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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	RECOGNITION AND APPRECIATION POLICY
POLICY REFERENCE NO:	HR/15

Executive Summary

It is the aim of this WMP policy to provide a corporate and consistent awards framework and procedural guide relating to the internal and external awards available to WMP's officers, staff and members of the community by which to:

- recognise long and distinguished service, outstanding performance and/or bravery by police officers, staff, partner agency colleagues and members of the public
- acknowledge individual and/or team contributions in support of delivering the Forces Values.

Any enquiries in relation to this policy should be made directly with that of the policy contact/department shown below.

Intended Policy Audience

This policy is primarily aimed at all police officers, staff, PCSOs and special constables of West Midlands Police, but is also applicable and intended to be used by members of the public and partner agencies.

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Supporting Documents

- Home Office Guidance and nomination forms re National Awards
- *Code of Ethics* (http://www.college.police.uk/docs/Code_of_Ethics.pdf)

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy, including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator, including that of the authorised original Command Team papers.

Please Note

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, staff and officers at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values.”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see http://www.college.police.uk/docs/Code_of_Ethics.pdf for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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1. PURPOSE AND CULTURE

1.1 The purpose of this WMP policy is to provide a consistent framework and procedural guide to:

- recognise and appreciate extra-ordinary work/actions, performance and bravery, above and beyond what would normally be expected
- increase awareness of both individual and team efforts and achievements
- acknowledge long and distinguished service
- note individual or team contributions in support of delivering the Force Values:
 - ❖ We put the public first in everything we do
 - ❖ We act with integrity, fairness and humanity
 - ❖ We are one team working together
 - ❖ We listen, learn and strive to improve

We do the right thing and deliver a service that our friends and family would be proud of.

1.2 Formal recognition and appreciation awards can be at -

- Direct individual/team level
- Local Policing Unit/Departmental level
- Force Level
- External Awards
- National and International Level

1.3 However, WMP encourages a culture of mutual recognition, where the assistance given and contribution of colleagues at all levels is regularly acknowledged and noted. Consistent, timely, and meaningful recognition does not need to be costly or time consuming, but it should be a priority, as employee recognition is one of the leading factors contributing to employee satisfaction and motivation. Letters of appreciation, an email to a line manager or telephone call, make a difference to whether we all feel valued. Positive feedback has a lasting impact on the recipient. WMP promotes a supportive working environment, where personal acknowledgement of the effort and achievement of colleagues, irrespective of rank and role in relation to individual employees, is regular, meaningful and genuine.

1.4 Employees should keep a record of the acknowledgement they receive and send.

1.5 Line Managers are encouraged to refer to this positive feedback in eDR meetings and ensure that they recognise good work whenever they can.

1.6 SLT members should, in agreement with the employees involved, also publicise good feedback locally, so that the recognition is broader and colleagues have an opportunity to appreciate and learn from excellent service in action.

1.7 The purpose of this policy is to reinforce that recognition between colleagues should be business as usual. We are one team working together.

2. PRINCIPLES

- 2.1 This policy sets out the various types of awards for recognition and appreciation of:
- Outstanding effort/performance
 - Improvements to efficiency and effectiveness, or enhancing the quality of service provided
 - Contributions in support of delivering the Forces Values
 - Contribution by partner agencies and members of the public in support of policing
 - Conspicuous acts of courage or bravery
 - Long and distinguished service.

Recognition for excellent attendance is covered in an appendix to the force Attendance Policy.

N.B. *Please refer to the table in section 4 ([Awards and Eligibility](#)) for a summary of the awards and their criteria.*

- 2.2 Nominations can be put forward by anyone for anybody (colleagues, partner agencies, members of the public etc) for consideration by the LPU/Departmental Recognition and Appreciation Panels. If a nomination is for a member of the LPU/Departmental Recognition and Appreciation Panel then this should be submitted by the nominator to the LPU Commander/Department Head for local recognition or to the Awards and Secretarial Co-ordinator, Shared Services for Force/Annual Awards for consideration by the Chief Officers Panel.

- 2.3 Standard form WP745 must be used to submit all nominations and be supported by the LPU Commander/Departmental Head or Deputy.

- 2.4 LPU/Departmental Recognition Panels will need to meet bi monthly to feed in Force, Annual and external nominations and should consist of members of the senior management team, HR, and any other representatives as required from Staff Associations.

