



SUBJECT: Awards & Recognition	POLICY NO: 802.1-802.9
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EFFECTIVE DATE: January 1, 2016 REVISION DATE: August 21, 2019 REVISION DATE: March 30, 2020 REVISION DATE: April 23, 2021	
SPECIAL INSTRUCTIONS: Attached hereto: Display of Awards Addendum	

802.1 **PURPOSE**

The purpose of this policy is to:

- A. Establish an employee recognition program;
- B. Provide a description of Yuma County Sheriff's Office ("Office") awards;
- C. Establish criteria and eligibility requirements for Office awards;
- D. Outline procedures by which awards are processed; and
- E. List Office awards in order of precedence.

802.2 **POLICY**

In order to ensure that Office employees and volunteers are recognized for their dedication to professional excellence and outstanding or meritorious performance of duty, the Awards and Recognition Program shall be open to all Office employees and volunteers.

802.3 **DEFINITIONS**

Award: For this purpose, an award is defined as a plaque, certificate, medal, ribbon and/or any other token authorized by the Sheriff, which is given in recognition of merit or an achievement.

Line of Duty: For this purpose, "line of duty" means any action that an Officer is obligated or authorized to perform by law, rule, and regulation or written condition of employment or service—whether on-duty or off-duty—including a social or ceremonial function that the peace officer is assigned to or compensated for by the Sheriff's Office.

Injury: For this purpose, "injury" means a wound to any part of the body or condition of the body caused by external force, including an injury inflicted by bullet, explosive, sharp instrument, blunt object, or other physical blow, sustained while in the line of duty. A physical lesion is not required; however, the injury must have required treatment by a medical physician and records of medical treatment for wounds or injuries received in action must have been made a matter of official record.

Officer: For this purpose, "Officer" means a sworn peace officer or detention officer employed by the Sheriff's Office.

Approved: 
Leon N. Wilmot, Sheriff

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802.4 ANNUAL AWARDS

The Sheriff's Office solicits nominations for annual awards in effort to recognize employees and volunteers for their achievements, dedication to professional excellence and outstanding or meritorious performance of duty during the previous calendar year.

I. Annual Awards Categories and Criteria

A. Department Awards: The following annual awards are open to all Office employees and volunteers and presented by each bureau.

1. Esprit de Corps Award: Employees and volunteers who displayed performance that exemplifies spirit, wit, devotion and loyalty to duty to which all other employees and volunteers should aspire in the promotion of the Sheriff's Office, its goals and missions, are eligible for this award. The Detention award is also known as the Jerry Brass Award.
2. Innovator of the Year Award: Employees and volunteers who provided innovative ideas that enhanced the efficiency of a bureau are eligible for this award.
3. Special Merit Award: Employees and volunteers are eligible for this award based upon recognition by their fellow employees or volunteers for contributions made during the year which warrants special recognition.

B. Administration Bureau Awards: The following annual awards are open to employees assigned to the Administration Bureau.

1. Administration Employee of the Year: Awarded to "non-certified" employee assigned to the Administration Bureau and meets the criteria as set forth in Paragraph E.
2. Administration Supervisor of the Year: Awarded to "non-certified" Administration Supervisor who meets the criteria as set forth in Paragraph F.

C. Detention Bureau Awards: The following annual awards are open to employees assigned to the Detention Bureau or Certified Detention Officers.

1. Detention Support Staff Member of the Year: Awarded to a "non-certified" employee assigned to the Detention Bureau who meets the criteria as set forth in Paragraph E.
2. Detention Officer of the Year: Awarded to a Certified Detention Officer who meets the criteria as set forth in Paragraph E.
3. Detention Support Supervisor of the Year: Awarded to a "non-certified" Detention Support Supervisor who meets the criteria as set forth in Paragraph F.
4. Detention Supervisor of the Year: Awarded to a Certified Detention Supervisor who meets the criteria as set forth in Paragraph F.
5. Outstanding Achievement Award: Awarded to a Certified Detention Officer in recognition of an act or series of acts which were accomplished in a manner which is beyond reasonable expectations and which results in credit and praise to the officer and the Sheriff's Office.
6. Meritorious Service Award: Awarded to a Certified Detention Officer who exhibits distinguished service to the Sheriff's Office and to the community.
7. Rookie of the Year Award: Awarded to a Certified Detention Officer with less than two years of service, and has shown enthusiasm, ingenuity, resourcefulness and other attributes that are commonly associated with a veteran officer.

