

922 Awards and Commendations

922.3 AWARD GUIDELINES

922.3.1 AWARDS COMMITTEE

- (a) Members of the Committee will be selected by the Committee chairperson, with final approval by the Committee coordinator.
 - 1. Five (5) committee members, in addition to the chairperson and Committee Secretary, must be present to vote on nominations.
 - 2. The secretary is a non-voting position.
 - 3. The chairperson votes only in case of a tie.
- (b) The Committee may recommend a different award than a nomination recommends to maintain the integrity of the Department's award system.
- (c) The Chief reviews and has final approval over all recommendations for awards made by the committee.

922.3.2 AWARD NOMINATION PROCEDURES

- (a) Nomination instructions for Honorable Conduct, Military Service, Hazardous Deployment, [Essential Services](#), Academic Achievement, Master Peace Officer, Safe Driving, and Fitness Ribbon can be found on the respective request forms.
- (b) Nominations for the Distinguished Command Medal will be sent by a commander and/ or a division manager to Executive Staff for consideration. This award will not be routed through the Awards Committee.
- (c) An employee wishing to nominate another employee or a citizen for an award, except Unit of the Year, will: