

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

September 30, 2019

Policy Number 3.30

AWARD SYSTEM

POLICY

The Honolulu Police Department (HPD) shall maintain an award system that recognizes personnel and members of the public for their service to the department and/or community.

PROCEDURE

Specifications for awards are recommended by the element responsible and/or the Awards Committee and approved by the Chief of Police.

I. AWARDS COMMITTEE

A. The Awards Committee consists of seven commanders: one commander from each of the six bureaus and the commander of the Community Affairs Division (CAD) who acts as the committee chair.

1. Bureau representatives are selected by their assistant chiefs. Notification of each selection is forwarded to the CAD commander.
2. Bureau representatives normally serve two-year terms, which are staggered so that about half the committee members are new each year. New members are selected as described above and serve starting on July 1 of each year.

B. The committee will consider and evaluate all award nominations and make a recommendation on each nomination to the Chief of Police. All recommendations require a majority vote of the committee and a tie vote shall be broken by the CAD major.

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- C. The Awards Committee will convene at the direction of the Chief of Police. It may conduct such independent investigations as are deemed necessary to ascertain the facts bearing on each award nomination.

II. SERVICE AWARDS

- A. A certificate will be awarded to each employee who completes 25, 35, and 45 years of creditable government service.
- B. A certificate of service will be awarded to each police reserve officer who resigns with ten or more years of satisfactory service.
- C. See Attachment 2 for details.

III. RETIREMENT AWARDS

- A. Retirement shall mean separation from service for the purpose of immediate retirement.
- B. Employees having 15 or more years of creditable government service at retirement may be eligible for service retirement awards.
- C. Ordinary disability retirees are eligible for the same service retirement awards as long as they meet the eligibility criteria.
- D. Officers and reserve officers who retire with service-connected disabilities may be eligible for awards in accordance with Attachment 3.
- E. Specifications for retirement awards are maintained by the CAD.
- F. See Attachment 3 for details.

IV. VALOR AND MERIT AWARDS

- A. Police personnel and police reserve officers are eligible for the Warrior Gold Medal of Valor, which may be awarded to any officer who distinguishes himself or herself conspicuously, above and beyond the normal performance of duty, by means of outstanding bravery and at the risk of the officer's life.

- B. Police personnel and police reserve officers are eligible for the Warrior Silver Medal of Valor, which may be awarded to any officer who is cited for gallantry in the performance of duty that does not merit the Gold Medal of Valor.
- C. Police personnel and police reserve officers are eligible for the Bronze Medal of Valor, which may be awarded to any officer who is cited for gallantry in the performance of duty that does not merit the Silver Medal of Valor.
- D. Members of the public are eligible for the Civilian Medal of Valor, which may be awarded to any private individual who distinguishes himself or herself conspicuously, above and beyond the normal performance of a citizen, by means of outstanding bravery and at the risk of his or her own life.
- E. Police personnel, police reserve officers, and civilian employees of the department are eligible for the Warrior Bronze Medal of Merit, which may be awarded to an officer or employee who distinguishes himself or herself by outstanding meritorious service in a duty of great responsibility.
- F. Police personnel, police reserve officers, and civilian employees of the department are eligible for the Certificate of Merit, which may be awarded to officers and civilian employees who have distinguished themselves by exceptional performance of duty or periods of outstanding and faithful service, acts, or achievements that do not meet the standards required for the Bronze Medal of Merit.
- G. Police personnel, police reserve officers, and civilian employees of the department may qualify for letters of commendation or appreciation, which are designed for acts or services that are beyond the normal performance of duty that do not meet the above criteria for decorations or certificates.
- H. Specifications for the valor and merit awards listed above are maintained by the CAD.
- I. See Attachment 4 for details.

