



TYLER POLICE DEPARTMENT

GENERAL ORDER: 03.100

	MERITORIOUS CONDUCT COMMITTEE	
	EFFECTIVE DATE: 01-30-1995	
	REVISED DATE: 03-17-2017	
CALEA STANDARDS: <u>26.1.2</u>		

03.101 PURPOSE OF THE MERITORIOUS CONDUCT COMMITTEE

- A. The purpose of the Meritorious Conduct Committee is to review cases involving particularly meritorious service, and make recommendations to the Chief of Police for proper recognition of outstanding performance by members of the department.
1. The committee receives recommendations made by both sworn and non-sworn employees of the department for the presentation of awards.
 - a. Nominations for sworn and non-sworn awards shall be made on department approved Nomination Award Ballots.
 - b. The ballots will be received through separate ballot boxes placed in a variety of locations accessible to all employees at both the Downtown Police Station and Faulkner Park Police Station.
 - c. Ballot boxes shall be readily available to receive nominations for a minimum of fourteen (14) days, but not more than twenty-one (21) days.
 - d. A listing of all eligible employees for various categories / awards shall be posted at or near the ballot boxes.
 - e. Once the ballot boxes are collected they shall be placed in the Chief of Police's office until tabulated by the sworn and non-sworn boards that makeup the Meritorious Conduct Committee. At that time each award nomination for sworn and non-sworn personnel will be presented.
 2. The Meritorious Conduct Committee approves or disapproves the recommendations and, if merited, decide what type of award is to be given.
 - a. For non-master awards the Committee will review all submitted Letters of Commendation / Recommendation with their attached

[Award Recommendation Form \(Form T-084\).](#)

- b. The Award Recommendation Form is to be used to assist Committee members in making final award recommendations to the Chief of Police.

- B. It is the functions of the Committee to approve recommendations, and in some cases make the choice of officers / employees to receive awards from outside organizations or individuals.

- C. The Committee is responsible for planning, coordinating, and setting up the awards banquet.

- D. The Chief has final approval on all awards.

03.102 COMPOSITION OF THE MERITORIOUS CONDUCT COMMITTEE

- A. The Meritorious Conduct Committee consists of two (2) Boards:
 - 1. Sworn Personnel Board
 - 2. Non-Sworn Personnel Board

- B. Each member of both Board, excluding the chairman, shall serve a one (1) year term commencing on October 1. The chairman shall serve on both Boards for a period of time specified by the Chief of Police.

- C. In the event that an alternate board member is required the Chief of Police or their designee will be notified. The Chief of Police or their designee may appoint a substitute board member if necessary.

- D. The Chief of Police has the authority to remove members of each Board.

- E. The Chairman of the Board will serve as the presiding officer on both boards and will have voting power. In the event of a tie, both nominations will be presented to the Chief of Police for final selection.

- F. It will be the responsibility of the Chairman to call all Board meetings.

03.103 COMPOSITION OF THE MERITORIOUS CONDUCT COMMITTEE BOARDS

- A. Sworn Personnel Board
 - 1. One (1) Chairman, who shall hold the rank of Lieutenant or higher and will be appointed by the Chief of Police.
 - 2. Three (3) members shall hold the rank of Sergeant or higher and will be appointed by the Chief of Police.
 - 3. Twelve (12) members shall always hold the rank of Police Officer and are selected by their peers / co-workers:
 - a. Six (6) will be officers from the Patrol Division.

- i. Three (3) from both the Downtown and Faulkner Park stations.
 - b. Three (3) will be officers from the Community Response Unit.
 - i. One (1) CRO, K9, and Bicycle Team member.
 - c. Three (3) will be Detectives from the Investigative Division.
 - i. At least one (1) will be from the Faulkner Park station.
- 4. Awards Recommended by Sworn Personnel Board:
 - a. [The Police Medal of Honor](#)
 - b. [The Purple Heart](#)
 - c. [The Police Medal of Valor](#)
 - d. [The Meritorious Conduct Bar](#)
 - e. [The Police Commendation Bar](#)
 - f. [The Life Saving Bar](#)
 - g. [The Police Shield](#)
 - h. [The Certificate of Merit](#)
 - i. [The Certificate of Civic Achievement](#)
 - j. [The Annual Police Officer of the Year](#)
 - k. [The Annual Plain Clothes Officer of the Year](#)
 - l. [The Annual Rookie of the Year](#)
 - m. [The Annual Sworn Supervisor of the Year](#)
 - n. [The Annual Unit / Shift of the Year](#)
 - o. [The Citizen's Certificate of Merit](#)
 - p. [The Annual Volunteer of the Year](#)