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D. Patrol Bureau Awards: The following annual awards are open to Certified Peace Officers—Regular and Reserve only.

1. Patrol Deputy of the Year: Awarded to a Certified Peace Officer who meets the criteria as set forth in Paragraph E.
2. Patrol Supervisor of the Year: Awarded to a Patrol Supervisor who meets the criteria as set forth in Paragraph F.
3. Outstanding Achievement Award: Awarded to a Certified Peace Officer—Regular or Reserve in recognition of an act or series of acts which were accomplished in a manner which is beyond reasonable expectations and which results in credit and praise to the officer and the Sheriff's Office.
4. Meritorious Service Award: Awarded to a Certified Peace Officer—Regular and Reserve, who exhibits distinguished service to the Sheriff's Office and to the community. The Reserve Deputy Award is also known as the Jim Ginn Award.
5. Rookie of the Year Award: Awarded to a Certified Peace Officer—Regular and Reserve, with less than two years of service, and has shown enthusiasm, ingenuity, resourcefulness and other attributes that are commonly associated with a veteran officer.
6. Reserve Officer of the Year Award: Awarded to a Certified Reserve Peace Officer who has exhibited professionalism and dedication to the Sheriff's Office and the community during the current year. This award is also known as the George Sprague Award.

E. Employee/Detention Support Staff Member/Detention Officer/Deputy of the Year Award: Nominees must have at least one year of continuous employment with the Office and must meet at least three out of the five criteria listed below to be eligible for these awards:

1. Professionalism: Employee conducts himself/herself in a manner consistent with the values and goals of the Office. Employee demonstrates an above average knowledge of their job responsibilities and consistently delivers a high quality job performance and services. Employee displays exceptional dependability and has a positive attitude.
2. Customer Service: Employee consistently recognizes and meets the needs and requirements of internal/external customers. Employee demonstrates compassion in dealing with the customer, being mindful of how his/her attitude and actions are perceived. Employee uses innovative problem-solving techniques when necessary to most appropriately address the customer's needs and reflects a positive image of the Office.
3. Quality: Employee consistently uses a systematic approach to accomplishing his/her responsibilities, taking care to minimize errors. Employee acknowledges and takes pride in ownership of the day-to-day processes for which he/she is responsible and utilizes initiative where necessary to meet overall goals.
4. Teamwork: Employee consistently demonstrates a spirit of teamwork by offering support to fellow employees whenever a need arises for a collective effort in accomplishing a task or goal. Employee takes a positive approach in interacting with fellow employees and seeks opportunities to contribute to the overall mission objective.
5. Special Projects: Employee volunteers for and works on special projects and performs extra duties beyond those normally assigned.

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F. Administration/Detention Support/Detention/Patrol Supervisors of the Year

Award: Supervisors must have served a minimum of one year in their supervisory role with the Office and must meet all of the criteria listed below to be eligible for these awards:

1. Professionalism: Supervisor conducts himself/herself in a manner consistent with the values and goals of the Office. Supervisor demonstrates an above average knowledge of their job responsibilities and consistently delivers a high quality job performance and services. Employee displays exceptional dependability and has a positive attitude.
2. Customer Service: Supervisor consistently recognizes and meets the needs and requirements of internal/external customers. Supervisor demonstrates compassion in dealing with customers, being mindful of how his/her attitude and actions are perceived. Supervisor uses innovative problem-solving techniques when necessary to most appropriately address the customer's needs and reflects a positive image of the Office.
3. Quality: Supervisor consistently uses a systematic approach to accomplishing his/her responsibilities, taking care to minimize errors. Supervisor acknowledges and takes pride in ownership of the day-to-day processes for which he/she is responsible and utilizes initiative where necessary to meet overall goals. Supervisor displays exceptionally consistent and diligent long-term job performance and outstanding service to their profession.
4. Teamwork: Supervisor consistently demonstrates the spirit of teamwork by offering support to subordinates and peers whenever a need arises for a collective effort in accomplishing a task or goal. Supervisor takes a positive approach in interacting with subordinates and peers and seeks opportunities to contribute to the overall mission objective. Supervisor promotes teamwork, while supporting the well-being of subordinates.
5. Special Projects: Supervisor volunteers for and works on special projects and performs extra duties beyond those normally assigned.
6. Leadership: Supervisor provides leadership in creating work environments that facilitate work/life balance, professional development, and performance management. Supervisor has a positive leadership style and empowers others. Supervisor treats all employees with dignity, respect and integrity.
7. Knowledge: Supervisor is familiar with, adheres to, and enforces Office and County policies and procedures, and all laws applicable to their position.