V. ANNUAL AWARDS

- A. Metropolitan police officers are eligible for the Police Officer of the Year award, which is designed to recognize the outstanding officer.
- B. Metropolitan police corporals are eligible for the Corporal of the Year award, which is designed to recognize the outstanding corporal.
- C. Metropolitan police sergeants are eligible for the Sergeant of the Year award, which is designed to recognize the outstanding sergeant.
- D. Metropolitan police detectives are eligible for the Detective of the Year award, which is designed to recognize the outstanding detective.
- E. Metropolitan police lieutenants are eligible for the Lieutenant of the Year award, which is designed to recognize the outstanding lieutenant.
- F. Police reserve officers are eligible for the Reserve Officer of the Year award, which is designed to recognize the outstanding reserve officer.
- G. Private individuals, business firms, civic organizations, and other identifiable entities may be eligible for the Citizenship Award. This award is designed to recognize the display of outstanding citizenship that has contributed directly or indirectly to the achievement of the goals and objectives of the department.
- H. Civilian employees of the department in nonmanagerial and nonsupervisory positions are eligible for the Civilian Employee of the Year award, which is designed to recognize an outstanding civilian employee.
- I. Civilian employees of the department in managerial and supervisory positions are eligible for the Civilian Manager/Supervisor of the Year award, which is designed to recognize an outstanding civilian manager or supervisor.
- J. All officers are eligible for the Police Parent of the Year award, which is designed to recognize the outstanding police parent.

K. Specifications for these awards are maintained by the CAD.

L. See Attachment 5 for details.

VI. THE 200 CLUB AWARDS

A. Police Officer of the Year

The award winner(s) as described above is eligible for the Police Officer of the Year award, which is designed to recognize the outstanding officer.

B. Police Supervisor of the Year

The award winner(s) as described above is eligible for the Police Supervisor of the Year award, which is designed to recognize the outstanding police supervisor.

C. Civilian Employee of the Year

The award winner(s) as described above is eligible for the Civilian Employee of the Year award, which is designed to recognize the outstanding civilian employee.

D. Police Parent of the Year

The award winner(s) as described above is eligible for the Police Parent of the Year award.

E. Citizenship Award

The award winner(s) as described above is eligible for the Citizenship award.

F. See Attachment 8 for details.

VII. CHIEF'S RECOGNITION AWARD FOR SPRING AND FALL

A. Any individual civil service employee of the department may be nominated for the Chief's Officer or the Chief's Civilian Employee award.

B. Any group of employees, including (but not limited to) sector groups, details, Criminal Investigation Division units, community policing teams, special assignment groups, and civilian groups may be nominated for the Chief's Section award.

C. See Attachment 6 for details.

VIII. OTHER DEPARTMENTAL CERTIFICATES/LETTERS

- A. All police personnel shall receive appropriate certificates when they are appointed, promoted, and complete recruit training and other special training courses authorized by the department.
- B. A Certificate of Merit or a letter of commendation or appreciation shall be awarded to any private individual, business firm, or civic organization that performs a meritorious act or service that significantly furthers achievement of the department's goals of preserving the peace, protecting life and property, and enforcing the law.
- C. Appropriate certificates shall be awarded to any duly appointed junior traffic police officer or junior police advisor who contributes outstanding service. Also, appropriate certificates shall be awarded to all bona fide participants in athletic competitions sponsored by the Police Activities League and to anyone who contributes money or voluntary service for such activities.
- D. See Attachment 7 for details.

IX. HPD'S ROLL OF HONOR

- A. The HPD's Roll of Honor memorial display is dedicated "in memory of those police officers who, through their dedicated and selfless efforts, sacrificed their lives in the protection of the rights, liberties, and happiness of their community."
- B. The CAD shall maintain and manage the memorial display and ensure that the nameplates of qualifying individuals are attached to the display.
 - 1. The name of any officer or reserve officer killed in the line of duty shall be attached to the Roll of Honor.
 - 2. The memorial consists of a bronze plaque mounted on a wooden display structure and attached to the wall at the entrance to the Alapai headquarters.