- 2.5 Force awards will be presented as follows:
- Chief Officer's Awards are decided upon and conferred by members of the Command Team
 - LPU/Departmental awards will be determined and presented locally at Senior Management Team meetings and/or LPU/Departmental Annual Awards events
 - Chief Constable's Awards/Commendations and Long Service awards are presented at Force Awards ceremonies throughout the year
 - The Diamond Awards are hosted annually and are decided upon by a dedicated panel to review internal/external nominations.

Please note.

- 2.6 Sponsorship: any Local Annual Awards events may need to be supported from sponsorship. Further information and guidance is available from Finance ([click here](#)).
- 2.7 It should be noted that small informal events such as coffee mornings or lunch style buffets can be arranged within the local policing departmental budgets, which have limited amounts set aside for this purpose.

3. PROCESS

- 3.1 The criteria established in each of the award categories must be strictly applied and evidenced. This evidence must be specific to the police officers, staff, partner agency colleagues and members of the public within their community, demonstrating clearly their actions or contribution, with supporting evidence where available. Each case will be assessed on its merits.
- 3.2 Nominations for all awards must be submitted on the appropriate form – [WP745](#)
- 3.3 Where the decision of the LPU/Departmental Recognition and Appreciation Panel is that the actions identified should be considered by the Chief Officers' Recognition and Appreciation Panel, the LPU Commander/Head of Department will endorse the nomination with their support and forward it to the Secretarial and Awards Co-ordinator, Shared Services, who administers the process.
- 3.4 The outcome of the Chief Officers' panel decision will be fed back to the owning LPU/Department and where it has been agreed that recognition should be at Force level, the Awards and Secretarial Co-ordinator, Shared Services, will send to the owning LPU/Department (secretarial support) notice of the decision made and category of award to be received.
- The Awards and Secretarial Co-ordinator will make the necessary arrangements for the presentation of the award at the appropriate ceremony as detailed at 2.4 above.
- 3.5 A record should be made via ORACLE on the individual's personal records whenever they are the subject of any form of award or recognition referred to in this policy. All award recipients should also be aware of their individual responsibility to ensure that their records are up to date.
- 3.6 Throughout the nomination process, consideration should be given by local Recognition Panels to explore all options for recognising the actions, work or achievements of the individual(s)/teams by way of:
- Chief Officers' Award
 - Local Policing Unit/Departmental Award/letter of appreciation
 - Force Awards such as Chief Constable's Award/Commendation
 - Diamond Awards
 - External Awards
 - National and International Awards.
- 3.7 It should be noted that due to the highly confidential and sensitive nature of Honours nominations, these awards are covered by a separate process as set out in the detail for those awards at section 5 below.

4. SUMMARY OF AWARDS AND ELIGIBILITY

SUMMARY OF ELIGIBILITY	
AWARD	CRITERIA
NATIONAL AWARDS	Please see nomination process against each category in section 5
Awards for Gallantry: <ul style="list-style-type: none"> • <u>The George Cross</u> • <u>The George Medal</u> • <u>The Queens Gallantry Medal</u> • <u>Queens Commendation for Brave Conduct.</u> 	<u>Four category levels (in descending order).</u> - Greatest heroism and courage; - Gallantry of an extremely high order (great bravery); - Gallantry of a high order (exemplary bravery); - Gallantry (recognition of bravery).
<u>OBE/MBE/BEM</u>	Nominations dealt with via Chief Constables Office
<u>Queen's Police Medal for Distinguished Service</u>	Nominations dealt with via Chief Constables Office
AWARD	CRITERIA
ANNUAL AWARDS	NB These award categories will also need to be considered by the LPU/Departmental Panel to identify the best candidate during that year in conjunction with the Diamond Awards.
Diamond Award Categories	
<u>Working in Partnership Award</u>	This award recognises an individual or team who has worked in partnership with others to solve a challenging problem in an area of crime, business administration or policing process. This can be either an internal partner (eg another department) or external (eg council or business).
<u>Community Engagement Award</u>	This award will go to an individual or team who has worked with local people to ensure their ideas and joint work contributed to positive changes within the community.
<u>Excellence in Service Delivery Award</u>	Awarded to an individual or team who provides/has provided a high quality of professional service that has helped improve confidence and satisfaction.
<u>Driving Diversity Award</u>	This award will be given to an individual or team that has worked to promote equality of opportunity and/or tackle discrimination.
<u>Welfare at Work Award</u>	This award recognises those who have made a significant contribution to improving safety awareness, performance and culture within West Midlands Police.
<u>Creativity and Innovation Award</u>	Awarded to an individual or team who has demonstrated innovative or creative ways of working.