G. Sheriff's Office League of Volunteers, Inc. (SOLV) Members of the Year

Awards: Awarded to a member of each specific volunteer organization who has directly supported Sheriff's Office functions; who has been recognized by their specific organization or by a member of the Sheriff's Administration; and who has clearly exhibited exemplary professional performance of duty in their chosen area as listed below.

1. Civilian Volunteer of the Year
2. Explorer of the Year
3. Posse Member of the Year
4. Search and Rescue Member of the Year

II. Annual Awards Nomination Procedure

- A.** Nomination of employees and volunteers for annual awards may be submitted by any current employee or volunteer by inter-departmental correspondence. The

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nomination will include, but is not limited to, the following information:

1. Full name, position, rank, title of employee.
 2. Summary to support the nomination.
- B.** Nominations will be accepted for achievements during the previous calendar year. The nomination period will commence no later than January 15th of the current year and will run for no less than thirty (30) days.
- C.** Nominations received by the published deadline for submission will be forwarded to the Detention and Patrol Bureau Command Staff for review and recommendations. Nominations for the Administration Bureau and the Sheriff's Office League of Volunteers will be forwarded to the Patrol Command Staff for review and recommendations.
1. The Bureau Command Staff shall determine if a nominee for an award is being nominated for the appropriate award, and if the member is eligible for the award.
 2. The Bureau Command Staff shall review all nominations submitted for each award and initial their recommendations/selections.
 3. The Bureau Command Staff recommendations and remaining nominations submitted will be forwarded to the Chief Deputy/Chief of Operations for review and approval. If upon review, the Chief Deputy/Chief of Operations does not approve of any of the Bureau Command Staff's recommendations, he/she may elect to meet with the appropriate Bureau Commander for additional review, OR return those nominations with his/her comments and request for additional review.
 4. Upon review and approval by the Chief Deputy/Chief of Operations, the Bureau Command Staff recommendations, as well as the remaining nominations submitted, will be forwarded to the Sheriff for final review and approval.
- D.** Each Annual Award recipient shall receive a plaque and/or any other token as authorized by the Sheriff.
- E.** The annual awards listed in Section 802.4, Paragraph I, Subsections A through D shall be presented at an Annual Awards Presentation and Recognition Ceremony as designated by the Sheriff.

III. Annual Awards Presentation and Recognition Ceremony

- A.** The Annual Awards Presentation and Recognition Ceremony shall be held on the date designated by the Sheriff but no later than April 15th
- B.** The Annual Awards Event Committee shall consist of a Chairperson and as many members as the chairperson deems necessary to plan, coordinate and accomplish the task.

802.5 DEPARTMENT VALOR AWARDS

The department valor awards recognize Office employees and volunteers for acts of heroism and performance above and beyond the call of duty. The following valor awards are hereby established and will be awarded to Office employees or volunteers who have met the criteria for the award.

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I. Valor Awards Categories and Criteria

- A. Medal of Valor:** Awarded to an Office employee who distinguished themselves by an individual act of extraordinary heroism and exceptional courage performed in the line of duty at extreme, life-threatening, personal risk and whose actions were above and beyond the call of duty, in an attempt to save or protect human life.

This award should only be given out for extremely hazardous situations that are truly noteworthy. These situations should involve criminal law violations and lives saved. The recipient does not need to have been injured. The following specifics apply:

1. The situation was extremely hazardous and demanded immediate action.
2. The possibility of injury or death to citizens was present.
3. A strong possibility existed at the time the recipient acted that they could have suffered serious injury or death.
4. The act was not foolhardy.
5. The recipient did not use poor judgment, thus creating the necessity for their acts.

The Medal of Valor award consists of a medal, ribbon and certificate. The certificate will be framed and include the recipient's name, rank, date the award is presented, and a brief description of the act which justifies the award.

- B. Purple Heart:** Awarded to an Office employee who is killed in the line of duty or, while in the performance of their duty, sustained serious bodily injuries that required professional medical attention.

The Purple Heart award consists of a medal, ribbon and certificate. The certificate will be framed and include the recipient's name, rank, date the award is presented, and a brief description of the act which justifies the award.

