



<b>Policy Name:</b>	<b>AWARDS AND COMMENDATIONS</b>		
<b>Policy #:</b>	AD 2.7	<b>Last Updated:</b>	2021-10-21
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

**1. PURPOSE**

1.1. To ensure a consistent approach when recognizing the exceptional conduct of Surrey Police Service (SPS) Employees, external law enforcement and Members of the public.

**2. SCOPE**

2.1. This policy applies to all SPS Employees.

**3. POLICY**

3.1. Any SPS Employee may be nominated by another SPS Employee or external law enforcement agency to receive an SPS commendation and/or award to recognize outstanding service and/or meritorious or valorous conduct.

3.2. Nominations will be assessed by the Awards and Commendations Committee (Committee), and the Awards and Commendations Disciplinary Review Panel (Panel). Nominations deemed suitable by the Committee will be approved.

3.3. Committee approval notwithstanding, the Chief Constable may approve, deny, defer, or rescind any award or commendation for any reason.

3.4. Commendations and awards become part of the SPS Employee's permanent record, and a copy is retained by the Employee Services Section.

## 4. PROCEDURE

### **Awards and Commendations Committee**

4.1. The Committee is chaired by the Deputy Chief Constable, Support Services Bureau (“DCC-SSB”) with volunteer Membership including both sworn and civilian SPS Employees. Committee Membership is reviewed annually. Employees may leave the Committee at any time at the option of the Employee or the Committee Chair.

4.2. The Committee is responsible for:

- i. assessing and approving nominations from external law enforcement agencies for SPS commendations and awards to SPS Employees and personnel;
- ii. assessing nominations for, and making recommendations to, the Surrey Police Board for citizen commendations; and
- iii. making recommendations to external organizations for the recognition of SPS Employees.

### **Exception**

4.3. Exception: Nominations for the Police Exemplary Service Medal are recommended by the Chief Constable.

4.4. In exceptional circumstances, the SPS Executive Leadership Team may assume the responsibilities noted in s. 4.2.

### **Disciplinary Review Panel**

4.5. The SPS Awards and Commendations Disciplinary Review Panel (Panel) reviews the disciplinary history (substantiated discipline and events still under investigation) of SPS nominees to ensure a nominee’s conduct meets award or commendation suitability requirements.

4.6. The Panel includes the DCC-SSB, the Inspector i/c Employee Services Section (ESS), the Inspector i/c Professional Standards Section (PSS) and the president or delegate of the Surrey Police Union.

4.7. The Panel will:

- i. review the disciplinary record of nominees and determine whether discipline history will affect the nomination; and
- ii. determine if an award or commendation will be advanced to the Committee for consideration, denied or postponed; if postponed, when it will be reconsidered.

4.8. The Panel’s determination under s. 4.7 will take into consideration:

- i. the severity of discipline imposed;
- ii. the elapsed time since the disciplinary event (including, in the case of a sworn Member, how long the discipline remains on the Member's Service Record of Discipline);
- iii. how relevant it is to the circumstances leading to the nomination; and
- iv. any other discipline-related circumstances pertinent to the nomination.

4.9. The Panel review is conducted prior to Committee review of the nomination. The nomination will not be advanced to the Committee where the Panel has determined that an award or commendation will be denied or postponed. The nominator of a denied or postponed award will be advised that the award was not approved, but no reason for the denial or deferral will be provided.

### **Commendations**

4.10. Sworn and civilian Employees of SPS and external law enforcement agencies are eligible for SPS commendations at three levels:

- i. Deputy Chief's or Director's Commendation;
- ii. Chief Constable's Commendation; and
- iii. Chief Constable's Commendation for Valour.

4.11. In addition to individual awards, group commendations are available at the Deputy Chief / Director and Chief Constable levels. Group commendations may be awarded to multiple recipients, or to a section/unit, for collaborative work (e.g., a large investigative project or initiative involving the entire team).

4.12. A recipient will not receive both an individual commendation and a group commendation for acts arising from the same circumstances.

4.13. Commendation nominations must be submitted on form AD2701. The nomination will be returned to the nominator if:

- i. the submission was not approved and signed by the supervisor before being submitted;
- ii. the details of the submission are incomplete; or
- iii. the criteria for commendation was not met.

4.14. Where a Member has been nominated for an event where force was used against a person, or where force was justified but not used, the Officer in Charge signing the nomination form must indicate whether the nominee's decisions and actions regarding use of force were appropriate to the circumstances.

4.15. The nominator may choose to inform an SPS Employee of the nomination. Citizens and external law enforcement will not be advised in advance if their name has been put forward for a commendation.

