

CHAPTER 8
OTHER SPECIAL AWARDS
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CHAPTER 8

OTHER SPECIAL AWARDS

1. GENERAL.

- a. Uniformed Employees. In addition to the state and department level awards, additional awards are available to uniformed employees of the Department presented by the California Department of Justice (DOJ), Office of the Attorney General (OAG), and the California State Firefighters' Association (CSFA).
- b. Employees and Civilians. When a Special Act, Meritorious Achievement, Superior Effort, or Community Service nomination is made for an act involving the application of first aid techniques, the originating commander may also submit the nomination to the nearest American Red Cross regional office for consideration for an American Red Cross Award.

2. PEACE OFFICER LETTER OF COMMENDATION.

- a. General. Those acts for which a departmental Meritorious Achievement, Outstanding Performance, or Superior Effort Award has been presented may also qualify for the OAG Letter of Commendation.
- b. Definition. The Peace Officer Letter of Commendation is presented for meritorious achievement, outstanding performance, or superior effort by a peace officer in the State of California. The awards are identified as follows:
 - (1) Meritorious Achievement. The performing of an act, or acts, under emergency conditions where bravery is involved but which is not above and beyond the normal call of duty.
 - (2) Outstanding Performance. That attention to duty which consistently reflects exemplary job performance over and above the standard level expected for the position involved.
 - (3) Superior Effort. The performing of an act under emergency conditions not involving bravery, where unusual effort is involved and where such an act results directly in the saving of human life or directly sustains life even though the injury or condition proves not to be survivable.
- c. Award Description. The above-defined awards consist of the OAG Letter of Commendation. The proposed text for the certificates shall be prepared by the nominating commands and should not exceed 100 words.

d. Nomination Procedure. In order to afford prompt recognition for these awards, the nominations should be submitted immediately after the act by the employee's immediate command. The nominations for these awards shall be made on a memorandum and transmitted through channels to the Office of the Commissioner. Upon approval, the Office of the Commissioner will forward the nomination to the OAG for evaluation; the Department will be notified by the OAG Awards Committee of the final decision.

e. Nomination Package. Explain in detail the specific nature of the act, the difficulties encountered, and the way the employee performed the act. Duplicate all of the information contained in the previously prepared departmental award nomination package for the efficient and accurate reporting of the employee's act.

f. Presentation Forum. The OAG awards that are approved will be prepared and held for presentation at the next appropriate DOJ Zone meeting. However, the OAG may determine that it is appropriate to present the award at a different event or location.

g. Uniform Accouterment. None.

3. PEACE OFFICER RETIREMENT LETTER OF COMMENDATION.

a. Definition. Letters of recognition may be awarded to individuals retiring or transferring from the law enforcement community. The number of years of service and accomplishments during that period will be considered. This award applies to chiefs and above. However, consideration will be given to other levels on an individual basis for exceptional contributions to law enforcement during the individual's career. The contribution should be significant and the service should be more than 20 years.

b. Award Description. The award is the OAG Letter of Commendation. In addition to the written text, the letter will read, "In recognition of meritorious service in support of California law enforcement."

c. Nomination Procedure. In order to afford prompt recognition for these awards, the nominations should be submitted on a memorandum and transmitted through channels to the Office of the Commissioner as soon as possible after the nominee's retirement. Upon approval, the Office of the Commissioner will forward the nomination to the OAG for evaluation; the Department will be notified by the OAG Awards Committee of the final decision.

d. Nomination Package. The nominations shall include the citing of actions or service considered deserving of recognition. The information provided shall include:

- (1) Nominee's name, address and telephone number (both residence and work).
 - (2) Date(s) of service performed.
 - (3) Location where the act occurred.
 - (4) Summary of the action performed.
 - (5) Signed statements of eyewitness, officer, or supervisor which substantiate the nomination.
 - (6) Other information considered pertinent to the nomination.
- e. Presentation Forum. Retirement awards will generally be presented at a retirement activity. However, the OAG may determine it is appropriate to present the award at a different event or location.

4. CALIFORNIA STATE FIREFIGHTERS' ASSOCIATION VALOR AWARDS.

- a. Definition. The California State Firefighters' Association (CSFA) Valor Awards are presented annually to persons throughout California who distinguish themselves by performing or assisting in the performance of, heroic brave acts during emergency conditions.
- b. Award Description. The CSFA Valor Awards consist of the following:
- (1) The California State Firefighters' Association Medal of Valor.
 - (a) The CSFA Medal of Valor is awarded to individuals who voluntarily risk their lives to an extraordinary degree to save, or attempt to save, another life.
 - (2) The California State Firefighters' Association Unit Citation/Commendation.
 - (a) The CSFA Unit Citation/Commendation is awarded to a team or organized group of two or more individuals who voluntarily assist others in emergency situations. The individuals must have displayed gallantry, determination, and esprit de corps in accomplishing their mission under extremely difficult and hazardous conditions.
 - (3) The California State Firefighters' Association Award of Merit.
 - (a) The CSFA Award of Merit is awarded to individuals who voluntarily assist others who are risking their lives to save another life.

c. Nomination Procedure. In order to afford prompt recognition for this award, the nomination should be submitted immediately after the act by the initiating command.

(1) The nomination shall be completed and submitted on a memorandum and forwarded through the appropriate channels to the next higher command level for review and recommendation, up to the appropriate Assistant Commissioner.

(2) Upon recommendation by the appropriate Assistant Commissioner, the nomination will then be forwarded to the Commissioner's Support Unit (CSU) for placement on the departmental Awards Board calendar.

(3) The recommendation from the departmental Awards Board will be presented to Executive Management for final disposition.

(4) Upon final approval from the Commissioner, the CSU awards coordinator will finalize the nomination package to be submitted to CSFA.

d. Nomination Package. Explain in detail the specific nature of the act, the difficulties imposed by it, and the way the act was performed. The information provided shall include:

(1) Involved Parties.

(a) Employee's name, rank, identification number, and position title; and command, command address and telephone number.

(b) Victim's information: name, address and telephone number.

(c) Information of person aiding employee in the performance of the act: name, address and telephone number.

(d) Witness's information: name, address and telephone number.

(2) Scene Description.

(a) Name of city or town in or near where the act was performed.

(b) Exact location of where the act occurred and a description of its environment, insofar as they are essential to a full understanding of the conditions.

(c) State of the weather and velocity of wind and the direction from which it was blowing, if applicable.

(3) Facts.

- (a) Exact date and time of the act.
- (b) A complete description of the incident and the method employed by the employee in the handling of the situation.
- (c) Aid received by rescuer in performance of the act.
- (d) The length of time the rescuer was engaged in the performance of the act.

(4) Supporting Documentation.

- (a) A copy of the investigating California Highway Patrol, police, fire, or other emergency agency report(s), if available.
- (b) Photographs or sketches of the scene, if this will assist in portraying the scene.
- (c) Newspaper clippings (desired; however, facts as stated must be confirmed).
- (d) If the victim received follow-up medical treatment, a statement, preferably signed, from at least one physician in attendance attesting to the victim's condition and the related effect of the nominee's act toward sustaining life.

e. Presentation Forum. The award is presented at the CSFA Annual Awards Ceremony. Award recipients will be notified by the CSFA of the date and location of the ceremony.

f. Uniform Accouterment. None.

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