

# OREGON ASSOCIATION CHIEFS OF POLICE



## AWARDS PROGRAM MANUAL

### OACP AWARDS PROGRAM INTRODUCTION

The purpose of the awards program is to recognize extraordinary or otherwise meritorious acts performed by members of the Oregon Association Chiefs of Police (OACP) or others.

The intent of OACP's Award Program is to publicly recognize those individuals who have distinguished themselves by acts that have furthered the mission and professionalism of the OACP and/or the law enforcement profession. The general criteria, for those awards applicable to members in good standing, will include: Activities or actions that demonstrate efforts to enhance the professionalism of the OACP by helping meet the Association's objectives through proven leadership.

### AWARDS AND AWARD CRITERIA FOR MEMBERS OF OACP

**THE PAUL NAGY AWARD:** For contributions to OACP, which exceed the high standards and contributions normally made by members.

Nomination process: Submitted to Awards Committee once per year.

Award: Plaque.

Presentation: Generally at the Annual OACP Conference.

**THE MAX PATTERSON AWARD:** For outstanding contributions to OACP, or the community, in presenting programs of outstanding benefit to young people of all ages in their community. This would require direct input from the Chief and participation in the program.

Nomination process: Submitted to Awards Committee once per year.

Award: Plaque.

Presentation: Generally at the Annual OACP Conference

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**KARLYN CAMPBELL AWARD:** For members that have distinguished themselves as a mentor to others in this organization. The recipient offers guidance and encouragement to those around them and displays a nurturing nature that cultivates professional growth.

Nomination process: Submitted to Awards Committee once per year.

Award: Plaque or design selected by the Awards Committee.

Presentation: Generally at the Annual OACP Conference

**JIM JONES LIFETIME ACHIEVEMENT AWARD:** For members who have retired in good standing and have:

- 1) Served a minimum of fifteen (15) years as an active member of OACP.
- 2) Displayed the characteristics and qualities of a mentor.
- 3) Helped fulfill the mission of the OACP by contributions which exceeded the high standards normally made by members. Those actions would include:
  - Continued active involvement in the OACP by attending at least one OACP function per year after retirement.
  - Actively serve on at least OACP committee after retirement.
- 4) Served in a capacity in the community, after retirement, that furthers the professionalism of law enforcement.

Nomination process: Submitted to Awards Committee once per year.

Award: Plaque or design selected by the Awards Committee.

Presentation: Generally at the Annual OACP Conference

**OACP MEDAL OF HONOR:** For OACP members who have been killed in the line of duty or seriously injured in the line of duty. The OACP Medal of Honor may be awarded posthumously and may be received by designated family member(s).

“While in the performance of duty” means the member was acting in their official capacity as a law enforcement officer and was seriously injured, or killed because of his/her employment as a law enforcement officer.

“Seriously injured” means an injury that causes great bodily harm, which creates a probability of death or that causes significant permanent disfigurement, which causes a significant permanent loss or impairment of the function of any body part or organ.

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Nomination process: Submitted to Awards Committee within a reasonable time after the incident.

Award: An OACP Medal of Honor medallion suspended from a ribbon, a Medal of Honor Award Breast Bar and a certificate.

Presentation: As determined by the Awards Committee and OACP President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

**OACP MEDAL OF VALOR:** For members who willingly distinguish themselves through an act of courage; involving risk of imminent serious injury for the purpose of saving or protecting a human life.

Nomination process: Submitted to Awards Committee.

Award: An OACP Medal of Valor medallion suspended from a ribbon, a Medal of Valor Award Breast Bar and a certificate.

Presentation: Generally at the Annual OACP Conference.

**OACP LIFE SAVING AWARD:** Given to a member of the OACP who saves the life of another human being:

- 1) By their direct and immediate action performed first aid that saved or prolonged a life. The action taken must be such that had the member not taken direct action, the individual would in all probability have died: or,
- 2) Performed an emergency rescue or intervention that saved a life.

Nomination process: Submitted to Awards Committee.