B. Non-Sworn Personnel Board

- 1. One (1) Chairman, who shall hold the rank of Lieutenant or higher and will be appointed by the Chief of Police.
- 2. One (1) Civilian / Non-Sworn Supervisor will be appointed by the Chief of Police.
- 3. One (1) Tele-communicator (Dispatcher) selected by their peers / co-workers.
- 4. One (1) Data Management Specialist selected by their peers / co-workers.
- 5. One (1) Public Service Officer (PSO) selected by their peers / co-workers.
- 6. One (1) from Administrative Personnel selected by their peers / co-workers.
- 7. Awards Recommended by Non-Sworn Personnel Board:
 - a. [The Certificate of Merit](#)
 - b. [The Certificate of Civic Achievement](#)
 - c. [The Annual Civilian Supervisor of the Year](#)
 - d. [The Annual Civilian Employee of the Year](#)
 - e. [The Annual Unit / Shift of the Year](#)
 - f. [The Citizen's Certificate of Merit](#)
 - g. [The Annual Volunteer of the Year](#)

03.104 AWARDS

- A. [The Police Medal of Honor](#)

1. The highest award in the Department.
2. To be awarded to a Police Officer who voluntarily distinguishes himself / herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the Police Officer was fully aware of the imminent threat to the officer's personal safety and acted above and beyond the call of duty at the risk of the officer's life.

B. [The Purple Heart](#)

1. Ranked next in prominence to the Medal of Honor.
2. To be awarded when a Police Officer has been shot, stabbed, or sustains a life-threatening injury as a result of the intentional and overtly aggressive actions of another while in the performance of the officer's duty and under honorable circumstances. The Purple Heart may be awarded in addition to any other award the Police Officer may be entitled to in making this sacrifice.

C. [The Police Medal of Valor](#)

1. Ranked next in prominence to the Purple Heart.
2. To be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
3. The term "*above and beyond the call of duty*" in the qualifications for the Police Medal of Honor and the term "*voluntary course of action*" in the qualification for the Police Medal of Valor disqualify all acts of courage, no matter how great, performed in the course of carrying out verbal and written orders.

D. [The Meritorious Conduct Bar](#)

1. Ranked next in prominence to the Police Medal for Valor.
2. To be awarded for a heroic deed and exceptional meritorious conduct involving exemplary courage, risk and danger to officer's personal safety.
3. May be awarded to an officer for meritorious serving in duty of great responsibility, the duty reflecting excellence in such performance distinguishes himself and the department in carrying out such performance.

E. [The Police Commendation Bar](#)

1. Ranked next in prominence to the Meritorious Conduct Bar.
2. To be awarded to an officer for outstanding performance involving great risk to personal safety while performing the duties of the position.
3. May be awarded to any Police Officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a highly professional degree of accomplishment.
4. The Police Commendation Bar may be awarded to any Police Officer, upon recommendation of officer's supervisor, who has received three or more

Certificates of Merit or three or more Certificates of Civic Achievement; one year may have elapsed after the awarding of the third such award before an officer is eligible, and recommendations must justify such continuous performance before the award will be made.

F. *The Life Saving Bar*

1. Ranked next in prominence to the Police Commendation Bar.
2. To be awarded to any Police Officer for the saving of human life. This award is intended for all Police Officers directly responsible for the saving of a human life; documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians or supervisors.
3. This award may also be made where evidence indicates that actions by the Police Officer(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim may expire at a later time.
4. May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.

G. *The Police Shield*

1. Ranked next in prominence to the Life Saving Bar.
2. To be awarded to any Police Officer or other uniformed employee of this department who is seriously injured in the line of duty due to an assault.
3. May be awarded to any Police Officer or other uniformed employee of this department who is seriously injured in the line of duty as a result of fires, explosions, etc.
4. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
5. The injury must not be the result of, or concurrent with, any conduct of the recipient that is less than acceptable by all standards.
6. The Meritorious Conduct Committee may not consider injuries sustained from falls on ice, motor vehicle accidents and the like, unless evidence clearly indicates the employee had exhausted all reasonable safety precautions and had no control over the circumstances.

H. *The Certificate of Merit*

1. Awarded for excellence in police service. A bar will also be presented for Police personnel who receive such award.
2. To be awarded to Police Officers of any rank for outstanding performance of duties under unusual, complicated or hazardous conditions over any period of time.
3. To be awarded to civilian Police personnel, as well as officers, for outstanding or superior performance of any assignment over a prolonged period of time, but such performance is to be clearly defined as exceptional, placing them well above other officers or civilian of equal rank or grade.
4. May be awarded, without bar, to any Police Officer from another law

enforcement agency qualifying under the above mentioned conditions if earned while aiding, assisting or working with any officer of the Tyler Police Department.

5. Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.
6. May be awarded to any distinct work group of employees when the actions of the group as a whole meet the qualifications. One certificate will be awarded, and it will remain with the unit. Individual employees will not receive a certificate or bar, however, an employee may be recommended for a separate Certificate of Merit based on his individual merit.

I. *The Certificate of Civic Achievement*

Will be presented to members of the Department, civilian and sworn, who bring favorable recognition to the department through their involvement in civic affairs while acting in the capacity as a member and representative of the Tyler Police Department.

J. *The Annual Police Officer of the Year Award*

1. In January of every year, nominations will be accepted for the officer who has contributed in an outstanding and exemplary manner for the preceding year. The Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one (1) officer for the award. The officer selected will also be awarded the Officer of the Year Bar. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically at both the Downtown Police and Faulkner Park Police stations. The awards will be subject to approval by the Chief of Police. The Chief of Police will present these awards.
2. Officers selected for nomination for this award shall meet the following criteria:
 - a. Be actively employed with the department for a minimum of one (1) year before the close of the award year.
 - b. Be ineligible for Rookie of the Year.
 - c. Above-average in job performance.
 - d. Above-average in quality of working including thoroughness of reports.
 - e. Good attendance record.
 - f. Good working relationship with other members of the department and the public.
 - g. Maintains a professional appearance.
 - h. Above-average ability in completing their assignments.
 - i. Extensive knowledge in area of assignment.
 - j. Above-average skills in case preparation if an Investigator, or above-average skills in public involvement if in Crime Prevention.
 - k. Effectiveness in Problem Oriented Policing.
 - l. Promotes concepts of Problem Oriented Policing in public and private contacts.

3. In addition to the minimum criteria for nomination, the Meritorious Conduct Committee shall consider these additional criteria for the award:
 - a. Complaints received against the officer for the same period of time.
 - b. Commendation / recognition letters the officer has received for the same period of time.
 - c. Chargeable / preventable accidents the officer has received for the same period of time.
 - d. Recommendations the Committee receives from the employee's supervisor.

K. *The Annual Plain Clothes Officer of the Year*

1. In January of every year, nominations will be accepted for the officer who has contributed in an outstanding and exemplary manner for the preceding year. The Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one (1) investigator for the award. The Plain Clothes Officer selected will be awarded the Officer of the Year Bar. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically at both the Downtown Police and Faulkner Park Police stations. The awards will be subject to approval by the Chief of Police. The Chief of Police will present these awards.
2. Officers selected for nomination for this award shall meet the following criteria:
 - a. Be actively employed with the department and permanently assigned as a plain clothes officer for a minimum of one (1) year before the close of the award year.
 - b. Above-average in job performance.
 - c. Above-average in quality of working including thoroughness of reports.
 - d. Good attendance record.
 - e. Good working relationship with other members of the department and the public.
 - f. Maintains a professional appearance.
 - g. Above-average ability in completing their assignments.
 - h. Extensive knowledge in area of assignment.
 - i. Above-average skills in case preparation if an Investigator, or above-average skills in public involvement if in Crime Prevention.
 - j. Effectiveness in Problem Oriented Policing.
 - k. Promotes concepts of Problem Oriented Policing in public and private contacts.
3. In addition to the minimum criteria for nomination, the Meritorious Conduct Committee shall consider these additional criteria for the award:
 - a. Complaints received against the officer for the same period of time.
 - b. Commendation / recognition letters the officer has received for the

- same period of time.
- c. Chargeable / preventable accidents the officer has received for the same period of time.
- d. Recommendations the Committee receives from the employee's supervisor.

K. *The Annual Rookie of the Year Award*

1. In January of every year, nominations will be accepted for the officer who has contributed in an outstanding and exemplary manner for the preceding year. The Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one (1) officer for the award and the officer will be awarded the Rookie of the Year Bar. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically at both the Downtown Police and Faulkner Park Police stations. The award will be subject to approval by the Chief of Police. The Chief of Police will present this award.
2. Officers selected for nomination for this award shall meet the following criteria:
 - a. Actively employed with the department for no more than 24 months with a minimum of three (3) months "Solo" status before the close of the award year.
 - i. No officer hired with prior law enforcement experience (street, investigations, etc.) will be considered for nomination for this award.
 - ii. The Chief of Police can authorize the inclusion of an officer for award consideration if extenuating circumstances exist.
 - b. Above-average initiative to learn minimum job requirements.
 - c. Above-average enthusiasm for their work.
 - d. Above-average initiative for self-improvement on or off-duty.
 - e. Good attendance record.
 - f. Good working relationship with other members of the department.
 - g. Maintains a professional appearance.
 - h. Effectiveness in Problem Oriented Policing.
 - i. Promotes concepts of Problem Oriented Policing in public and private contacts.
3. In addition to the minimum criteria for nomination, the Meritorious Conduct Committee shall consider these additional criteria for the award:
 - a. Complaints received against the officer for the same period of time.
 - b. Commendation / recognition letters the officer has received for the same period of time.
 - c. Chargeable / preventable accidents the officer has received for the same period of time.
 - d. Recommendations the Committee receives from the employee's supervisor.