3. Specifications for the nameplates are maintained by the CAD.

X. VALOR AWARDS DISPLAY

- A. The valor awards display publicly honors the men and women of the HPD who have distinguished themselves in acts above and beyond the call of duty.
- B. The CAD shall maintain and manage the valor awards display and ensure that the nameplates of qualifying individuals are attached to the display.
- C. The name of any officer or reserve officer who is awarded a Gold, Silver, or Bronze Medal of Valor shall be added to the display.
- D. The display case is permanently mounted on the wall of the B-1 level hallway at the Alapai headquarters.
- E. Specifications for the nameplates are maintained by the CAD.

XI. DISTRICT COMMUNITY POLICING AWARDS/CERTIFICATES

- A. A district command may present a community policing award or a certificate of appreciation or commendation to any private individual, business firm, or civic organization that performs an act or service that helps to enhance the quality of life for the community.
- B. This award/certificate is initiated at the division level and is presented to a recipient who does not qualify for a department-level award.
- C. This award shall be made by the district commander or his or her representative at a time and place designated by the commander.

XII. HPD'S HALL OF FAME

- A. The HPD's Hall of Fame honors former departmental employees who have made outstanding contributions that have significantly impacted the department and its standing in the law enforcement field and the community.

- B. Nominees must meet nomination criteria to be considered. See Attachment 9 for details.
- C. Nominations to the Hall of Fame shall be made by submitting a detailed nomination letter to the commander of the CAD. The nomination letter shall include (but not be limited to) the following:
 - 1. A summary of the nominee's contributions and achievements and their impact on the HPD.
 - 2. Departmental, local, and national awards; decorations; and certificates received.
 - 3. Characteristics of the nominee that distinguish the nominee from others.
- D. The Administrative Review Board (ARB) shall consider and evaluate all nominations and make recommendations to the Chief of Police.
- E. The department may induct two members annually.
- F. Hall of Fame nominations may be retained and resubmitted for consideration annually unless the ARB or Chief of Police approves induction or removal of the nomination from future consideration.
- G. The CAD will be responsible for administering the Hall of Fame program and also maintaining and managing the Hall of Fame display.

9-30-2019


SUSAN BALLARD
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
October 20, 1997

REFERENCES

Rule 17, Civil Service Commission, City and County of Honolulu

Circular No. 1305, Department of Civil Service, City and County of Honolulu, titled "Employee of the Year, Service and Retirement Awards"

SERVICE AWARDS

I. Certificate for Years of Service

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- A. The Human Resources Division shall submit to the Community Affairs Division a roster of personnel who are eligible to receive service awards each calendar year. The roster shall be submitted by February 15 of each year.
 - B. Service certificates are presented by the Chief of Police or the Chief's representative at the service awards ceremony held during Police Week.

II. Certificate of Service for Police Reserve Officers

- A. A certificate of service is awarded to each reserve officer who resigns with ten or more years of satisfactory service.
- B. Service certificates are presented by the Chief of Police or the Chief's representative at the annual Keys and Whistles Banquet or at another occasion specified by the Chief of Police.

RETIREMENT AWARDS

I. Service Retirements

- A. Employees having 15 or more years of creditable government service at retirement may be eligible for a retirement award and a certificate of retirement.
 - 1. In addition, sworn police personnel may receive a miniature badge and badge holder.
 - 2. In addition, civilian employees of the department may receive a calabash bowl.
- B. Police reserve officers who resign with 20 or more years of satisfactory service are eligible for a certificate of retirement and a miniature badge and badge holder.
- C. The Human Resources Division (HRD) shall submit to the Community Affairs Division (CAD) a roster of personnel who may be eligible to receive retirement awards each calendar year. The roster shall be submitted by February 15 of each year. The Chief of Police will make the final determination as to who shall receive retirement awards.
- D. Retired officers requesting a replacement miniature badge and badge holder shall take the following steps:
 - 1. File a police report that documents the circumstances regarding the reasons for a replacement (e.g., lost, stolen, etc.); and
 - 2. Submit a written request, along with a copy of the police report, to the Chief of Police.
 - a. The HRD shall confirm the separation status of the requestor; and
 - b. Upon approval of the Chief of Police, the Finance Division shall prepare a letter authorizing the requestor to obtain a replacement miniature badge and badge holder and directing him or her to make arrangements and full payment to the authorized vendor.

