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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

This policy establishes guidelines and policy for the establishment and implementation of the Kinston Police Department Service Awards Program. It also designates the criteria for the various awards, how they may be earned and the proper manner in which they are to be worn.

II. DEFINITIONS

- A. Award: An award is something given to a member or a group of members of the Kinston Police Department in recognition of their excellence in a certain field.

III. POLICY

- A. Command and supervisory officers shall carefully investigate all cases occurring within their areas of responsibility of special faithfulness to duty or meritorious skill or bravery in the performance of duty. All available witnesses will be fully questioned and their statements entered into the record. The supervisor shall then make recommendation relative to the proper award. The report shall be submitted to the office of the Chief of Police where they will be maintained on file. Three times a year the Chief or a designee will convene an Awards Review Board to review all recommendations on file. The Review Board will present their recommendations to the Chief of Police. The Chief of Police will then consider the same and render his decision on awards to be presented.
- B. The Awards Board shall be comprised of (5) four individuals as follows:
1. The Majors shall act as Chairpersons of the Board. One (1) Captain from any Division, One (1) Sergeant, from any Division, One (1) Officer from the Patrol Division of Non-supervisory rank, One (1) Officer from the Investigation Division of Non-supervisory rank and One (1) member of the Department that is non-sworn. This is subject to change depending on the status of personnel, at which time the Majors will serve as the Award Board.
 2. The Review Board shall review the recommendation on file and complete all necessary interviews or investigations concerning same. The Review Board may consider matters related to a recommendation that a commanding or supervisory officer may have failed to submit. Information once obtained shall then be sent to the office of the Chief of Police to review.
 3. Members on the Review Board will serve for a maximum of (2) years before new members are exchanged via a rotation as determined by the Support Services Major.
- C. The Chief of Police may take the following actions:
1. Notification that the duty of actions considered were not appropriate for the award.

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2. Present award named in recommendation.
3. Present award of a lesser degree than recommended.
4. Present award of greater degree than recommended.
5. Awards shall be officially presented at a place and time designated by the Chief of Police.

D. The following Kinston Police Department defined awards are listed in order of importance in descending order:

1. Police Combat Star Medal - May be awarded for the successful performance of an act of extraordinary heroism while in personal combat with an armed adversary at eminent personal hazard of life in the intelligent performance of duty. The breast bar is yellow with two red vertical blocks within the bar.
2. Medal of Valor - May be earned for an act of outstanding bravery, intelligently performed in the line of duty at eminent personal hazard of life under circumstances evincing a disregard of personal consequences. The breast bar is navy blue with two white vertical blocks with the bar.
3. Medal for Saving a Human Life - May be earned for saving a human life from fire, drowning, stoppage of breath or any other hazardous occurrence. This award would be ineligible to any officer serving in any capacity with an emergency crew, rescue squad, or volunteer fire department. The award is equal portions of red and white with blue in between the colors.
4. Purple Heart Medal - May be awarded to an officer who, while in the performance of duty, is wounded due to an assault by an armed adversary. The breast bar is white with two purple vertical blocks with the bar and has a purple heart in the middle.
5. Meritorious Police Duty Award - May be earned for intelligent and valuable police service demonstrating special faithfulness, attention to duty, or for an intelligent act materially contributing to a valuable police accomplishment, device or method adopted by the Department to increase efficiency in administrative or tactical procedures. The breast bar is equal portions of blue and white with red in between the colors.
6. Distinguished Service Award - May be earned by an employee for performance of duty that significantly contributes to the enhancement of the quality of life for the citizens of Kinston or for any act that is recognized by the Chief of Police for bringing positive results to the city. The breast bar is equal portion of white on each end with blue on the inside of each white portion and has red in the middle of the bar.
7. Distinguished Unit Award - May be awarded to the unit(s) in the Agency whenever the unit (squad, division, etc.) performs exceptionally well under an extreme emergency situation or during an extremely stressful event. The breast bar is equal portion of black and red.