Award: An OACP Lifesaving medallion suspended from a ribbon. An OACP Lifesaving Award Breast Bar and a certificate.

Presentation: As determined by the Awards Committee and President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

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**SPECIAL SERVICE AWARD:** For outstanding service to OACP by an Active Member.

Nomination process: Submitted to Awards Committee.

Award: Plaque.

Presentation: Generally at the Annual OACP Conference.

**PRESIDENT'S AWARD:** For members that made a significant contribution in furthering the mission of the OACP and/or significantly aided the OACP President in achieving their goals and objectives during their term of office.

Nomination process: Selection is at the discretion of the outgoing OACP President. However, the Awards Committee should forward, to the OACP President, nominations for other awards (when individuals were not selected) for possible consideration for the President's Award.

Award: Certificate.

Presentation: Generally at the Annual OACP Conference.

**OREGON LAW ENFORCEMENT MEDAL OF HONOR:** Highest award given by the State of Oregon to law enforcement officers that meet the following criteria:

- 1) Officers must have distinguished themselves by exceptionally honorable and meritorious conduct while in the performance of duty.
- 2) Exceptionally honorable and meritorious conduct means: An officer has distinguished themselves conspicuously by gallantry and fortitude at the risk of their life "above and beyond" the call of duty while performing or fulfilling their responsibilities as a law enforcement officer. It involves risk of life and is an act of bravery, self-sacrifice so conspicuous as to clearly distinguish the individual above their comrades.

Nomination process: Nominations must be made on an official form to the Governor's Commission on the Law Enforcement Medal of Honor. Forms and additional information can be accessed at the following web site: <http://www.oregon.gov/DPSST/index.shtml>

Award: Oregon Law Enforcement Medal of Honor Medal, Award Breast Bar and certificate.

Presentation: By the Governor and the Governor's Commission on the Law Enforcement Medal of Honor at a time determined by the Commission and the recipient and/or their family.

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## AWARDS AND AWARD CRITERIA FOR NON-MEMBERS

**CITIZENS LIFE SAVING AWARD:** Given to a citizen who saves the life of a member of the OACP:

- 1) By their direct and immediate action performed first aid that saved or prolonged a member's life. The action taken must be such that had the citizen not taken direct action, the individual would in all probability have died: or,
- 2) Performed an emergency rescue or intervention that saved the life of a member.

Nomination process: Submitted to Awards Committee.

Award: Plaque.

Presentation: As determined by the Awards Committee and President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

**PARTNERSHIP AWARD:** For citizens who have provided outstanding leadership, contributions and/or assistance to the OACP.

Nomination process: Submitted to Awards Committee.

Award: Plaque.

Presentation: Generally at the Annual OACP Conference.

**CITIZEN AWARD OF MERIT:** For citizens who perform an exceptional act or demonstrates a continued pattern of actions that further the mission and goals of the OACP or made a significant impact or contribution to the law enforcement profession.

Nomination process: Submitted to Awards Committee.

Award: Certificate.

Presentation: As determined by the Awards Committee and OACP President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

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**YOUTH AWARD OF MERIT:** Same criteria as Citizen Award of Merit but, shall be for those individuals younger than eighteen (18) years of age.

Nomination process: Submitted to Awards Committee.

Award: Certificate.

Presentation: As determined by the Awards Committee and OACP President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

**MEDAL OF ULTIMATE SACRIFICE:** Given to the family of an OACP member who dies while in the lawful performance of police duty. The award is intended to recognize the family for their sacrifices over the years in support of their loved one's profession. This award may be given alone or in conjunction with other medals or awards.

Nomination process: Submitted to Awards Committee.

Award: A Medal of Ultimate Sacrifice Medallion suspended from a ribbon and certificate.

Presentation: As determined by the Awards Committee and OACP President. May be presented at a ceremony in the jurisdiction where the incident took place. Planning may be in cooperation with the local agency and community if a community presentation is planned. Optionally, the award may be presented at the annual OACP conference.