II. Ordinary Disability Retirements

Ordinary disability retirees receive the same awards as service-connected disability retirees provided that they meet the eligibility requirements.

III. Service-Connected Disability Retirements

A. The HRD submits to the Awards Committee all reports, documents, photographs, and other materials needed to substantiate claims for service-connected disability retirement submitted by police personnel and reserve officers. This material is submitted with the roster of personnel described in section I C of this attachment.

B. The Awards Committee, after reviewing the circumstances that caused each disability, submits a recommendation to the Chief of Police for the following awards:

1. Police Personnel

Police personnel may receive a certificate of retirement and a miniature badge and badge holder. To be eligible for this award, officers must have graduated from the recruit training program; and

2. Police Reserve Officers

Reserve officers may receive a certificate of retirement and a miniature badge and badge holder.

IV. Presentation Ceremony

A. All retirement awards are presented by the Chief of Police or designee at an annual departmental ceremony specified by the Chief of Police.

B. The CAD arranges and coordinates the ceremony by obtaining and preparing for the presentation of all award certificates, calabash bowls, miniature badges, and badge holders.

VALOR AND MERIT AWARDS

I. Warrior Gold Medal of Valor

- A. Police personnel and reserve officers are eligible for this award.
- B. The Warrior Gold Medal of Valor may be awarded to any officer who distinguishes himself or herself conspicuously, above and beyond the normal performance of duty, by means of outstanding bravery and at the risk of the officer's life.
- C. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual from fellow officers and must have involved risk of life. Incontestable proof of the performance of the service will be required, and each recommendation for this award will be measured against the standard of extraordinary valor.

II. Warrior Silver Medal of Valor

- A. Police personnel and reserve officers are eligible for this award.
- B. The Warrior Silver Medal of Valor may be awarded to any officer who is cited for gallantry in the performance of duty that does not warrant the Gold Medal of Valor.
- C. The required gallantry, while of lesser degree than that required for the Gold Medal of Valor, must nevertheless have been performed with marked distinction.

III. Warrior Bronze Medal of Valor

- A. Police personnel and reserve officers are eligible for this award.
- B. The Warrior Bronze Medal of Valor may be awarded to any officer who is cited for gallantry in the performance of duty that does not warrant the Silver Medal of Valor.

- C. The required gallantry, while of lesser degree than that required for the Gold and Silver Medals of Valor, must nevertheless have been performed with marked distinction.

IV. Civilian Medal of Valor

- A. Members of the public are eligible for this award.
- B. The Civilian Medal of Valor may be awarded to any private individual who distinguishes himself or herself conspicuously, above and beyond the normal performance of a citizen, by means of outstanding bravery and at the risk of his or her own life.
- C. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the individual from the normal citizen and must have involved risk to his or her life. Incontestable proof of the performance of the service will be required, and each recommendation for this award will be measured against the standard of extraordinary valor.

V. Warrior Bronze Medal of Merit

- A. Police personnel, reserve officers, and civilian employees of the department are eligible for this award.
- B. The Warrior Bronze Medal of Merit may be awarded to any officer or civilian employee who distinguishes himself or herself by outstanding meritorious service in a duty of great responsibility. The service must merit recognition as being clearly outstanding. Exceptional performance of normal duty alone will not justify the award of this medal. The service rendered should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly outstanding manner.
- C. For service not directly related to extremely hazardous police work, the term "duty of great responsibility" applies to a narrower range of positions within the department and to evidence of conspicuously significant achievement.

VI. Certificate of Merit

- A. Police personnel, reserve officers, and civilian employees of the department are eligible for this award.
- B. The Certificate of Merit may be awarded to officers and civilian employees who have distinguished themselves by exceptional performance of duty or periods of outstanding and faithful service, acts, or achievements that do not meet the standards required for the Bronze Medal of Merit.
- C. The citation on the certificate will not be worded so as to make it appear that the act or service warrants the award of a decoration.