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<u>Inspirational Leadership Award</u> (previously Andrew le Comte and presented by representative of Andrew's family)	The recipient of this award will have demonstrated outstanding leadership skills that inspired others to achieve.
<u>Employee of the Year Award</u> (Four Awards – Police Officer, Special Constable, PCSO and Police Staff)	The employee of the year awards recognises outstanding service by individuals, over and above what is required as part of that persons normal role. (NB The Police Staff award will be the Joyce Campbell Award and will be presented by Joyce Campbell herself)
<u>Team of the Year Award</u>	This award will be given to the team or department that have worked together to demonstrate the power and effectiveness of successful teamwork.
<u>Putting the Public First Award</u>	This award aims to identify an individual or team that has acted above and beyond the call of duty in putting the public first.
<u>Community Thank You Award</u>	Awarded to members of the public (either an individual or group) who have worked with the police, providing assistance through local initiatives such as watch or community groups.
Existing Awards	
<u>The Sharon Loveitt Award</u>	Awarded to a police officer for outstanding achievement in connection with Police Charity work.
<u>The Mac Walker Award</u>	The award is to be made annually to the Top Advanced Rider of the Year as identified by the Force Driving School.
<u>The Gavin Carlton Award</u>	The award is made annually to the Top Advanced Driver of the Year as identified by the Force Driving School
Force Awards	
<u>Chief Constable's Commendation</u>	Awarded for exceptional courage or bravery
<u>Chief Constable's Award</u>	Awarded for exceptional contribution to serving and protecting our communities deserving of the Chief Constable's recognition
<u>Chief Officer's Award</u>	Significant contribution to serving and protecting our communities deserving of the Chief Officer's recognition
<u>Chief Constable's Good Citizen's Award</u>	Awarded to members of the public who have been involved in assisting the police or the community.
<u>Chief Constable's Community Service Award</u>	Awarded to members of the public who have assisted the police by providing support through Local Crime Prevention Panels/Neighbourhood Watch etc.
<u>Chief Constable's Young Person's Award</u>	Awarded to young people who have been involved in assisting the police.
<u>LPU/ Departmental Awards</u>	Awarded to staff who have contributed above normal duties towards the policing of the West Midlands but do not fall within the criteria for any of the above.
Long Service Awards	
<u>Police Long Service & Good Conduct Medal</u>	20 years approved service with very good conduct
<u>Special Constabulary Long Service</u> (medals/bars/shield)	Not less than 9 years, continuous or in aggregate. Additional bar after each additional 10 years. A commemorative shield will be awarded after 20 years' service.

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<u>Police Long Service Badges</u>	Police staff having completed 20 years Local Authority Service
EXTERNAL AWARDS	<i>Nominations for these awards will be sourced from current nominations and where required additional requests made from the Awards Co-ordinator, published via the Force Noticeboard.</i>
<u>Police Federation Bravery Award</u>	Award by the Police Federation to regular officers for outstanding bravery
<u>Coppers' Copper Award</u>	Award made by the Police Federation. Officers are invited to nominate their colleagues to recognise the hard work and commitment of those officers who just get on with everyday policing.
<u>The Ferrer's Trophy for Special Constables</u>	Awarded to Special Constable(s) for contribution to policing and/or the community.
<u>Police Public Bravery Award</u>	ACPO award for bravery or devotion to duty for members of the public. The award is the only national bravery award for members of the public to be made by Chief Constable and provides well-deserved national recognition for outstanding acts of bravery or devotion to civic duty in support of the police.
<u>Royal Humane Society</u>	Awards by the Society for those at personal risk have performed an act to save life.
<u>The Ross McWhirter Foundation Awards</u>	Award to any person for acts of outstanding initiative, leadership etc. outside of customary calling.
<u>The Sheriff's Award for Bravery</u>	Award to any individual who has shown commendable and selfless courage in the course of protecting another person or their property.
<u>Judge's Commendation</u>	Awarded to regular officers/special constabulary officers/police staff at the end of a trial by the Judge.

5. NATIONAL AWARDS

Awards for Gallantry

5.1 Process

5.1.1 There are four categories of awards for gallantry, which are available to the police service and, With the exception of the Queen's Gallantry Medal, can be awarded to members of the public as well as police officers/staff.

5.1.2 When police officers have received the co-operation and assistance of any other person which appears to merit a national award, a recommendation will be submitted as set out below. Advice on the suitability of a nomination for this type of recognition can be provided by the Chief Constable's Office.