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8. James T. Webb Award – May be earned by any Police Department employee (sworn or non-sworn employees) who preserves through personal struggles all the while providing quality services to the community. This award is given in memory of Detective James T. Webb Jr. who lost a courageous battle to cancer in 2015. The breast bar is white with three black vertical blocks within the bar.

From the Kinston Free Press quoted from the KPD facebook page: “He continued to serve the citizens of Kinston through treatment and was an inspiration to everyone within the department. Detective Webb was a well-respected officer among the department and in the community. Though he is no longer with us, his memory will live through the countless lives he touched. Detective Webb, your bravery and dedication will never be forgotten. Thank you for your service, we love you, and we will miss you.”

9. Safe Driving Award - May be earned for safe operations of licensed motorized police equipment in the performance of duty without a chargeable or preventable accident over a period of three (3) years. The breast bar is white with two green vertical blocks within the bar.
10. Progress Award (Good Conduct) - May be earned over a three (3) year period of continuous service for satisfactory performance. A Progress Award is concerned with two (2) areas of performance: (a) Service rating shall not reflect anything less than a satisfactory rating in any trait, to include driving; (b) Members shall not have received any major penalty for Department charges other than a division reprimand or counseling. The breast bar is light blue with two white vertical blocks within the bar.
11. The following actions taken by or against an officer will render him ineligible for a Progress Award: department level reprimand above an oral warning, dismissal, demotion, reductions in pay reflecting unsatisfactory performance, suspension, and disciplinary action which would include a monetary fine or extra tours of duty.

F. Department recognitions awarded to the citizenry.

1. Civilian Citation - May be awarded to civilians whose actions result in the prevention or solution of a serious crime; the apprehension of a dangerous criminal and other meritorious action such as lifesaving or assistance to a member of the department with disregard for the recipient’s personal safety.
2. Civilian Commendation - For presentation to individuals or organizations who have supported the Department, or who have made major significant contributions to the cause of good to public safety.
3. Letter of Commendation - Upon recommendation of any command officer, the Chief of Police may issue a letter of commendation to any deserving individual for a deed which is worthy of recognition, but which does not fall within other award guidelines.

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G. Certain other service and community involvement awards may be earned by individual members, and worn on their uniform with approval of the Department. A member of the Department shall not wear any award of decoration not authorized in this policy or by the Chief of Police. Members of this department who have been awarded department recognition are encouraged to wear the appropriate ribbon or breast bar(s) while in dress uniform.

H. Ribbons shall be worn horizontally on the right breast centered above the name tag. When wearing more than one ribbon, each ribbon shall be worn horizontally, centered above the name tag, the highest awards being worn from left to right.

No more than two ribbons shall be worn on the same row. The third, fifth, etc., award shall be worn above the previous two, four, etc.; the higher being worn on the top.

See the KPD recognized Award Bars chart on the next page.

KPD Recognized Award Bars

 Police Combat Star	 Medal of Valor	 Meritorious Police Duty	 Purple Heart
 Life Saving	 Distinguished Service	 James T. Webb	 Supervisor of the Year
 Rookie of the Year	 Officer of the Year	 Progress/Conduct	 Safe Driving
 Field Training Officer	 Instructor	 Firearms Instructor	 Physical Fitness Instructor
 Haz-Mat Instructor	 Military Service	 SWAT Team	 Negotiator
 School Resource Officer	 FBI National Academy	 Associate's Degree	 Bachelor's Degree
 Advanced Certification	 Intermediate Certification	 Master's Degree	 Drug Recognition Expert
 E.M.S. Certification	 Diving Unit	 Gang Unit	 Canine Unit
 Honor Guard	 Traffic Unit	 Accident Reconstructionist	 Bike Unit
 Recruiting Officer	 FBI Trilogy Award	 5 years of Service	 10 Years of Service
 15 years of Service	 20 years of Service	 25 years of Service	 30 Years of Service
 Crime Scene Investigator	 Distinguished Unit		

Award Bar Holders