VII. Letter of Commendation or Appreciation

Acts or services that are beyond the normal performance of duty but do not meet the above criteria for decorations or certificates may be recognized by a letter of commendation or appreciation from the Chief of Police or the Chief's representative. Police personnel, reserve officers, and civilian employees of the department may qualify for such letters.

VIII. Nominations for Awards

- A. Anyone may nominate for a valor or merit award police personnel, reserve officers, or civilian employees who distinguish themselves by outstanding heroism, outstanding performance of duty, or the performance of a meritorious act or service.
- B. The nomination is made via a written recommendation submitted through departmental channels to the Awards Committee. The nomination must include a description of the valorous or meritorious act and supportive reports, articles, photographs, and the like.
- C. The criterion for qualification established for each award should serve as a guide for all nominations.
- D. The nomination should be submitted no more than 12 months after the case has been completed.
- E. A nominee must be an active employee in good standing when the award is presented.

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IX. Presentation of Awards

A. Valor and merit awards are presented by the Chief of Police or the Chief's representative.

B. Responsibilities of Participating Elements

1. CAD

After being informed by the Awards Committee that an award is being recommended, the CAD is responsible for:

- a. Forwarding the committee's report to the Office of the Chief for final approval.
- b. Notifying the recipient's element commander of the Chief's decision and confirming the date of the award ceremony.
- c. Notifying the Media Liaison Office so that the news media are informed of the scheduled presentation ceremony.
- d. Ensuring that the appropriate award and related documents are prepared.
- e. Ensuring that the video production crew and the police photographer are present.
- f. Informing the Chief of Police and the staff of the awards via an information notice.
- g. Informing the chairperson of the Honolulu Police Commission of the awards via an information notice through the Office of the Chief.
- h. Setting up the venue, designated by the Chief of Police or a designee, for the presentation ceremony; and
- i. Passing the required awards and documents to the Chief of Police after the testimonial speech.
 - 1) Medals will be removed from their cases and pins opened.

- 2) Documents accompanying each award will be given to the Chief of Police immediately after the medal is presented to the recipient.

2. Recipient's Element Commander

When notified by the CAD that an award has been approved, the recipient's element commander is responsible for:

- a. Notifying the watch or detail commander of the type and recipient of the award.
- b. Coordinating the date for the ceremony with all participants.
- c. Ensuring the preparation of a testimonial speech about the incident(s) that led to the award.
- d. Reading the testimonial speech.

C. Presentation Ceremony

1. In general, the same order will be observed in conducting all award ceremonies.
 - a. The commander or a designee from the award recipient's element will read the testimonial.
 - b. Each award will be presented immediately after the testimonial is read.
 - c. In a ceremony with both civilian and police awards, all civilian awards will be presented first.

- d. Within the civilian and officer award categories, testimonials will be read and awards presented in order of the awards' significance (lowest to highest) regardless of where the recipients are assigned and the number of incidents involved. For example, in a ceremony involving a number of employees, awards would be presented in the following order:

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Chief's Section Award;
Chief's Civilian Employee Award;
Chief's Officer Award;
All Certificates of Merit;
All Bronze Medals of Merit;
All Bronze Medals of Valor;
All Silver Medals of Valor and
All Gold Medals of Valor.

2. If the chairperson of the Honolulu Police Commission is present, the chairperson sits to the immediate left of the Chief of Police. Other police commissioners sit to the chairperson's left.
3. The element commander or designee of the first award recipient calls the awardee by name to come forward, e.g., "OFFICER JANE DOE, PLEASE STEP FORWARD."
4. The awardee receiving the award steps forward and stands at attention for the reading of the testimonial.
5. If two or more awardees are receiving the same award under one testimonial, those awardees are named and step forward at the same time.
6. The element commander or designee reads the testimonial for the awardee(s) receiving the award.
7. After the testimonial speech by the element commander or designee, the award recipient moves to the Chief of Police, receives the award, and shakes hands with the Chief and any commissioners present. Official photographs are taken. The awardee then returns to his or her seat.