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5.1.3 Nominations for police officers/staff/special constables/members of the public will be submitted by the LPU Commanders/Head of Department to the Chief Constable's Office as soon as possible after the occasion when the act of gallantry was performed.

5.1.4 The following information is required in making the recommendation:

- a) Surname with prefix (eg Mr, Mrs, Miss or Ms)
- b) First names (in full)
- c) Rank or occupation
- d) Home address (nb in posthumous recommendations, the name and address, and the relationship to the deceased, i.e. next of kin or legal beneficiary)
- e) Date of birth
- f) Previous honours (if any) with dates and category of award
- g) Place, date and approximate time of the act of gallantry
- h) Particulars of the act of gallantry. This should be a brief summary of the incident with full information of any circumstances, which throw light on the nature, and degree of the courage displayed
- i) Additional supporting evidence: police reports, statements by eye witnesses, and plans or photographs should be included whenever possible
- j) Particulars of any injury sustained at the time of the incident by the person recommended and the consequent degree of incapacity for duty
- k) Assessment of the degree of gallantry and risk involved.

5.1.5 Any change in the circumstances of the person recommended (eg promotion, retirement, resignation, change of address or death) should be notified to the Chief Constable's Office.

5.1.6 If the circumstances leading to the recommendation have also led to a charge being brought against another person, and that charge is to be tried at the Crown Court, a preliminary recommendation will be submitted as soon as possible after committal proceedings and before trial at the Crown Court.

5.1.7 The drafting of a further report giving details of any new facts which may have emerged from the trial, and of any relevant remarks made by the judge, will be submitted when the outcome of the court proceedings is known.

5.1.8 Although any awards granted would not be announced (save in exceptional circumstances) until the trial and any subsequent appeal had been completed, the procedure will allow early consideration of recommendations and announcements of any awards.

5.2 Categories of Awards for Gallantry

The George Cross

Criteria

- I. Established in 1940, this is the highest category of decoration of the United Kingdom and is awarded only for acts of gallantry of the greatest heroism or of the most conspicuous courage in circumstances of extreme danger: 90% - 100% risk of death.
- II. The George Cross may be granted posthumously and is restricted to British subjects.
- III. Nominations will be dealt with by the Chief Constable's Office.

The George Medal

Criteria

- I. Established in 1940, this is the second highest category of decoration of the United Kingdom and Commonwealth, and is awarded for conspicuous gallantry in acts of great bravery and courage, in saving life and property, or in preventing crime and arresting criminals.
- II. The George Medal may be granted posthumously and is restricted to British subjects.
- III. Nominations will be dealt with by the Chief Constable's Office

The Queen's Gallantry Medal

Criteria

- I. Established in 1974 and later replacing the Queens Police Medal for Gallantry. This is the third level category of decoration of the United Kingdom and Commonwealth, and is awarded for exemplary acts of bravery: 20%-50% risk of death.
- II. The Queens Gallantry Medal may be granted posthumously.
- III. Nominations will be dealt with by the Chief Constable's Office.

The Queen's Commendation for Brave Conduct

Criteria

- I. Established in 1939, this is awarded for the lesser of three acts in the previous categories but recognises brave acts and risks to life: 20% or less risk of death and merits national recognition.
- II. Not restricted to British subjects.
- III. Nominations will be dealt with by the Chief Constable's Office.

5.3 Honours

- OBE (Order of the British Empire)
- MBE (Member of the British Empire)
- BEM (British Empire Medal)

Please note that nominations are submitted twice a year in January and July.

Process

- 5.3.1 Anyone seeking to make a nomination for either a police officer/staff, member of the community or partner agency, should contact the Awards and Secretarial Co-ordinator, Shared Services, who will facilitate the process and present to the Chief Constable for consideration in line with guidelines issued by the Home Office.

Please see below link for more details:-

<http://www.direct.gov.uk/en/Governmentcitizensandrights/UKgovernment/Honoursawardsandmedals/index.htm>

5.4 The Queen's Police Medal for Distinguished Service

Criteria

- I. Established in 1954, the Queen's Police Medal (QPM) is awarded to police officers in the United Kingdom and Commonwealth and recognises:
 - Conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals; risks incurred to be estimated with due regard to the obligations and duties of the officer concerned.
 - An especially distinguished record in administrative or detective service or other police service of conspicuous merit.
 - Success in organising police forces, or in maintaining their organisation under special difficulties.
 - Special services in dealing with serious or widespread outbreaks of crime or public disorder or fire.
 - Valuable political and secret services.
 - Special services to Royalty and Heads of State.
 - Prolonged service when distinguished by very exceptional ability and merit.
- II. An officer who has been awarded the Queen's Police Medal may on all occasions when the use of such letters is customary, place their name before the letters QPM.

