



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.28	DATE OF ISSUE: 1/31/2024	EFFECTIVE DATE: 2/12/2024
SUBJECT: Employee Awards	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission #26.1.2	___NEW __X__AMENDS ___RESCINDS	

I. POLICY

- A. A program established for recognizing and/or rewarding outstanding performance is an essential component of an effective police agency. It provides a mechanism by which deserving officers can receive official recognition for their accomplishments.
- B. Any meritorious act or action performed by the Acton Police Department or a member of the Acton Police Department, that is considered to be above and beyond the performance of routine duty, should be reported (in writing) to the Chief of Police by the supervisor involved. **[26.1.2]**
- C. Any employee with personnel knowledge of another employee's act, achievement, or service, which may be cause for an award, should notify their immediate supervisor (in writing) detailing the circumstances.
- D. If the award appears to be suitable and appropriate, the supervisor should submit (in writing) their recommendation for the award describing the act and reason(s) they are recommending an award, setting forth the circumstances and basis for the award. The Chief of Police or Deputy Chief may, on his or her own initiative, issue a Letter of Recognition, Letter of Commendation, or any other award deemed appropriate to the employee. **[26.1.2]**
- E. The Chief of Police may forward the Letter of Commendation to the Appointing Authority, who may issue a Certificate of Commendation for superlative and distinguished performance of police duty.
- F. One or more of the following criteria shall be considered when recommending and awarding a commendation: **[26.1.2]**
- The personal display of extraordinary courage and valor in the performance of police duty.
 - The exemplary performance of meritorious police service to the community.
 - The performance of outstanding and exceptional service to the Police Department.

EMPLOYEE AWARDS INFORMATION:

History: Manual I, Section II & III.