8. After the last award is presented, the Master of Ceremony makes closing remarks.
9. After the closing remarks, the command staff and visitors are free to congratulate the award recipients.

X. Wearing of Valor/Merit Medals/Bars/Insignia

A. Uniformed Personnel

1. Valor and merit medals may be worn for special occasions and ceremonies. The medal is centered on the left breast pocket of the uniform, with the top edge of the medal bar clasp 1/4" below and parallel with the top edge or seam of the pocket.
2. When more than one medal is worn, they are arrayed on the pocket as outlined above, in the following order from the wearer's right: Gold Medal of Valor, Silver Medal of Valor, Bronze Medal of Valor, and Bronze Medal of Merit.
3. The embroidered cloth insignia for valor and merit medals may be worn at all times. Both the insignia and the medal may be worn for special occasions and ceremonies.
4. The embroidered cloth insignia is stitched onto the left breast pocket of the uniform in the same way that medals are attached (see section X A 1 of this attachment).

B. Plainclothes Personnel and Civilian Employees

Plainclothes personnel and civilian employees who are authorized to wear decorations may wear the tackette bar as a lapel ornament on all occasions.

ANNUAL AWARDS

A nominee must be an active employee in good standing when the award is presented.

I. Police Officer of the Year

- A. Metropolitan police officers are eligible for this award.
- B. This is an annual award designed to recognize the outstanding officer of the year.
- C. Selection is based on the following criteria: demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on any of the following: demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, outstanding accomplishments on the job, and acts of heroism.

- D. The recipient of the Police Officer of the Year award is announced each year at the annual Police Week celebration.

II. Corporal of the Year

- A. Metropolitan police corporals are eligible for this award.
- B. This is an annual award designed to recognize the outstanding corporal of the year.
- C. Selection is based on the following criteria: demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.
- D. The recipient of the Corporal of the Year award is announced each year at the annual Police Week celebration.

III. Sergeant of the Year

- A. Metropolitan police sergeants are eligible for this award.
- B. This is an annual award designed to recognize the outstanding sergeant of the year.
- C. Selection is based on the following criteria:
demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on any of the following:
demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, outstanding accomplishments on the job, and acts of heroism.

- D. The recipient of the Sergeant of the Year award is announced each year at the annual Police Week celebration.

IV. Detective of the Year

- A. Metropolitan police detectives are eligible for this award.
- B. This is an annual award designed to recognize the outstanding detective of the year.
- C. Selection is based on the following criteria:
demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on any of the following:
demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, outstanding accomplishments on the job, and acts of heroism.

- D. The recipient of the Detective of the Year award is announced each year at the annual Police Week celebration.

V. Lieutenant of the Year

- A. Metropolitan police lieutenants are eligible for this award.
- B. This is an annual award designed to recognize the outstanding lieutenant of the year.
- C. Selection is based on the following criteria:
demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on any of the following:
demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, outstanding accomplishments on the job, and acts of heroism.
- D. The recipient of the Lieutenant of the Year award is announced each year at the annual Police Week celebration.

VI. Reserve Officer of the Year

- A. Police reserve officers are eligible for this award.
- B. This is an annual award designed to recognize the outstanding reserve officer of the year.
- C. Selection is based on criteria, such as:
demonstration of dedication to public service through number of duty hours credited and awards or letters of recognition for services or acts of special note; acts of heroism or bravery; demonstrated interest and participation in community affairs and events exclusive of reserve officer activities; and outstanding accomplishments as a reserve officer, e.g., suggestions that may result in cost savings or sharing a skill that results in increased efficiency within the department.
- D. The recipient of the Reserve Officer of the Year award is announced each year at the annual Police Week celebration and the 200 Club breakfast.

VII. Citizenship Award

- A. This award may be made to a private individual, business firm, civic organization, or other identifiable entity for the display of outstanding citizenship that has contributed directly or indirectly to the achievement of the goals and objectives of the department.
- B. Nominations for this award are considered on an annual basis. If no nominations are submitted in a given year or no recipient is selected from a list of nominees, no award will be presented for that year.
- C. The award is presented by the Chief of Police or the Chief's representative at an official ceremony. The ceremony is held at a time and place designated by the Chief.