L. *The Annual Sworn Supervisor of the Year Award*

1. In January of every year, nominations will be accepted for the Sworn Supervisor who has contributed in an outstanding and exemplary manner for the preceding year.
2. The Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one (1) supervisor for the award of Sworn Supervisor of the Year. The Sworn Supervisor award recipient will be awarded the Supervisor of the Year Bar.
3. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically at both the Downtown Police and Faulkner Park Police stations. The awards will be subject to approval by the Chief of Police. The Chief of Police will present these awards.
4. Supervisors selected for nomination for this award shall meet the following criteria:
 - a. Has been in a supervisory position or a minimum of one (1) year from their date of promotion by the close of the award year.
 - b. Ability to make logical, proper, and timely decisions.
 - c. Innovative and energetic toward improving the effectiveness of the department.
 - d. Respected by subordinates and supervisors.
 - e. Concerned with the welfare of subordinates.
 - f. Positively motivates subordinates to complete tasks.
 - g. Good communication skills.
 - h. Good attendance record.
 - i. Good working relationship with other members of the department and the public.
 - j. Maintains a professional appearance.
 - k. Effectiveness in Problem Oriented Policing.
 - l. Promotes concepts of Problem Oriented Policing in public and private contacts.
6. In addition to the minimum criteria for nomination, the Meritorious Conduct Committee shall consider these additional criteria for the award:
 - a. Complaints received against the supervisor for the same period of time.
 - b. Commendation / recognition letters the supervisor has received for the same period of time.
 - c. Chargeable / preventable accidents the supervisor has received for the same period of time.
 - d. Recommendations the Committee receives from the employee's supervisor.

M. *The Civilian Supervisor of the Year Award*

1. In January of every year, nominations will be accepted for the Civilian Supervisor who has contributed in an outstanding and exemplary manner for

- the preceding year.
2. The Non-Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one (1) Civilian Supervisor of the Year.
 3. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically at both the Downtown Police and Faulkner Park Police stations. The awards will be subject to approval by the Chief of Police. The Chief of Police will present these awards.
 4. Supervisors selected for nomination for this award shall meet the following criteria:
 - a. Has been in a supervisory position for a minimum of one (1) year from their date of promotion by the close of the award year.
 - b. Ability to make logical, proper, and timely decisions.
 - c. Innovative and energetic toward improving the effectiveness of the department.
 - d. Respected by subordinates and supervisors.
 - e. Concerned with the welfare of subordinates.
 - f. Positively motivates subordinates to complete tasks.
 - g. Good communication skills.
 - h. Good attendance record.
 - i. Good working relationship with other members of the department and the public.
 - j. Maintains a professional appearance.
 - k. Effectiveness in Problem Oriented Policing.
 - l. Promotes concepts of Problem Oriented Policing in public and private contacts.
 6. In addition to the minimum criteria for nomination, the Meritorious Conduct Committee shall consider these additional criteria for the award:
 - a. Complaints received against the supervisor for the same period of time.
 - b. Commendation / recognition letters the supervisor has received for the same period of time.
 - c. Chargeable / preventable accidents the supervisor has received for the same period of time.
 - d. Recommendations the Committee receives from the employee's supervisor.

N. [The Annual Civilian Employee of the Year Award](#)

1. In January of every year, nominations will be accepted for the Civilian Employee that has contributed in an outstanding and exemplary manner for the preceding year. The Non-Sworn Personnel Board of the Meritorious Conduct Committee will review the letters of nomination and select one civilian employee for the award. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically throughout at both the Downtown Police and Faulkner Park Police stations.

The awards will be subject to approval by the Chief of Police. The Chief of Police will present this award.