**PRESIDENTS AWARD:** For non-members that made a significant contribution in furthering the mission of the OACP and/or significantly aided the OACP President in achieving their goals and objectives during their term of office.

Nomination process: Selection is at the discretion of the outgoing OACP President. However, the Awards Committee should forward, to the OACP President, nominations for other awards (when individuals were not selected) for possible consideration for the President's Award.

Award: Certificate.

Presentation: Generally at the Annual OACP Conference.

## OTHER CONSIDERATIONS

- Nominations evaluated by the Awards Committee should be forward to the Awards Committee Co-Chairs who shall ensure that all committee members receive copies of all appropriate nominations. However, if an Awards Committee member is nominated for

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an award, the nominated committee member shall either be excluded by the Co-Chairs or the member shall be excused during any discussion related to their nomination. If an Awards Committee Co-Chair is nominated, the OACP President shall make a determination on how to procedure for that specific nomination.

- The Awards Committee Co-Chairs should consult with the presiding OACP President to determine if they wish to receive copies of all nominations or only those nominations not selected for award by the committee, so the President may evaluate potential recipients of the Presidents Award.
- Awards given to non-members are to recognize honorable contributions to the association or the law enforcement profession. To that end, public recognition and press coverage furthers the continued effort of the OACP to improve community relations and the image of our association and profession. To further that objective, some awards may be best given at the community level during a local ceremony. This may, however, place an undue burden on the presiding OACP President. It is therefore the intent of the OACP to have District Representatives become an active part of the OACP Community Awards Program by either representing the OACP or accompanying the OACP President when OACP awards are given in local districts.
- The Awards Committee may establish other rules and procedures to assist them in processing applications and determining eligibility.

### **GENERIC AWARD CEREMONY PROTOCOL**

Note: This generic protocol is provided to give guidance to those planning an OACP awards presentation that would be held outside of the annual OACP Awards Recognition Banquet. It is recognized that every effort should be made to coordinate with a member's agency (if appropriate) and to honor the wishes of family members (especially for posthumous awards). The key element in the OACP awards protocol is flexibility. It is recognized that there may be times when a full OACP awards ceremony is conducted in a local community and other situations where the OACP President will simply make a presentation at another agency or community event.

#### **ADVANCE OF CEREMONY:**

- Determine what dignitaries (if any) should be invited
- Will there be assigned seating for the family and designated dignitaries?
- Determine what Honor Guards will be involved/invited-how many Honor Guard Units will be allowed or invited to participate (can receive overwhelming number of units wanting to participate-especially for officer killed in line of duty)
- Flowers if posthumous?
- Prepare invitations and/or programs?

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- Determine who will accept the award (especially if posthumous)-is there an option to have the family purchase additional medals or ribbons if more than one family is insisting on keeping the medal or ribbon?
- Ensure the OACP office has an adequate supply of the intended award

### **PRESENTATION CEREMONY:**

- Honor Guard Procession
- Posting of Colors
- National Anthem
- Invocation (recipient or family wishes)
- Opening Remarks (brief) by MC or other designee
- Bell Ceremony (optional and usually for posthumous awards)
- Main Speaker (Governor, Attorney General, Chief of Agency, OACP President, other designee). Should keep it short
- Award Presentation:
  - Call family forward or recipient
  - Explain if two medals (one may be for deceased and other for family)
  - Read narrative of reason for award (usually by MC or designee)
  - Presentation of medal or award to recipient and/or family (usually by OACP President or designee)
  - Video tribute or photo on display (optional)
  - Family representative may make comments (optional)
- Closing Comments (usually by MC or designee) brief
- Benediction (recipient or family wishes)
- OPTION: Amazing Grace with bag pipes or other
- OPTION: Taps or Echo Taps
- OPTION: Twenty One Gun Salute (usually sensitive to family members who lost loved one by means of a gun)
- Honor Guard Procession
- Remove Bell (if there is one)
- Retire Colors-optional music in background, which could be bag pipes or recorded music or any other option acceptable

Updated prepared by Ken Johnson, Awards Committee Co-Chair.