VIII. Civilian Employee of the Year

- A. Civilian employees of the department in nonmanagerial and nonsupervisory positions are eligible for this award.
- B. This is an annual award designed to recognize an outstanding civilian employee.
- C. Selection is based on the following criteria: demonstration of integrity, demonstration of dedication to public service, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on the following: demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, and outstanding accomplishments on the job.

- D. The recipient of the Civilian Employee of the Year award is announced each year at the annual Police Week celebration.

IX. Civilian Manager/Supervisor of the Year

- A. Civilian employees of the department in managerial and supervisory positions are eligible for this award.
- B. This is an annual award designed to recognize an outstanding civilian manager or supervisor.
- C. Selection is based on the following criteria:
demonstration of integrity, demonstration of dedication to public service, demonstration of leadership ability, and receipt of awards or letters of recognition for services or acts of special note.

Selection is also based on the following:
demonstration of active interest and participation in community affairs and events, special acts or services in the public interest, and outstanding accomplishments on the job.
- D. The recipient of the Civilian Manager/Supervisor of the Year award is announced each year at the annual Police Week celebration.

X. Police Parent of the Year

- A. All police officers are eligible for this award.
- B. This is an annual award designed to recognize the police parent of the year.
- C. Selection may be made on the basis of number of children, age of officer, length of police service, etc. Such factors must be further supported by reference to the candidate's moral character, services to the community, and special relations among family members.
- D. The recipient of the Police Parent of the Year award is announced each year at the annual Police Week celebration and The 200 Club Breakfast and Awards Ceremony.

CHIEF'S RECOGNITION AWARD FOR SPRING AND FALL

I. Employee and Section Awards

- A. Any individual civil service employee of the department may be nominated for the Chief's Officer award or the Chief's Civilian Employee award.
- B. Any group of employees, including (but not limited to) sector groups, details, Criminal Investigation Division units, community policing teams, special assignment groups, and civilian groups may be nominated for the Chief's Section award. The members of the group shall be identified and their individual accomplishments noted.

II. Nominations

- A. Nominations shall be based on more than one of the following:
 - 1. A specific or special accomplishment or series of accomplishments that have contributed to improved service by the department, financial savings for the department, or significant progress in public service;
 - 2. Sustained superior performance or outstanding accomplishments on the job;
 - 3. Demonstrated integrity in and dedication to work;
 - 4. Demonstrated interest and participation in community activities;
 - 5. Voluntary self-development, as demonstrated by academic course work or participation in forums, workshops, or other activities that would tend to improve work performance, especially off-the-job improvement activities; or
 - 6. Demonstrated ability to work with other groups, both departmental and civilian, in accomplishing the goals of the department.

- B. An employee or group previously nominated may be nominated again, as long as the nomination is not for the same action for which a departmental award was previously granted.

- C. The rating period for the Spring awards is January 1 through June 30. The rating period for the Fall awards is July 1 through December 31.

- D. Nominations for the Employee and Section awards are to be submitted to the Awards Committee via the nominee's bureau chief and the Community Affairs Division (CAD) commander. The deadline for the submission of nominations is the third Wednesday following the end of each rating period.

1. The Awards Committee may return nominations that do not adequately explain how the nominee has met the criteria set forth above.

2. The Awards Committee will consider nominees who meet the criteria for the Chief's Officer and Chief's Civilian Employee award. In the event of a tie in the voting, the CAD major will break the tie.

3. Each award winner receives a certificate from the Chief of Police and appropriate departmental recognition.

4. The Awards Committee will consider nominees who meet the criteria for the Chief's Section award.

5. Each member of the award-winning section receives a certificate from the Chief of Police and appropriate departmental recognition.

6. If, in either category, it appears that none of the nominees are deserving of the award, the Awards Committee may elect not to present an award.