- C. Life Saving Award:** Awarded to an Office employee or volunteer who distinguishes themselves by an act of heroism or exceptional performance above and beyond the call of duty under emergency conditions not involving criminal activity, wherein a service was rendered that resulted directly in sustaining a human life.

Only one award will be given for each instance, regardless of the number of lives saved. The acts need not be performed under conditions requiring bravery or exposure to great personal risk. The following specifics apply:

1. The recipient was aware of the seriousness of the situation.
2. The act was purposefully done.
3. The events leading to the act were not carelessly caused by the recipient, thereby necessitating the act.
4. There was a strong possibility the person would have died if the action had not been taken.

The Life Saving Award consists of a ribbon and certificate. The certificate will be framed and include the recipient's name, rank, date the award is presented, and a brief description of the act which justifies the award.

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Leon N. Wilmot, Sheriff

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II. Department Valor Awards Nomination Rules and Procedures

- A.** Nomination Time Limits: Except when specifically exempted by the Sheriff, nominations for the Medal of Valor, Purple Heart and Life Saving Award must be submitted no later than sixty (60) days after the occurrence of the action for which the nomination is made.
- B.** Nomination of Office employees or volunteers for valor awards may be submitted by any current employee or volunteer, at any time during the year in accordance with the established nomination time limits. The nomination shall be submitted on an Office nomination form through the respective chain of command and will include, but is not limited to, the following information:
1. Full name, position, rank, title of employee.
 2. Date, time, location of incident or series of incidents.
 3. Complete description of the incident, including details of risk involved, if any.
 4. A copy of all applicable Sheriff's Office reports or other law enforcement agency reports, when available.
- C.** Nominations will be endorsed at each level of command and the endorsement should verify the facts of the incident as reported. Nominations will be forwarded to the Sheriff for final approval.
- D.** The valor awards may be presented during a Quarterly Awards Presentation or at the Sheriff's Office Annual Awards Presentation and Recognition Ceremony. The valor awards may also be presented at an earlier date as designated by the Sheriff.

802.6 CITIZEN AWARDS

The Sheriff's Office presents awards to citizens whose actions warrant recognition. The following citizen's valor awards are hereby established and will be awarded to citizens who have met the criteria for the award.

I. Citizen Award Categories and Criteria

- A. Citizen's Valor Award:** Awarded to citizens who distinguished themselves by an individual act of extraordinary heroism and exceptional courage while voluntarily coming to the aid of a law enforcement officer and/or another citizen during an incident involving criminal activity at extreme, life-threatening, personal risk in an attempt to save or protect human life.

This award should only be given out for extremely hazardous situations that are truly noteworthy. These situations should involve criminal law violations and lives saved. The recipient does not need to have been injured. The following specifics apply:

1. The situation was extremely hazardous and demanded immediate action.
2. The possibility of injury or death to a law enforcement officer and/or citizen was present.
3. A strong possibility existed at the time the recipient acted that they could have suffered serious injury or death.
4. The act was not foolhardy.
5. The recipient did not use poor judgment, thus creating the necessity for their acts.

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- B. Citizen's Life Saving Award:** Awarded to citizens who distinguish themselves by an act of heroism or exceptional performance under emergency conditions not involving criminal activity, wherein a service was rendered that resulted directly in saving a human life.

Only one award will be given for each instance, regardless of the number of lives saved. The acts need not be performed under conditions requiring bravery or exposure to great personal risk. The following specifics apply:

1. The recipient was aware of the seriousness of the situation.
2. The act was purposefully done.
3. The events leading to the act were not carelessly caused by the recipient, thereby necessitating the act.
4. There was a strong possibility the person would have died if the action had not been taken.

- C. Citizen's Award for Meritorious Service:** Awarded to citizens who distinguish themselves by meritorious service and extraordinary actions or by assistance given in response to an emergency or routine situation that had a positive bearing on the outcome of the incident.