Process

- 5.4.1 Anyone seeking to make a nomination should contact the Awards Co-ordinator, Business Support who will facilitate the process and present to the Chief Constable for consideration in line with guidelines issued by the Home Office.

Further details can be found at

http://www.direct.gov.uk/en/Governmentcitizensandrights/UKgovernment/Honoursawardsandmedals/DG_176568

6. DIAMOND AWARDS

6.1 Process

- 6.1.1 The Diamond Awards are hosted annually and are decided upon by a dedicated panel to review internal / external nominations.
- 6.1.2 The nominations for each category of award should be submitted on form WP 745 and routed through the LPU/Departmental Recognition and Appreciation Panel to the Awards and Secretarial Co-ordinator, Shared Services, who will record the nomination before presenting to the dedicated panel for consideration.

6.2 Categories

- Working in Partnership
- Community Engagement
- Excellence in Service Delivery
- Driving Diversity
- Creativity and Innovation
- Inspirational Leadership
- Employee of the Year
- Team of the Year
- Welfare at Work
- Putting the Public First
- Community Thank You

Please refer to the Awards and Eligibility table (section 4) for full criteria.

7. FORCE AWARDS

These awards are the highest form of recognition made by WMP in what could be described above and beyond the call of duty and/or exceptional work.

7.1 Process

- Nomination on WP 745 via the LPU/Departmental Recognition and Appreciation Panel to the Awards and Secretarial Co-ordinator, Shared Services.
- Nominations will be formally recorded before forwarding to the Chief Officer's panel for consideration.
- Once a decision has been reached, the Awards and Secretarial Co-ordinator will scan and e-mail the LPU Commander/Departmental head for information.
- If approved for a Force award, officers will be invited to attend a formal awards ceremony.
- If approved for a local award, the owning LPU/Department will administer their own awards ceremony.

7.2 Chief Constable's Commendation

Criteria

- I. A commendation by the Chief Constable is the highest form of 'in-force' recognition and should be considered in the following circumstances:
Exceptional courage or bravery acts which could be considered beyond the call of duty and which may have involved some degree of risk to the individual concerned.
- II. In extreme cases, consideration may be given to a nomination being made by the Chief Constable to the Home Office for a Gallantry Award. In such circumstances, the Chief Constable would normally be prepared to append their own commendation to any such award.
- III. This award, in the form of a certificate and a badge, will be presented by the Chief Constable at an Awards Ceremony.

7.3 Chief Constable's Award

Criteria

- I. Chief Constable's Awards allow the Chief Constable to recognise exceptional contribution to serving and protecting our communities deserving of the Chief Constable's recognition.
- II. This award, in the form of a certificate, will be presented by the Chief Constable at an Awards Ceremony.

7.4 Chief Officer's Award

Criteria

- I. Chief Officer's Awards allow the Command Team to recognise the significant contribution made to serving and protecting our communities deserving of a Chief Officer's recognition.

7.5 Chief Constable's Good Citizen Award

Criteria

- I. A Police Authority Good Citizen Award is awarded to a member of the public who has been involved in assisting the police.
- II. The following paragraphs give examples of when an award may be appropriate:
 - Saves or attempts to save a life by taking courageous, intelligent, prompt or commendable action.
 - Prevents or reduces injury to others by taking courageous, intelligent, prompt or commendable action.
 - Assists the police in the execution of their duty and in doing so puts him/herself at bodily risk, or renders a valuable service, and the matter is worthy of special recognition.

N.B. Consideration should also be given to one of the external bodies' awards as they may be more appropriate.
- III. This award in the form of a certificate and a gift will normally be presented at an awards ceremony, but consideration should be given to the wishes of the individual concerned.

7.6 Chief Constable's Community Service Award

Criteria

- I. Awarded to members of the public who have assisted the police and provided a valuable service (NOT involving bravery/saving life/preventing injury as these are covered by other awards). Those who could be considered for nominations would be members of Local Crime Prevention Panels, Neighbourhood Watch Co-ordinators or any member of the public who has voluntarily aided the police in some way.
- II. This award in the form of a certificate and a gift will normally be presented at an awards ceremony, but consideration should be given to the wishes of the individual concerned.

7.7 Chief Constable's Young Person's Award

Criteria

- I. Awarded to young people (under 18 years) who have been involved in assisting the police.
- II. This award in the form of a certificate and a gift will normally be presented at an awards ceremony, but consideration should be given to the wishes of the individual concerned.