OTHER CERTIFICATES/LETTERS

I. Police Personnel

All police personnel receive appropriate certificates when they are appointed and promoted and complete recruit training and other special training courses authorized by the department.

Certificates for the above include:

- A. Police Officer's Commission;
- B. Recruit Training Certificate;
- C. Certificate of Promotion; and
- D. Special Training Certificate.

II. Private Persons

- A. A Certificate of Merit or a letter of commendation or appreciation is awarded to any private individual, business firm, or civic organization that performs a meritorious act or service that significantly furthers achievement of the department's goals of preserving the peace, protecting life and property, and enforcing the law.

Each recipient of the Certificate of Merit described above also receives a letter acknowledging the meritorious deed that prompted the award. The letter is prepared by the Community Affairs Division for the Chief's signature and is presented in conjunction with the award of the certificate.

- B. Appropriate certificates are awarded to any duly appointed junior traffic police officer or junior police advisor who contributes outstanding service. Also, appropriate certificates are awarded to all bona fide participants in athletic competitions sponsored by the Police Activities League and to anyone who contributes money or voluntary service for such activities.

Certificates for the above include:

- 1. Junior Traffic Police Officer's Commission;

2. Junior Traffic Police Officer's Award of Merit;
3. Junior Traffic Police Officer's Award of Merit (Advisors);
4. Junior Traffic Police Officer of the Year (one per school);
5. Police Activities League Certificate (Team Participant); and
6. Police Activities League Certificate (Contributor).

III. Presentation Ceremony

The presentation of the above awards is made by the Chief of Police or the Chief's representative at a time and place designated by the Chief.

THE 200 CLUB AWARDS

I. Police Officer of the Year

9-30-2019

- A. The department's annual awardees for Police Officer of the Year, Corporal of the Year, and Reserve Officer of the Year are eligible for that year's Police Officer of the Year.
- B. The recipient of the Police Officer of the Year award is announced each year at The 200 Club Breakfast and Awards Ceremony.

II. Civilian Employee of the Year

9-30-2019

- A. The department's annual awardees for Civilian Employee of the Year and Civilian Manager/Supervisor of the Year are eligible for that year's Civilian Employee of the Year.
- B. The recipient of the Civilian Employee of the Year award is announced each year at The 200 Club Breakfast and Awards Ceremony.

III. Police Supervisor of the Year

9-30-2019

- A. The department's annual awardees for Lieutenant of the Year, Sergeant of the Year, and Detective of the Year are eligible for that year's Police Supervisor of the Year.
- B. The recipient of the Police Supervisor of the Year award is announced each year at The 200 Club Breakfast and Awards Ceremony.

IV. Police Parent of the Year

- A. The police officer who receives the annual Police Parent of the Year award is recognized as the Police Parent of the Year.
- B. The recipient of the Police Parent of the Year award is announced each year at The 200 Club Breakfast and Awards Ceremony.

V. Outstanding Citizen Award

- A. The citizen who receives the department's Citizenship Award is recognized as the Outstanding Citizen of the Year.
- B. The recipient of the Outstanding Citizen of the Year award is announced each year at The 200 Club Breakfast and Awards Ceremony.

HALL OF FAME

- I. The Honolulu Police Department (HPD) recognizes former departmental employees who have made outstanding contributions to the department that have significantly impacted its development and standing in the field of law enforcement and in the community.
- II. CRITERIA
 - A. Nominees must have been HPD employees for at least five years and may be living or deceased.
 - B. Nominations must be based on one or more of the following:
 - 1. The nominee has a specific or series of accomplishments that have greatly contributed to improving the department and its services, created a financial savings for the department, and/or made significant progress in public service;
 - 2. The nominee has sustained superior performance or made outstanding accomplishments on the job;
 - 3. The nominee has demonstrated integrity in and dedication to work;
 - 4. The nominee has demonstrated outstanding character that distinguishes the nominee from others; and/or
 - 5. The nominee has demonstrated the ability to work with other groups inside and outside of the department to accomplish departmental goals.