II. Citizen Awards Nomination Rules and Procedures

- A. Nomination Time Limits:** Except when specifically exempted by the Sheriff, nominations for the Citizen's Valor Award, Citizen's Life Saving Award and Citizen's Award for Meritorious Service must be submitted no later than sixty (60) days after the occurrence of the action for which the nomination is made.
- B. Nomination of citizens for awards may be submitted by any Office employee or volunteer at any time during the year in accordance with the established nomination time limits. The nomination shall be submitted through the respective chain of command and will include, but is not limited to, the following information:**
1. Full name of citizen.
 2. Date, time, location of incident or series of incidents.
 3. Complete description of the incident, including details of risk involved, if any.
 4. A copy of all applicable Sheriff's Office reports or other law enforcement agency reports, when available.
- C. Nominations will be endorsed at each level of command and the endorsement should verify the facts of the incident as reported. Nominations will be forwarded to the Sheriff for final approval.**
- D. Each recipient of a citizen award shall receive a framed certificate and/or any other token as authorized by the Sheriff.**
- E. The citizen awards may be presented at the Sheriff's Office Annual Awards Presentation and Recognition Ceremony or at an earlier date as designated by the Sheriff.**

Approved: 
Leon N. Wilmot, Sheriff

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802.7 SERVICE AND RECOGNITION AWARDS

I. Service and Recognition Awards Categories and Criteria

A. Years of Service

1. Years of Service Ribbon: Awarded to employees when they reach their five year anniversary of continuous service with the Sheriff's Office. Continuous service will be awarded at five year increments, i.e., 5, 10, 15, 20, etc. The Years of Service ribbon shall be presented during the Quarter Awards presentation or sooner upon the Sheriff's approval.
 - a. For the purpose of calculating years of service with the Yuma County Sheriff's Office, the YCSO Human Resources Department will use "continuous" years.
 - b. Any period of service as an employee of the Sheriff's Office prior to a break in service shall not be counted unless the break in service was less than two years duration and was not the result of disciplinary action.
 - c. For employees who resigned or separated from the Sheriff's Office and are rehired after the two year reinstatement period (Yuma County Rules & Regulations, PR-204 H), the rehire date will be used to calculate continuous years of service. Previous service will not be counted.
 - d. For employees who resigned or separated from the Sheriff's Office and are rehired within the two year reinstatement period (Yuma County Rules & Regulations, PR-204 H), the years in service for the issuance of the YCSO service ribbons will be calculated by adding the previous credited service plus the current service from the rehired date.

Example:

Original date of hire: April 1, 2003; resigned: September 5, 2006; rehire date: May 8, 2007.

Formula:

Previous Credited Service + Current Service = Month issued ribbon

Calculation:

3 years & 5 months (previous credit service) + 6 years and 7 months (current service up to December 2013) = December (Date of Issue).

2. Ten Year Badges: Awarded to a Deputy or Detention Officer who has served ten years as a badge carrier with the Yuma County Sheriff's Office. The Ten Year badges shall be presented to the Officers by the Sheriff upon his approval.

For the purpose of the issuance of the ten year Deputy or Detention Officer badges, the Officer must have served ten years as a badge carrier with the Sheriff's Office. A break in service will be subject to the same procedures as outlined in Section 802.8, Paragraph I, Section A, Subsection 1.a through 1.d.

Ten year badges remain the property of the Office and will be surrendered upon separation unless, and at the discretion of the Sheriff, the employee has retired or otherwise separated in good standing. Employees who leave service in other than good standing will not be permitted to retain the ten year badge unless expressly authorized by the Sheriff.

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Leon N. Wilmot, Sheriff

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B. Unit Recognition and Specialty Training Awards

These awards are authorized for wear by Officers who are assigned to or previously served in a particular Unit or Team, or have completed specialty training. The award will consist of a pin or medallion and a ribbon. The ribbon will be presented to the Officer upon completion of a minimum of one year of service in good standing with the assigned unit or team.

The pin or medallion may be worn while the Officer is an active member of the assigned unit or team. The ribbon may be worn by active members instead of the pin or medallion after one year of service with the assigned unit or team, and by Officers who previously served in a unit or team.

1. Special Response Team/Critical Incident Response Team
2. Investigator: Awarded to Officers assigned as an Investigator with Criminal Investigations Bureau (CIB), the Office of Professional Responsibility (OPR), the Narcotics Task Force (NTF), the Medical Examiner's Office or Detention Center.
3. Explosives and Ordnance Disposal Unit
4. Crisis Management Unit
5. Field Training Officer
6. Critical Accident Response Team
7. Motor Unit
8. Boating Safety & Enforcement Unit
9. Underwater Search and Recovery Team
10. K-9 Unit
11. Livestock Crimes Unit
12. Mounted Unit
13. Color Guard
14. Outer Transport Officer
15. Processing Officer
16. Maximum Custody Officer

802.8 DISPLAY OF AWARDS**A. Department Awards Order of Precedence (See attached addendum for graphic display of ribbons).**