#### **Deputy Chief's or Director's Commendation**

4.16. A Deputy Chief's or Director's Commendation may be awarded for:

- i. outstanding performance in relation to a single investigation, operation, or incident where there was minimal to moderate risk or exposure to actual or anticipated danger;
- ii. diligent and sustained effort that goes well above that which is normally expected; or
- iii. a long-term commitment to an SPS program outside the Employee's normal course of duties, including:
  - a. participation in a minimum of 100 events as a Member of the SPS Colour Party;
  - b. participation for a minimum of 10 years as a Member of the SPS Critical Incident Stress Management Team; or
  - c. participation for a minimum of 10 years as a Member of the SPS Peer Support Team.

4.17. The DCC-SSB may modify the list of SPS programs eligible for service recognition in s. 4.16(iii).

#### **Chief Constable's Commendation**

4.18. A Chief Constable's Commendation may be awarded for:

- i. demonstrating the highest standards of Police conduct or humanitarianism in a single operation, incident or investigation where there was a high risk or exposure to danger;
- ii. demonstrating exceptional skill, judgment, dedication, or integrity in the performance of duty, either:
  - a. over the course of a single investigation, operation or incident; or
  - b. over the course of the Employee's career with SPS; or
  - c. developing a method or program to increase efficiency that significantly affects the operation of one or more SPS divisions or assisting the SPS in achieving its strategic goals.

#### **Chief Constable's Commendation for Valour**

4.19. A Chief Constable's Commendation for Valour may be awarded for:

- i. demonstrating the most conspicuous act of bravery in extremely hazardous circumstances;
- ii. a daring or pre-eminent act of valour, self-sacrifice or exceptional devotion to duty in the presence of grave danger; or
- iii. purposely taking action for the benefit of others while knowing that, in doing so, they placed themselves at substantial risk of death or serious injury.

4.20. A full investigation will be conducted by a sworn Member of the Awards and Commendations Committee to confirm the circumstances of the recommendation for a Chief Constables' Commendation for Valour.

#### **Police Board Commendation**

4.21. A Police Board commendation may be awarded to a Member of the public, organization or group for:

- i. assisting the SPS, on their own initiative, in preventing a crime, apprehending or attempting to apprehend an offender or having made a life-saving attempt; or
- ii. providing facilities or personal assistance during a police investigation or incident.

#### **SPS Letter/Card of Appreciation**

4.22. There are occasions when a Member of the public will assist an SPS Employee, but the assistance is not to the extent that it merits a commendation. In these circumstances, Employees are encouraged to recognize the help of this citizen by either:

- i. requesting that a letter of appreciation be sent by the appropriate NCO/Supervisor, OIC/Director, Deputy Chief Constable or the Chief Constable, depending on the extent of the assistance offered; or
- ii. sending an SPS appreciation card to the citizen, signed by the Employee.

4.23. The Committee is not required to review letters or cards of appreciation to citizens.

#### **Police Exemplary Service Medal**

4.24. The Police Exemplary Service Medal (PESM) is awarded based on the quality of exemplary service that is confirmed by the Chief Constable. A police officer must meet the following requirements to be nominated for the PESM:

- i. a minimum of 20 years of cumulative exemplary police service with one or more Canadian police agencies (nominations may be put forward at 20, 30 and 40 years of service); and
- ii. no historical or pending serious disciplinary action (as determined by the Panel and confirmed by the Chief Constable).

4.25. PESM nominations are:

- i. actioned by the Office of the Chief Constable;
- ii. assessed for suitability by the Panel; and
- iii. approved by the Chief Constable.

4.26. Regardless of achieved years of service, a history of discipline deemed serious by the Panel may disqualify a police officer from being nominated or may result in a deferred nomination<sup>1</sup>.

4.27. The Chief Constable may reassess a denied or deferred PESM nomination at any time.

4.28. The Chief Constable will advise a nominee if the nomination is denied or deferred for disciplinary reasons.

#### **Other External Commendations and Awards**

4.29. SPS sworn Members may be eligible for recognition by the government (e.g. BC Police Honours) and other external agencies or organizations (e.g. Blue Line Police Leadership). The Panel and Committee will review and approve all external nominations prior to submission. Award nominations will be advanced by the Committee.

4.30. Recipients of the following SPS commendations will be nominated for a BC Police Honour (Award for Valorous Service or Award for Meritorious Service):

- i. Chief Constable's Commendation for Valour; and
- ii. Chief Constable's Commendation.

