

**1310.00 AWARDS AND COMMENDATIONS**

Responsible Officer:	EVP-COO UC Operations
Responsible Office:	Systemwide Community Safety
Issuance Date:	[The date of issuance by the President]
Effective Date:	[The date that the Policy is first enforceable]
Scope:	The policies and procedures contained within constitute a directive for members of the University of California Police Department (UCPD). They were created to provide direction and guidance to the members of the UCPD and provide the framework of coordination for the protection of the population and resources of the University of California.

Contact:	Jody Stiger
Title:	Director, Office of Systemwide Community Safety
Email:	Jody.Stiger@ucop.edu
Phone:	(510) 987-9456

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I. POLICY SUMMARY

The Systemwide UCPD Awards & Commendations Policy establishes criteria and procedures for recognizing UC Police officers and staff who demonstrate exceptional performance, bravery, or service to the UC community. The policy describes the types of awards, the nomination process, and specific descriptions of how those awards can be earned and displayed on uniforms.

II. POLICY TEXT

1310.1 A Systemwide policy is hereby established to provide for the awarding of medals and commendations to department personnel in order that acts which merit special attention are formally recognized. To qualify for a medal, individuals must distinguish themselves by heroic action. Certificates of commendation are to be awarded for the performance of valuable service to the department in a specific instance or for outstanding performance of general duties over an extended period of time.

MEDALS

1310.2 The following medals may be awarded to University of California police department employees:

1310.2.1 The Medal of Valor – This gold medal shall be awarded for conspicuous bravery or heroism, above and beyond the normal demands of law enforcement service, in response to criminal situations involving extreme danger to the officer. The ribbon and commensurate breast bar of this medal shall be red, white and blue.

1310.2.2 The Medal of Courage – This silver medal shall be awarded for the display of bravery or heroism, above and beyond the normal demands of law enforcement service, in response to non- criminal situations involving extreme danger or a criminal situations involving danger to a lesser degree than required for the Medal of Valor. The ribbon and commensurate breast bar of this medal shall be red.

1310.2.3 The Medal of Merit – This bronze medal shall be awarded for extraordinary performance of duties, which brings significant status or recognition to the department. The ribbon and commensurate breast bar of this medal shall be blue.

1310.2.4 The Lifesaving Medal – This gold medal of commendation shall be awarded to employees whose direct actions, including application of First Aid/CPR, have resulted in the saving of a life or extraordinary efforts at attempts to save a life. The ribbon and commensurate breast bar of this medal shall be red and white.

- (a) The employee's quick action or skillful handling of an incident directly resulted in the prevention of death to another. Employees are exempt from this medal while employed as a medic and their actions are within their normal scope of duties.

1310.2.5 The Purple Heart Medal – This gold medal of commendation shall be awarded to an employee incurring serious injury or death during exposure to hazardous actions or the apprehension of a suspect. The ribbon and commensurate breast bar of this medal shall be purple.

FORMAL AWARD

The following formal award may be bestowed:

1310.3 The Distinguished Service Commendation – This certificate of commendation shall be awarded to employees who have performed a particularly valuable service to the department. Such service may involve a specific instance or it may be the outstanding and exemplary performance of general duties over an extended period of time. Each nomination for the Distinguished Service Commendation shall be based on the following criteria:

- (a) The service performed would be beyond that expected of an employee of the department in the performance of the employee's duties.
- (b) The employee consistently performed in an outstanding fashion during the time period identified.
- (c) Or, the employee consistently provided excellent service to the University and the employee honorably retired after serving for five or more years with a University of California Police Department.

PROCEDURE

1310.4 Procedures for awarding medals and commendations include:

1310.4.1 Duty to Report – It is the duty of each department employee to report all acts worthy of recognition to their supervisor.

1310.4.2 Nominations – Nominations for medals or commendations shall be initiated whenever it is reported that an employee of the department may be deserving of such recognition.

- (a) Nominations shall be typed and forwarded by an employee to an immediate supervisor.
- (b) Supervisors receiving such nominations shall review them for completeness and accuracy; attach all relevant reports and forward the nomination to the Chief of Police via the chain of command.
- (c) The Chief of Police will review the nomination materials and make a decision whether a medal or commendation will be recommended. If a medal will be recommended, the Chief of Police will draft a recommendation, addressed to the Coordinator of Police Services (Council of Chief's) including all relevant information and the award sought.
- (d) The Chief of Police will notify the nominee via the chain of command of the nomination and maintain a file containing all documentation submitted.

1310.4.3 Nomination Review

- (a) Acting as an Award Board, the University of California Police Chiefs and the Coordinator of Police Services (Council of Chiefs) will review all nominations for awards described in this policy.
- (b) The Awards Board shall determine whether or not an award is appropriate and, if so, the type of award to be made. The Board may request additional information during its deliberations.
- (c) The Coordinator shall notify each nominee's Chief of Police in writing as to the results of the Board's review and conclusions.
- (d) Copies of all relevant documents shall be placed in the nominee's personnel file by the nominee's Chief of Police.

CERTIFICATES

1310.5 Medals shall be presented together with an appropriate certificate bearing the signatures of the University of California Chiefs of Police and the Coordinator of Police Services. The Distinguished Service Commendation will be a certificate, properly inscribed, also bearing such signatures.

PRESENTATION OF MEDALS OR AWARDS

1310.6 The presentation of a medal or a commendation shall be the responsibility of the awardees' Chief of Police, who will arrange an appropriate ceremony, time and place.

WEARING OF MEDALS

1310.7 An employee may wear a medal while in uniform during formal ceremonies with the approval of the Chief of Police.

1310.7.1 Wearing of Pins Lapel pins, indicating the award of medals described in section 1302, may be worn on the uniform, as described in section 1309.2.2.10, on the left lapel of a plainclothes suit or sport coat jacket or in an appropriate location on a blouse.

POSTHUMOUS AWARDS

1310.8 The next of kin shall be entitled to receive any award earned by a deceased member of the department. Next of kin are: surviving spouse or partner, eldest daughter or son, father, mother, eldest sister or brother, or other person pre-designated by the deceased member. The Chief of Police shall determine whether or not such awards shall be made during an appropriate ceremony or in private.

MEDALS, CERTIFICATES, LAPEL PINS

1310.9. It shall be the responsibility of the Coordinator of Police Services to secure medals, certificates and lapel pins of a type and quality approved by the Council of Chiefs.

III. COMPLIANCE / RESPONSIBILITIES

Each Chief of Police has the responsibility to adopt and publish policies and procedures for the assistance and guidance of the members of their individual campus police departments. Policies and Procedures for campus police departments issued by authority of the Chief of Police shall have the same authority as these Policies.

Local regulations, including General and Special Orders, Procedural Memoranda and instructions may be written more restrictively than Policies Applying to University of California Police Department, however they may not be written to supplant or diminish the Policies and Procedures contained within this Systemwide document.

IV. RELATED INFORMATION

Not applicable

V. FREQUENTLY ASKED QUESTIONS

Not applicable

VI. REVISION HISTORY

January 2, 2026: Updated chapter numbering, previously Chapter 12. This Policy is also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0

January 7, 2011: Revised