7.8 LPU/Departmental Award

- I. Awarded to staff who have contributed above normal duties towards the policing of the West Midlands but do not fall within the criteria for any of the above.

The categories of LPU / Departmental awards should mirror those of the Diamond Awards. There is no longer a separate Quality Achiever award, which is replaced by Excellence in Service Delivery.

8. LONG SERVICE AWARDS

8.1 Police Officer and Police Staff Long Service Gift

- 8.1.1 All Police Officers, Police Staff and Special Constables who complete 22 years Public Service will be entitled to a gift up to the value of £150*. For all Police Staff the service must be continuous. This is a one-off gift, which may be given at any time from the individual attaining 22 years service, or until retirement. The individual can choose when they would like the gift between the two categories.

This amount is excluding VAT and is the maximum value for the gift; no cash equivalent can be claimed.

- 8.1.2 In order to ensure that individuals have a gift that is suitable for presentation (whether individual chooses for the item/s to be presented or not) and personable i.e. piece of jewellery in recognition of this achievement they may identify a gift that will be purchased on their behalf up to the value of £150 without VAT. Please note that the gift will not be equivalent to cash, i.e. gift vouchers. Individuals may choose more than one gift up to the value of £150 as long as they are linked i.e. camera and case with the same supplier.

Process

- 8.1.3 Individuals need to notify Shared Services that they have become eligible for their Long Service Gift in writing via the Self Service Portal:

<https://myservice.wmpad.local/myservice/SitePages/My%20Career.aspx>

- 8.1.4 With details of their chosen gift, this must include either a link to the chosen gift or a written quote from the supplier for the purchase of the gift
- 8.1.5 The supplier must be able to receive payment by business credit card, cheque or BACS.
- 8.1.6 Once, the details of the chosen gift have been received by Shared Services then the purchase of the gift will be made on behalf of the individual, in accordance with the force purchasing and financial regulations.

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- 8.1.7 The gift will be delivered to the individual at their LPU/ Department and cannot be delivered to the individuals' home address due to tax implications. The individual must choose when they want to claim their gift after reaching 22 years service or on retirement. Local arrangements must be made by the individual with their line manager should they want the gift to be presented to them by their local SLT.

Tax Implications

- 8.1.8 All long service gifts up to the value of £150 must be purchased on behalf of the individual and in accordance to HM Revenue and Customs rules and must not exceed £180 including VAT. The individual cannot top up the payment when selecting a gift i.e. if the gift is £185 Inc. VAT the individual is unable to pay the exceeding amount for the gift due to tax implications. Please note that the postage/ delivery costs must be within the £180 including VAT and the individual is unable to be reimbursed by the Force if the gift has been purchased directly by the individual.
- 8.1.9 Please note all Invoices for Long Service Gifts need to be made out to West Midlands Police Authority and not to the individual this is due to tax implications.

Further frequently asked questions and a Flow Chart of the process can be found in the associated documentation on the Policy Portal.

8.2 Police Officer Long Service and Good Conduct Medal

- I. This medal was instituted by Royal Warrant in 1951 to honour "those who have rendered long and meritorious service as members of the Police Forces of the United Kingdom, the Isle of Man and the Channel Islands".
- II. All officers on completion of 20 years approved police service are eligible to receive an award of a certificate and medal once it has been established that they have been of good character and conduct.
- III. The entire process is administered by Awards and Secretarial Co-ordinator, Shared Services.
- IV. A letter/e-mail is sent to officers once they reach 20 years in service, from the Chief Constable.
- V. Professional Standards Department are consulted to ensure that all officers are of good conduct and character.
- VI. Officers are invited to an awards/presentation ceremony, or alternatively they can elect to have it presented by their own LPU Commander/Head of Department.

8.3 Special Constabulary Long Service Medal/Bars/Shield

- I. This medal is awarded to Special Constabulary officers who have served for a period of not less than nine years, or for periods amounting in aggregate to not less than nine years as a Special Constable.
- II. Upon completion of each additional ten year period an additional bar or clasp shall be attached or displayed alongside the medal.
- III. In addition, for those Special Constable's who have completed 20 years satisfactory service a Commemorative Long Service Shield will be awarded. The Chief Constable will certify the award.
- VII. The process is overseen by Awards and Secretarial Co-ordinator, Shared Services.

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- IV. The medal/bar/shield is presented by the Chief Constable at an awards ceremony.