4.31. An SPS Employee may receive an unsolicited award or recognition from an external law enforcement agency.

4.32. An SPS Employee (and their accompanying spouse/common-law spouse) who must travel to receive an external commendation or award, is eligible for travel expense reimbursement (transportation and accommodation) and per diem allowance, consistent with policy AD 8.6 Expense Reimbursement.

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<sup>1</sup> The Panel will be guided by the Canadian Association of Chiefs of Police Regulations governing the award of the Police Exemplary Service Medal (PESM), namely:

8.(2)b) ...during that period of service, no serious disciplinary action has been taken or is pending in respect of the nominee;

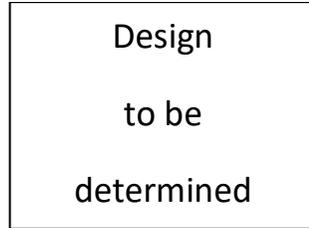
1990 (May 14) - Ref. 3.2/1

It is incumbent upon the Chief or Director, or his local Committee, to make a determination about disciplinary sanctions, taking into account the various provincial Police Acts and their provisions relative to disciplinary records. In such cases, the award of the PESM may be denied or postponed for disciplinary reasons or based on the appreciation of what constitutes exemplary service. This time prolongs the 20-year eligibility period.

[https://www.cacp.ca/index.html?asst\\_id=258](https://www.cacp.ca/index.html?asst_id=258) Retrieved 2021-01-11

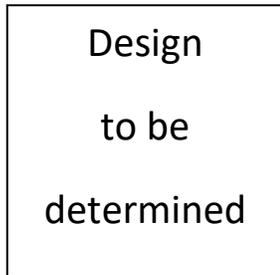
**Bars, Pins, and Medals**

4.33. A medal will be presented to Employees awarded the Chief's Commendation for Valour.

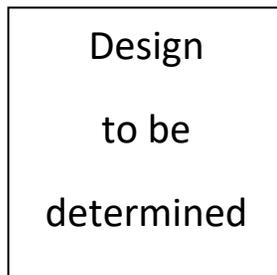


CHIEF CONSTABLE'S  
COMMENDATION FOR VALOUR

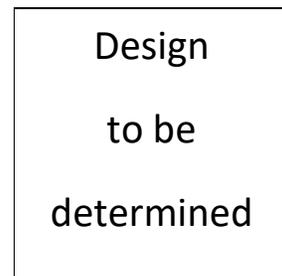
4.34. Bars will be presented to Members awarded an SPS Commendation or the Police Officer of the Year award.



INSPECTOR'S COMMENDATION  
DIRECTOR'S COMMENDATION

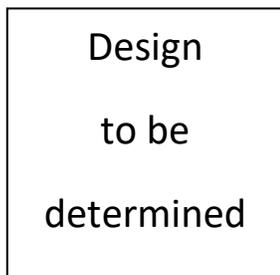


CHIEF CONSTABLE'S  
COMMENDATION

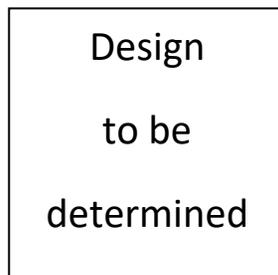


POLICE OFFICER OF THE YEAR

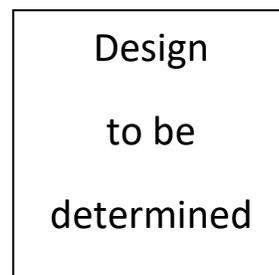
4.35. Pins will be presented to civilian Employees awarded an SPS commendation or the Civilian Employee of the Year award.



INSPECTOR'S COMMENDATION  
DIRECTOR'S COMMENDATION



CHIEF CONSTABLE'S  
COMMENDATION



CIVILIAN EMPLOYEE OF THE YEAR

4.36. Only one of each style of SPS medal, bar or pin may be worn.

4.37. Members are permitted and encouraged to wear commendation and award insignia received from SPS or other law enforcement agencies and organizations, subject to placement on the uniform consistent with the manner illustrated in the SPS Uniform Guide.

## **APPENDIX A: DEFINITIONS**

“DCC-SSB” means the Deputy Chief Constable in charge of the (I/C) Support Services Bureau.

“Employee” means any employee of SPS (including Members and Civilian staff).

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“PESM” means the Police Exemplary Service Medal Award.

## **APPENDIX B: REFERENCES**

Canadian Association of Chiefs of Police, *Regulations Governing the Award of the Police Exemplary Service Medal (PESM)*