

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

SERVICE AWARDS POLICY

03.600

REVISED 10/30/12

EFFECTIVE 01/30/95

3.601 PURPOSE OF THE SERVICE AWARDS POLICY

The purpose of this order is to set forth guidelines for awarding employees those awards related directly to the service of the employee.

03.602 SERVICE AWARDS

A. Police Training Officer Bar

1. All officers of the Department who are designated Police Training Officers will have the option of wearing this bar. The bar will have a blue and gold background with "P.T.O." in the center.
2. The bar may be worn as long as the officer is designated P.T.O. by the Division Commander and the P.T.O. Coordinator.
3. It is the responsibility of the P.T.O.'s Division Commander to ensure that officers holding P.T.O. status are issued a bar, and that the bar is returned to the Division Commander or P.T.O. Coordinator should the officer be removed from P.T.O. status either voluntarily, or by the Division Commander and/or P.T.O. Coordinator.

B. The Police Training Supervisor Bar

1. The bar may be worn by any supervisor who has been trained as a PTO supervisor and includes but is not limited to the P.T.O Program Manager, the P.T.O. Program Coordinator, and the P.T.O. Patrol Training Sergeants. The bar is blue and gold with FTS in the center.
2. The bar may be worn as long as the supervisor is designated as the P.T.O. Manager, Coordinator, or Patrol Training Sergeant by the Division Commander.
3. It is the responsibility of the Patrol Division Commander to ensure that supervisors holding Police Training Supervisor status be issued a bar, and that the bar is returned to the Division Commander should the supervisor be removed from P.T.O. Training Supervisor status either voluntarily, or by the Division Commander.

C. The Safe Driver Award

1. All members of the Department who are currently, or have been, assigned to a position which required driving the Department vehicles as part of the daily function of the position are eligible for this award. An employee may be assigned a position wherein the employee does not actually drive a Department vehicle each day, yet the employee's responsibilities will require frequent use of a Department vehicle during the period of assignment as directed by the employee's supervisor or commanding officer. In such instances the assignment will not render the employee ineligible to accumulate time toward this award.
2. This award is based upon five (5) year increments. The years are to be consecutive; that is, to receive a five-year, ten-year award, etc. a person must have five consecutive years without a chargeable accident and/or without inflicting preventable damage to a City vehicle through normal use. The same is to apply for each five-year increment (five, ten, fifteen, twenty, etc.). No previously issued award will be canceled. When an employee has been charged with an accident/preventable damage, the day following the accident/damage will begin a new calendar increment.

3. Each employee who believes at the end of each five-year increment that the employee is qualified to receive a Safe Driver Award, is to submit their name to that employee's commander for consideration.

D. The Perfect Attendance Award

1. The Perfect Attendance Award will be awarded to all sworn and non-sworn employees of the Tyler Police Department who distinguish themselves by perfect attendance.
2. This award is based upon three (3) year increments. The years are to be consecutive, that is to receive a three-year award, an employee must have three consecutive years without taking any sick leave. To receive a six-year award, an employee must have six consecutive years without taking any sick leave, etc. No previously issued award will be cancelled. When an employee has taken sick leave, the day following the sick leave begins a new increment.
3. Any break in service or leave without pay will require the employee to begin a new increment.
4. Each employee who believes at the end of each three-year increment that the employee is qualified to receive a Perfect Attendance Award, is to submit their name to their commander for consideration.

E. The Marksmanship Award

1. All members of the Department who are currently, or have been assigned to a position, which requires qualification with a duty weapon shall be eligible for this award. A bar will be awarded to all personnel who qualify. Qualifications will be based on each officer's semi-annual firearms qualification score. The Award Classification will be as follows:

a.	Marksmanship	80-89%
b.	Sharpshooter	90-94%
c.	Expert	95-100%
d.	Distinguished Expert	98% or above **

** Must be scored five **CONSECUTIVE** times and certified by the Firearms Coordinator.

2. The above awards will be based on semi-annual firearms qualifications, and no officer who qualified will be allowed to fire again in an attempt to score a higher grade.

F. Certification Bar

1. Advanced Certificate Bar - sworn members that have completed the TCLEOSE requirements for the advanced certificate are eligible to wear this service bar. The requirements for the advanced certificate are:

- a. 800 training hours and 12 years service
- b. 1200 training hours and 9 years service
- c. Associate's degree and 6 years service
- d. 2400 training hours and 6 years service
- e. Bachelor's degree and 5 years of service

2. Master Certificate Bar - sworn members that have completed the TCLEOSE requirements for the master certificate are eligible to wear this service bar. The requirements for the master certificate are:

- a. 1200 training hours and 20 years service
- b. Associate's degree and 12 years service
- c. 2400 training hours and 15 years service
- d. Bachelor's degree and 9 years service
- e. 3300 training hours and 12 years service
- f. Master's degree and 7 years service
- g. 4000 training hours and 10 years service
- h. Doctoral degree and 5 years service.

G. The Years of Service Bar

Years of Service bars are awarded to the sworn members of the department based upon consecutive longevity increments of 5 years. A bar is available for 5 years of service, 10 years of service, 15 years of service, etc.

H. Unit Designation Bar

Unit designation bars are available for members assigned to the Honor Guard, the Bicycle Unit, and the Hostage Negotiation Unit.

I. Law Enforcement Management Institute of Texas Bar

Members that have successfully completed the Bill Blackwood Law Enforcement Management of Texas Institute (LEMIT) are awarded a bar denoting this achievement.

J. Recruiter Bar

All Officers of the Department who are designated Recruiters are eligible to wear this bar.

K. Academic Recognition Bar

All Officers that have at least a bachelor's degree that meet the TCLEOSE requirements are eligible to wear this bar.

L. Canine Unit Insignia Pin

Members of the Canine Unit are permitted to wear the AK-9@ insignia pin. This pin, due to its size and configuration, must be worn centered above the award/service bars.

M. Motorcycle Wing Pin

Members of the Traffic Unit that are assigned to ride motorcycles are permitted to wear the Motorcycle Wing Pin. This pin, due to its size and configuration, must be worn centered above the award/service bars.

N. Years of Service Pin

Years of Service pins are awarded to both sworn and non-sworn members of the department based upon longevity increments of 5 years. The pin is available for 5 years of service, 10 years of service, 15 years of service, etc.

O. Accreditation Pin

Sworn and non-sworn members are issued the Accreditation pin upon being employed by the department.

03.603 RANKING OF SERVICE AWARDS

The following listing is the recognized prominence ranking for the service award bars.

1. LEMIT or other achievement bar.
2. P.T.O. / P.T.S. Certification bar.
3. Academic Recognition Bar.
4. Safe Driving bar.
5. Perfect Attendance bar.
6. Years of Service bar.
7. Unit Designation bar.
8. Marksmanship bar.
9. Recruiter bar.

Approved: 10/30/12

A handwritten signature in black ink, enclosed in a thin black rectangular border. The signature is written in a cursive style and appears to read "Anthony J. Shindler".