8.4 Police Staff Long Service Badges

- I. To qualify for the long service badge and certificate, police staff must have completed 20 years continuous service.
- II. The entire process is administered by Awards and Secretarial Co-ordinator, Shared Services who will arrange for Police staff to be invited to an awards ceremony, or alternatively they can elect to have it presented by their own LPU Commander/Head of Department.

9. EXTERNAL AWARDS

9.1 Process

- 9.1.1 For all external awards (except those detailed at 9.2 and 9.3 below which are dealt with by the Police Federation) nominations will be submitted on the WP 745 form and routed through the LPU/Departmental Panel to the Awards and Secretarial Co-ordinator, Shared Services who will record the nomination before forwarding to the Chief Officer's panel for consideration.

9.2 Police Federation Bravery Award

Criteria

This award is presented to a regular officer who has performed an act of outstanding courage or bravery when placing themselves at the risk of death or serious injury.

- I. Nominations are sought each year by the Police Federation in time for the presentation at an award ceremony in London in June of that year. The Police Federation oversees the whole process.

9.3 Copper's Copper Award

Criteria

- I. Officers are asked to nominate their colleagues to recognise the hard work and commitment of those officers who 'just get on' with everyday policing, those you can rely on to do a good job.
- II. Nominations are requested by the Police Federation in April of each year who oversees the whole process.

9.4 ACPO – Police Public Bravery Award

Criteria

- I. The Association of Chief Police Officers (ACPO) each year presents medals and certificates to members of the public for acts of bravery in support of law and order performed anywhere in England and Wales.
- II. The award recognises outstanding acts of bravery or meritorious devotion to civic duty, in support of the police, performed by members of the public and thereby contributing to the maintenance of law and order.
- III. A person who, at the time of the act, is a member of or temporary member of a Police Force or any other recognised service for maintaining law and order will not be eligible for the medal or certificate.

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- IV. Recipients are presented with their awards by the President of the Association of Chief Police Officers at the ACPO Summer Conference.

9.5 Royal Humane Society

Criteria

- I. The awards of this Society are made to those who are at personal risk, save or endeavor to save the life of a fellow citizen by rescue from the following dangers:
 - a) Drowning
 - b) Accidents in ships or aircraft
 - c) Cliffs or other heights
 - d) Asphyxia in confined spaces such as wells, sewers, blast furnace, and fallen earth works
 - e) Electrocutation
 - f) In other circumstances where risks are run and awards from other sources are not available
- II. The degree of risk, whether appreciated or unknown at the time, and the consequent degree of bravery on the part of the rescuer are the determining factors. Only in exceptional circumstances are awards made when a close relationship exists between the rescued and the rescuer.
- III. Cases within the Charter of the Royal National Life Boat Institution or the Society for the Protection of Life from Fire will be dealt with by the Royal Humane Society only if the other Society requests ownership.
- IV. For full submission details required, please refer to link.
- V. The report will be submitted as soon as is practicable after the incident as cases **must be reported to the Society within six months**. This award, in the form of a certificate, will be presented by the Chief Constable at a Force award ceremony arranged by Awards and Secretarial Co-ordinator, Shared Services.

9.6 The Ross McWhirter Foundation Award

Criteria

- I. The above organisation bestows awards on citizens for acts of outstanding initiative, leadership and moral courage, usually outside their customary calling and of a kind unlikely to attract official recognition. The award takes the form of a cheque and is presented by Mr McWhirter's widow at an annual award dinner in London.
- II. The recommendation should be supported by any police or witness statements and press, if applicable.

9.7 The Sheriff's Award

Criteria

- I. Awarded to any individual who has shown commendable and selfless courage in the course of protecting another person or their property. Nominations are requested annually.

9.8 Judge's Commendation

Criteria

When a judge commends an officer at the end of a trial, this should be brought to the attention of the Awards and Secretarial Co-ordinator, Shared Services by way of a report or an email as soon as practicable.

- I. The Awards and Secretarial Co-ordinator, Shared Services will make arrangements for the certificate to be obtained and presented to the officer concerned.
- II. The Judge's Commendation, which takes the form of a certificate, may be presented locally by the owning LPU/Department or by the Chief Constable at a Force award ceremony.
- III. If members of the public have also received Judge's Commendations, then by agreement with the Court and the High Sheriff's office, having regard for the circumstances of the case and whether police officers have also been commended, they too will be presented with a certificate.

