replaces: Sheriff's G.O. #2411

POLICY

Stanford University Department of Public Safety personnel will be recognized for meritorious achievement or heroic conduct above and beyond the call of duty. In order for these awards to be truly meaningful, they shall be awarded only to those persons who clearly distinguish themselves above and beyond what is normally considered to be their sworn duties. Simply performing an expected task in an exceptional manner is not necessarily justification for receiving an award.

A. MEDAL OF HONOR - GOLD

1. The Medal of Honor may be awarded to members of the *Stanford University Department of Public Safety* who, while serving on duty in an official capacity or while off duty, distinguish themselves conspicuously by heroic actions above and beyond the call of duty. Each recommendation for the Medal of Honor must include all of the following:
 - a. An exhibition of bravery beyond that considered to be in the line of duty.
 - b. Risk of life with full and unquestionable knowledge of the danger involved.
 - c. An act that is not the result of a legal obligation required of the employee performing it.
 - d. An act that was not necessitated by the use of poor judgment or poor procedures on the part of the member of the *Stanford University Department of Public Safety*.

2. The Medal of Honor may be awarded to a member of another law enforcement agency who, while assisting a member of the *Stanford University Department of Public Safety*, meets the requirements for the Medal of Honor.

B. MEDAL OF VALOR - SILVER

1. The Medal of Valor may be awarded to members of the *Stanford University Department of Public Safety* who, while serving on duty in an official capacity or while off duty, distinguish themselves by heroic action above and beyond the normal call of duty. Each recommendation for the Medal of Valor must include all of the following:
 - a. An act of heroism which extends above and beyond the normal call of duty or service, performed at personal risk.
 - b. An act, under emergency conditions, that is performed with bravery or other outstanding performance of duty.
 - c. An act that is not the result of a legal obligation required of the employee performing it.
2. The Medal of Valor may be awarded to a member of another law enforcement agency who, while assisting a member of the *Stanford University Department of Public Safety*, meets the requirements for the Medal of Valor.

C. MEDAL OF MERIT - BRONZE

- A. The Medal of Merit may be awarded to members of the *Stanford University Department of Public Safety* who distinguish themselves by an act of heroism and gallantry. While of a lesser degree than that required for the Medal of Honor or Medal of Valor, the recipient must nevertheless have acted with marked distinction, and intelligent understanding of the consequences, and where failure to perform such an act would not justify censure.
- B. The Medal of Merit may be awarded to a member of another law enforcement agency who, while assisting a member of the *Stanford University Department of Public Safety*, meets the requirements for the medal of honor.

D. CITATION OF OUTSTANDING COMMUNITY SERVICE

1. The Citation of Outstanding Community Service may be awarded to members of the *Stanford University Department of Public Safety* who distinguish themselves by outstanding community service, or active participation in a community service program for which community recognition is received for either the employee or the *Stanford University Department of Public Safety*.

2. This award is designed for those who, on their own time, devote an exceptional effort toward a worthwhile community program, and who perform this service on a voluntary basis.
3. Justification for this award may accrue by virtue of outstanding community involvement over an extended period of time or for a succession of noteworthy programs.

E. CERTIFICATE OF COMMENDATION

1. The Certificate of Commendation may be awarded to members of the *Stanford University Department of Public Safety* who distinguish themselves in a manner that clearly sets themselves apart from their fellow employees or from other persons in similar circumstances. This may be accomplished through one or a combination of the following:
 - a. The innovative creation and/or skillful implementation of new programs or concepts successfully adopted by the *Stanford University Department of Public Safety*.
 - b. Performance of an outstanding service or an extremely difficult duty in an unprecedented and clearly outstanding manner.
 - c. Continuous outstanding performance and devotion to duty in a clearly exceptional manner.
 - d. The intelligent performance of an act that materially contributes to accomplishment of the *Stanford University Department of Public Safety's* mission, under adverse or unusual circumstances, performed with special faithfulness and perseverance.

F. CITIZEN AWARD

1. This award may be presented to private citizens who distinguish themselves by performing an outstanding service to the *Stanford University Department of Public Safety*. Such outstanding service includes, but is not limited to the following:
 - a. An act of bravery in aiding, or attempting to aid another citizen or a member of the *Stanford University Department of Public Safety*, wherein the risk of personal injury is great or imminent.
 - b. An act not amounting to bravery, where necessary assistance is rendered to save the life of a citizen or member of the *Stanford University Department of Public Safety*.

G. LETTER OF APPRECIATION

1. A Letter of Appreciation may be presented to a citizen for intelligent performance of an act which materially contributes to the accomplishment of the *Stanford University Department of Public Safety's* mission, or which constitutes valuable service to the *Stanford University Department of Public Safety*.

H. PROCEDURES

1. Members of the *Stanford University Department of Public Safety* who observe, or know of an individual who has performed an act or service, which in their belief, would qualify under the provisions of this order shall submit an employee's report through the chain of command to *the Director of Public Safety*. This report shall contain all of the circumstances surrounding the act or service, and shall provide sufficient information to allow the incident to be further investigated.
2. Each individual receiving said report within the chain of command may make comments pertaining to the act itself, the facts and circumstances surrounding the act, or to the involvement of the participants. They may also make comments as to whether an award is justified, but must refrain from suggesting the type of award.
3. The *Director* shall review all reports, make comments deemed appropriate, and refer the matter to the awards committee for review, investigation, and recommendations.

I. AWARDS COMMITTEE

1. The awards committee consists of five members *as follows*:
 - a. The *SUDPS Field Services* Commander - chairperson.
 - b. *The Sheriff's Office-Stanford Liaison* Captain.
 - c. *The Administrative Services* Lieutenant.
 - d. *Person appointed by the Chief*.
 2. Committee responsibilities
 - a. The chairperson shall call a meeting of the committee whenever requested by the *Director of Public Safety*.
 - b. A quorum (four members) must be present to conduct any business.
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- c. The committee shall thoroughly review and investigate all appropriate reports, and prepare a report on their findings.
- d. In order for an award to be recommended, the vote of the committee must be unanimous.
- e. In the event that the committee finds that no award is justified, the matter will die in committee.
- f. In the event that the committee recommends an award, the complete committee report, including recommendations and justification thereto, will be forwarded to the *Director of Public Safety* for approval.
- g. *Any committee recommendations for the Medal of Honor, Medal of Valor, or Medal of Merit for sworn personnel must also be forwarded to the Sheriff for final approval.*

J. PRESENTATION OF AWARDS

- 1. It shall be the responsibility of the *Stanford University Department of Public Safety* to prepare certificates, letters and citations, and to arrange for engraving of medals and plaques.
- 2. Each medal shall be accompanied by an appropriate certificate, as well as a citation recounting the circumstances or incident upon which the recognition is awarded. Each medal shall be accompanied by a matching citation bar for uniform wear.
- 3. Presentation of awards shall be made in whatever manner is deemed appropriate by the *Director of Public Safety* or his/her designated representative. Appropriate publicity shall be coordinated by the *Stanford University Department of Public Safety's Public Information Officer*.
- 4. A copy of the citation will be placed in the employee's personnel folder.

K. CITATION BARS

Citation bars for the medals set forth in this order may be worn on the left pocket flap of the shirt or dress jacket when the class "A" uniform is worn. The bar will be centered on the upper portion of the pocket flap with the top of the bar even with the lowest line of stitching.



LAURA WILSON
DIRECTOR

