

# IDAHO STATE POLICE PROCEDURE

## 03.03 EMPLOYEE RECOGNITION PROGRAM

### A. General

The Idaho State Police (ISP) values all its employees and encourages supervisors and managers to continually reward and recognize employee actions that support the ISP mission and vision, and that model ISP values. Additionally, the agency officially promotes and recognizes employee conduct that exceeds stated standards or job descriptions. Recognition of police heroism and commendable conduct by any employee must be judged by high professional standards. This procedure sets forth the standards for official recognition of commendable conduct.

### B. Definitions

“Achievement” means that level of work activity, project, or performance that clearly shows an accomplishment brought about by an employee’s extra effort on the job.

“Bonus” means a monetary reward for that level of work activity, project, or performance by an employee that demonstrates excellence and value to the agency and/or the public, deserving of recognition and reward.

“Commendation” means that level of work activity, project, or performance that is worthy of praise and appreciation by the agency.

### C. Awards

Awards for employees are classified into the following categories:

1. Awards for Valor
2. Bonus Awards
3. Distinguished Achievement Award
4. Letters of Commendation
5. Certificates of Appreciation
6. Service Awards
7. Life Saving Award

### D. Awards for Valor

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Awards for Valor are made to a trooper who willingly performs an act involving risk of imminent serious personal injury, which is above and beyond expected job requirements or which saves or protects human life.

1. The Medal of Valor is the highest award of honor that can be bestowed on a trooper in recognition for an act of selfless bravery under extreme conditions above and beyond duty requirements and is awarded according to the following criteria:
  - a. the trooper knowingly places his/her life in jeopardy to save the life of another, affect an arrest, or prevent the serious injury or death of another officer;
  - b. the trooper acts above and beyond the level of duty normally expected of officers during high hazard police activities by showing conspicuous bravery;
  - c. the trooper acts in accordance with the highest ideals of the professional police service;
  - d. the trooper acts rationally in determining the course of action based upon facts known at the time.
2. The Silver Star is the second highest award for heroism in the face of danger that may be presented to a trooper and is awarded according to the following criteria:
  - a. the trooper knowingly exposes him/herself to potential injury or death in order to affect an arrest, prevent injury or death to another person, or accomplish a legitimate police objective;
  - b. the trooper acts above the scope of duty normally expected of officers during police activities and exhibits bravery and selflessness to accomplish the task;
  - c. the trooper acts in accordance with the highest ideal of professional police service;
  - d. the trooper acts rationally in determining the course of action based upon facts known at the time.
3. The Purple Heart is awarded to a trooper who is injured in the line of duty and is awarded according to the following criteria:
  - a. the injury is of a serious nature, such as a gunshot or stab wound;
  - b. the trooper receives a serious injury resulting from a no-fault car crash, during SWAT operations and/or any criminal or drug related raid, arrest, or warrant service; and
  - c. the trooper acts in accordance with the highest ideals of professional police service.

### E. Bonus Awards

A monetary bonus:

1. May be awarded for any of the purposes set out in Idaho Code section [67-5309D](#);
2. is awarded to any qualifying employee or team of employees for quality and excellence of work or activity demonstrating value to ISP and/or the public, deserving recognition and reward;

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3. may be awarded to a single employee more than once per fiscal year, but cannot exceed a total of \$2,000 per employee per fiscal year;
4. nominations may be submitted by any supervisor at any time;
5. nominations must be submitted in writing through the chain of command to the Director;
6. nominations must include:
  - a. a detailed description of the work or activity upon which the nomination is based, including a statement of the reason the activity deserves recognition and reward;
  - b. a statement of the value to the agency or others demonstrated by the activity;
  - c. a statement that the employee's most recent performance evaluation reflects a "solid sustained" or "exemplary performance" rating;
  - d. a statement that the employee is not currently operating under a work plan and that there are no disciplinary actions or pending disciplinary actions since the last performance evaluation on file; and
  - e. a statement that award of a bonus and a description of the qualifying activity will be noted in the next performance evaluation.
7. When a bonus is awarded to a qualifying employee, the supervisor retains a copy of the nomination memorandum and attaches it to the next performance evaluation.

### F. Distinguished Achievement Awards

The Distinguished Achievement Award is reserved for recognizing employees or teams of employees who make an outstanding contribution beyond normal job responsibilities, and which advances ISP's mission. The Distinguished Achievement Award is awarded according to the following criteria:

1. the action significantly contributes to the agency's mission;
2. the achievement is unique from normal daily operations;
3. the employee was not compensated, other than related expenses and wages, for the contribution.

### G. Letters of Commendation

A Letter of Commendation is typically an expression of appreciation to an employee or team of employees from citizens, employees of other agencies, or co-workers for a job well done, for aid, cooperation, or other assistance rendered, and:

1. is routed to the employee through the chain of command;

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2. is included in the next performance appraisal.

### H. Certificates of Appreciation

A Certificate of Appreciation is presented to an employee or team of employees for the exceptional discharge of duties during a specific incident. It may also be presented to members of the public or employees of other agencies or businesses for providing exceptional support and/or assistance to ISP during the performance of their duties.

### I. Service Awards

Service Awards recognize an employee's service to ISP as follows:

1. an ISP lapel pin awarded to each employee at each five year anniversary of employment;
2. a mounted certificate or plaque for the 25-year anniversary;
3. a plaque acknowledging years of service awarded upon an employee's retirement from service.

### J. Life Saving Awards

The Life Saving Award is awarded to any employee who saves the life of another person, whether on-duty or off-duty, and is awarded according to the following criteria:

1. the nominee must exhibit personal heroism; or
2. by providing life saving emergency measures, such as CPR, to a critically injured or ill person, saves that person's life; and
3. the life saving act must be witnessed and attested to by one or more individuals who either witnessed the life saving act or responded to the medical life threatening emergency and took charge of the critically injured or ill person.

### K. Employee Recognition Awards

1. Employee Recognition Awards are given to an employee or a team of employees who have achieved work performance criteria set forth by the Director. Awards may take the form of apparel, pins, or other such ISP approved items that are not specific to any one group or individual.

### L. Nomination Procedures

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1. Any employee may offer nominations for Awards for Valor and Achievement or Certificates of Appreciation.
2. Names of employees and facts of the accomplishment are submitted to the Director through the chain of command.
3. If the award is authorized, the employee's Major/Manager orders the award to conform with design and format standards established by the Director's office.
4. The bonus award may only be nominated by an employee's supervisor – see section E., this procedure.

### M. Investigation Following Nomination

1. When a nomination for the Medal of Valor, Silver Star, or Purple Heart reaches the Major/Manager through the chain of command, the Major/Manager initiates an investigation to:
  - a. verify the facts of the nomination;
  - b. ensure the nomination meets the standard for the award.
2. The investigation may confirm, modify, or deny the nomination.
3. Nominations for the Medal of Valor and Silver Star also require an independent investigation initiated by the Deputy Director to confirm the facts of the commendable action.

### N. Disqualification

Seemingly commendable conduct, which includes unjustifiable violations of agency procedures, may disqualify the employee from consideration for an award or commendation.