10. WEARING OF DECORATIONS AND MEDALS

- 10.1 Officers to whom medals have been issued under the Sovereign's authority will normally wear the ribands when in uniform. Supplies Stores will supply and affix ribands to uniform as required.
- 10.2 The wearing of the actual decorations or medals will normally be restricted to visits of members of the Royal family where the police either form a Guard of Honour or are in special attendance or are otherwise brought into contact with Royalty, or when advised to do so by the Chief Constable's Office.
- 10.3 All decorations and medals authorised by the Sovereign are worn on the left breast; other decorations and medals (eg those awarded by the Royal Humane Society and the Royal National Lifeboat Institution) should be worn on the right breast.
- 10.4 As many ribands as convenient should be accommodated on one row before another is started. No row should contain fewer ribands than the row above.
- 10.5 All police officers and staff should refer to the Uniform, Equipment and Appearance Policy for further information.

11. FORFEITURE OF HONOURS

- 11.1 This paragraph relates to the Queen's Police Medal, the Long Service and Good Conduct Medal, the Special Constabulary Long Service Medal and any award made to an officer on the recommendation of the Secretary of State.
- 11.2 The general rule will be that for serving officers, forfeiture will follow any conviction unless the Offence is one which would not ordinarily be thought disgraceful. Forfeiture will also be considered when there have been exemplary punishment procedures.
- 11.3 When the officer has retired forfeiture will be considered where the holder has been sentenced to a substantial period of imprisonment (three months or more) if:
 - The offence involved disloyalty to the State, or
 - The offence involved such conduct that in the circumstances it would be wrong for the offender to continue to hold the award.

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- 11.4 Any information coming to the attention of officers which may justify forfeiture of an award will be reported to the Director of Resources.

12. COURT PROCEEDINGS

- 12.1 Nomination papers should **NOT** be forwarded to Awards and Secretarial Co-ordinator, Shared Services until any pending court proceedings or the outcome of such are finalised. In the main, police officers/staff will not be advised of awards to be made until cases are concluded at court.

13. DISCRETION

- 13.1 Care should be taken to ensure, that the fact that a recommendation for an award has been made is NOT disclosed to the person recommended or his/her colleague until such time a decision has been reached.

14. PUBLICITY

- 14.1 The Awards and Secretarial Co-ordinator, Shared Services will oversee the arrangements for the publication of awards through the Corporate Communications Department. It is requested that no direct contact is made with the media so that all issues can be considered including any potential impact to the nominee and Human Rights implications as to any one individual's right to privacy.

15. EQUALITY IMPACT ASSESSMENT (EQIA)

- 15.1 The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced 'due regard' to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.

16. HUMAN RIGHTS

- 16.1 This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties of values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

NOT PROTECTIVELY MARKED

17. FREEDOM OF INFORMATION (FOI)

- 17.1 Public disclosure of each policy document is determined by the Force Policy Co-ordinator in agreement with its owner. Version 4.1 of this policy document has been GPMS marked as Not Protectively Marked.
- 17.2 Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
None		

18. TRAINING

- 18.1 Any training and further guidance required to comply with this policy will be provided under the guidance of the Head of Human Resources Department.

19. PROMOTION / DISTRIBUTION & MARKETING

- 19.1 The following methods will be adopted to ensure full knowledge of the policy:
- Policy document and associated documents on the Force Intranet (noticeboard) for the attention of all WMP officers and staff;
 - Recording and audit entry on the Force policy library (EQUIP);

20. REVIEW

- 20.1 The policy business owner Human Resources will maintain outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.
- 20.2 The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally etc.
- 20.3 A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 20.4 Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 20.5 Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.

CHIEF CONSTABLE

21. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
1.0	24/01/2011	New Policy	New Force policy approved by CC Sims
1.1	20/04/2012	<p>Policy amended as follows with included: > version control, > signature of Chief Constable, > policy reference.</p> <p>N.B. policy is currently subject to a full review and all enquiries should be conducted with the author/contact as indicated on the front page should further clarification be required as to the information held.</p>	Martin Keating – Force Policy Coordinator
2.0	10/10/2013	Full policy review and rewrite by Dawn Fisher, Awards Co-ordinator, Business Support.	Review by Dawn Fisher
3.0	17/10/2013	Amendments made to document	Rebecca Hess & Dawn Fisher
4.0	21/11/2013	Amendments made to document	Vicki Couchman & Dawn Fisher
4.1	16.01.2015	Amendment/ New insertion to Long Service Gift	Jas Kaur (51099)
4.1	16/01/2015	Standard Code of Ethics section added, amended formatting	56408 Couchman