2. Employees selected for nomination for this award shall meet the following criteria:
 - a. Has been a full-time Civilian employee with a minimum of one (1) year of service from their date of hire by the close of the award year.
 - b. Above-average knowledge of their work.
 - c. Above-average enthusiasm for job and willingness to complete task as assigned.
 - d. Willingness to help others complete their job task if needed.
 - e. Above-average job performance.
 - f. Good attendance record.
 - g. Good working relationship with other members of the department and the public.
 - h. Maintains a professional appearance.
 - i. Effectiveness in Problem Oriented Policing.
 - j. Promotes concepts of Problem Oriented Policing in public and private contacts.

3. In addition to the minimum criteria for nomination, the Meritorious Conduct Board shall consider these additional criteria for the award:
 - a. Complaints received against the employee for the same period of time.
 - b. Commendation/recognition letters the employee has received for the same period of time.
 - c. Chargeable/preventable accidents the employee has received for the same period of time.
 - d. Recommendations the Board has received from the employee's supervisor.

O. [The Annual Unit / Shift of the Year Award](#)

1. In January of every year, nominations will be accepted for the division or unit that has contributed in an outstanding and exemplary manner for the preceding year. The Meritorious Conduct Committee will review the letters of nomination and select one division or unit for the award. The manner in which nominations will be accepted will be through balloting boxes that will be placed strategically throughout both the Downtown Police and Faulkner Park Police stations. The awards will be subject to approval by the Chief of Police. The Chief of Police will present this award.
2. Units or Shifts selected for nomination for this award shall meet the following criteria:
 - a. Unit
 - i. The minimum number of employees to qualify as a recognized department Unit shall be two (2).
 - ii. Be detailed within department General Orders and depicted

- in the current Organizational Chart.
 - iii. Demonstrate effectiveness in Problem Oriented Policing.
 - iv. Promotes concepts of Problem Oriented Policing in public and private contacts.
 - b. Shift
 - i. Be a recognized Patrol Shift of the department, detailed within department General Orders and depicted in the current Organizational Chart.
 - ii. Demonstrate effectiveness in Problem Oriented Policing.
 - iii. Promotes concepts of Problem Oriented Policing in public and private contacts.

P. *The Citizen's Certificate of Merit*

1. All persons are eligible for this award whose actions exemplify excellence in performance of civic responsibilities; show unselfish devotion to their citizens and the community in which the citizen lives; or whose actions bring honor to himself / herself and recognition to the City of Tyler.
2. Any officer who has knowledge of an incident involving a meritorious act by a citizen will submit through the channels, to their Division Commander / Asst. Chief, a recommendation that the Citizen's Certificate of Merit be awarded. The Division Commander / Asst. Chief will then forward the reports to the Chief of Police for determination if such is to be made.
3. The Public Relations office will, at the direction of the Chief of Police, determine whether the citizen is willing to accept the award and will arrange with the Administrative Secretary to the Chief of Police a suitable time for the presentation ceremony.

Q. *The Annual Volunteer of the Year*

1. Has been a Volunteer in Policing for the department for a minimum one (1) year before the close of the award year.
2. Volunteers for the department a minimum of four (4) hours per week.
3. In a Volunteer capacity, supports and represents the department by being a positive, innovative, and energetic person.
4. Assists Volunteer Services in a variety of community service projects.
5. Highly respected by fellow Volunteers and department employees.
6. Demonstrates good communication skills and a strong work ethic.
7. Maintains a professional appearance.

Q. Recognition and Commendation Letters

1. All employees who are eligible to receive recognition and / or commendation letters for actions which exemplify excellence in the performance of their duties, shall receive the letter(s) after submission is prepared by the employee's immediate supervisor and / or person(s) knowledgeable of the employee's action and approved by the employee's chain of command and


final approval is given by the Chief of Police.

- a. If the employee's immediate supervisor and / or chain of command believe the employee's actions and performance meet the criteria for a non-master award an [Award Recommendation Form \(Form T-084\)](#) must be completed.
- b. The Award Recommendation Form will be attached to the letter and submitted for review through the employee's chain of command to the Chief of Police.
- c. The original form and a copy of the letter will be maintained by the Chief of Police's administrative secretary for review by the Meritorious Awards Committee as note above.

03.105 RANKING OF MERITORIOUS AWARD BARS

- A. The following listing is the recognized prominence ranking for meritorious award bars:
 1. Medal of Honor.
 2. Purple Heart.
 3. Medal of Valor.
 4. Meritorious Conduct.
 5. Police Commendation.
 6. Life Saving.
 7. Police Shield
 8. Certificate of Merit.
 9. Certificate of Civic Achievement.
 10. Officer/Plainclothes Officer of the Year.
 11. Supervisor of the Year.
 12. Rookie of the Year.
- B. Service awards follow the meritorious awards pursuant to the listing set forth in [General Order 03.600](#).

Approved: 03-17-2017



Jimmy Toler
Chief of Police