1. Medal of Valor
2. Purple Heart
3. Life Saving Award
4. Employee/Officers/Supervisors/Staff Member/Volunteer of the Year Award
5. Outstanding Achievement Award
6. Meritorious Service Award
7. Special Merit Award
8. Esprit de Corps Award
9. Years of Service
10. Unit Recognition and Specialty Training Awards
 - a. Special Response Team/Critical Response Team
 - b. Investigator
 - c. Explosives and Ordnance Disposal Unit
 - d. Crisis Management Unit
 - e. Field Training Officer

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- f. Critical Accident Response Team
- g. Motor Unit
- h. Boating Safety & Enforcement Unit
- i. Underwater Search and Recovery Team
- j. K-9 Unit
- k. Livestock Crimes Unit
- l. Mounted Unit
- m. Color Guard
- n. Outer Transport Officer
- o. Processing Officer
- p. Maximum Custody Officer

- B.** Officers are permitted to only wear ribbons or pins as designated in this policy and Policy 211, Section 211.5, Paragraph C or otherwise approved by the Sheriff.

Ribbons will be worn centered on the right breast pocket above the nameplate. In the event that more than one ribbon is displayed, they will be positioned in order of precedence as noted in this policy from the wearer's left to right (The highest-ranking award nearest the center of the uniform). No more than three ribbons will be worn in any one row. Officers will not start a second row unless they are authorized to wear four or more ribbons. The second and succeeding rows will contain the same number of ribbons (three) as the first row before starting a new row. The top row is centered on the row beneath (See figure 802-1).

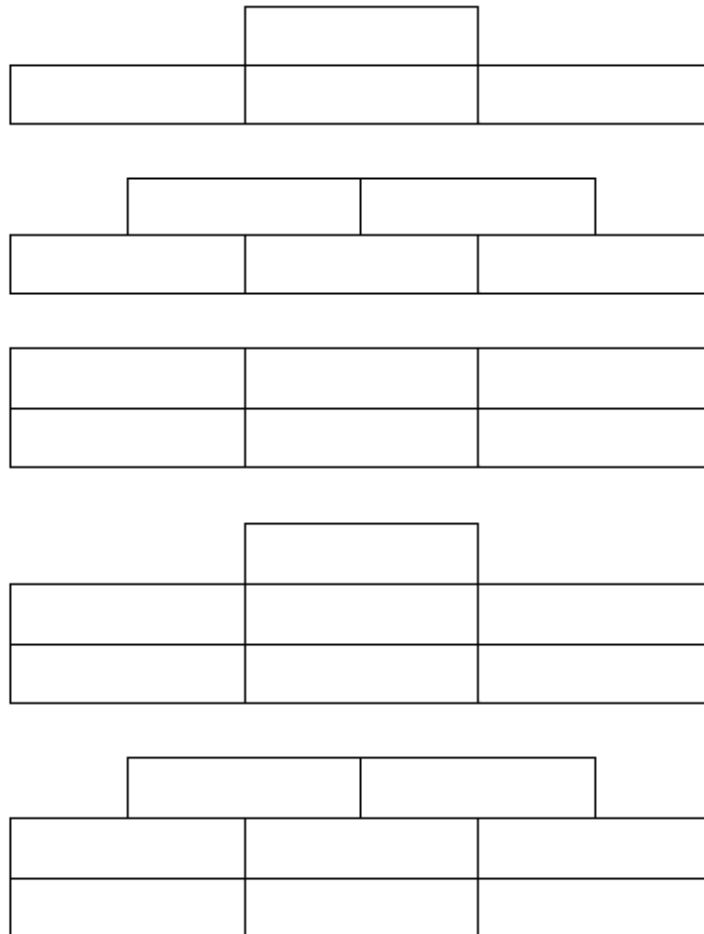


Figure 802-1. Wear of ribbons

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- C. An Officer will only be permitted to wear one (1) ribbon for each award. In the event an Officer is issued the same award on more than one occasion, the Officer will be provided with the ribbon with the appropriate bronze star affixed in the center of the ribbon.
- D. Pins and service medallions will be displayed on the right breast above the ribbons.
- E. No ribbon, pin or medallion will be worn by any Officer, employee or volunteer if not authorized or issued by the Sheriff.

802.9 AMENDMENT:

This policy is subject to amendment, revision, or rescission, as required.

Approved: 
Leon N. Wilmot, Sheriff

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