

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**      **FROM: Anthony Mata**  
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:      DATE: October 25, 2022**  
**AWARDS AND COMMENDATIONS**

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APPROVED

Memo #2022-056

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## **BACKGROUND**

The San Jose Police Department expects a high level of professional conduct from all employees; however, Department members frequently perform their duties in a manner exceeding the highest standards of the Department. When such conduct occurs, official commendations will be made. Commendations may either originate from Department members or persons outside the Department. Additionally, the Department honors those persons of the community who substantially assist the Department in an extraordinary manner beyond their normal civic responsibilities. A review of Duty Manual chapter C 1600 AWARDS AND COMMENDATIONS revealed updates were necessary to the procedures for nominations, reviews, and receipt of awards and commendations.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

### **C 1602      MEMBERSHIP OF THE AWARDS AND COMMENDATIONS BOARD:** *Revised 10-25-22*

The Awards and Commendations Board is comprised of nine ~~eight~~ voting members representing the following ~~bureaus and the Office of the Chief of Police.~~ Allocation of membership is as follows:

- One representative from the Bureau of Administration-
- Three representatives from the Bureau of Field Operations-
- Two representatives from the Bureau of Investigations-
- One representative from the Bureau of Technical Services-
- One representative from the Office of the Chief of Police-
- One representative from the Office of the Executive Officer

A Captain assigned to the Bureau of Administration ~~Captain~~ or their designee will chair the board and is not one of the nine voting board members. ~~The Captain is a non-voting~~

~~member with the exception of tie breaking votes. The Captain may also be considered as the final member in order to establish a quorum. Refer to Duty Manual section C 1604 NUMBER REQUIRED FOR A QUORUM for additional information regarding establishing a quorum and breaking a tie vote.~~

~~Representatives are nominated ~~determined~~ by Deputy Chiefs or Deputy Directors, first requesting names of nominees who wish to serve on the Board. Members within each bureau will then vote for the representative(s) from their bureau.~~

**C 1603 TERM OF MEMBERSHIP:**

*Revised 10-25-22*

~~Each of the representatives will serve on the Board for a period of one year with a second-year option, to be determined by the nominating Deputy Chief or Deputy Director.~~

**C 1604 NUMBER REQUIRED FOR QUORUM:**

*Revised 10-25-22*

~~At least five of the nine ~~eight~~ representatives identified in Duty Manual section C 1602 MEMBERSHIP OF AWARDS AND COMMENDATIONS BOARD must be present to vote on award and commendation reports. Each representative may will cast ~~have~~ one vote.~~

~~In the event of a tie, the chairperson may act as a voting member and cast one vote.~~

**C 1605 FREQUENCY OF MEETINGS:**

*Revised 10-25-22*

~~The Awards and Commendations Board will meet regularly at the call of the chairperson to review such award and commendation reports as are forwarded according to the prescribed procedures.~~

**C 1606 ADMINISTRATIVE SECRETARIAL SUPPORT:**

*Revised 10-25-22*

~~Administrative Secretarial and clerical support is provided by the Personnel Unit of the Bureau of Administration.~~

**C 1607 RECOMMENDING POLICY CHANGES:**

*Revised 10-25-22*

~~The Awards and Commendations Board is empowered to make recommendations to the Chief of Police regarding ~~in regards to~~ proposed policy changes pertaining to the Departmental awards system.~~

**C 1608 AWARDS FOR MERITORIOUS SERVICE:**

*Revised 10-25-22*

~~The following Departmental awards are hereby established and are presented to those Department members or persons ~~citizens~~ in accordance with the criteria established for each award.~~

**C 1609 POLICE MEDAL OF HONOR:**

*Revised 10-25-22*

Awarded to any officer killed in the line of duty, or at the risk of such officer's own life, displays extreme courage, bravery, and devotion to duty in exposing oneself to grave danger in the face of a seemingly hopeless situation, notwithstanding the officer's own imminent peril. The Police Medal of Honor recipient must have demonstrated ~~that~~ there was a conscious awareness of the imminent threat to physical safety at the time the action was performed.

**C 1610 POLICE MEDAL OF VALOR:**

*Revised 10-25-22*

Awarded to any officer who distinguishes themselves by conspicuous bravery in the performance of such officer's sworn duties under unusual, complicated, or hazardous conditions where the officer used excellent judgment in accomplishing an assigned mission, including sustaining human life.

**C 1611 WILLIAM P. POELLE POLICE LIFE SAVING AWARD:**

*Revised 10-25-22*

Awarded to any Department member ~~officer~~ who performs an exceptional act under emergency conditions, not involving bravery, wherein a service is rendered which ~~that~~ results directly in sustaining a human life.

**C 1613 OUTSTANDING POLICE DUTY AWARD:**

*Revised 10-25-22*

Awarded to ~~D~~department members for outstanding police service accomplishments in the following categories:

- Any ~~o~~Officer for an outstanding arrest on or off duty.
- Any ~~D~~department members for an outstanding arrest or solution of crime through follow-up investigation.

**C 1614 RICHARD HUERTA SPECIAL MERIT AWARD:**

*Revised 10-25-22*

Awarded to any officer for performing other especially meritorious police work not covered in the above categories, such as:

- Community service work.
- Outside volunteer services.
- Day-to-day excellence.

**C 1615 ROSS DONALD GOOD PERSON CITIZEN AWARD:**

*Revised 10-25-22*

Awarded to any person ~~citizen~~ substantially assisting the San José Police Department in the apprehension of a suspect or in any other emergency or situation in which the person ~~citizen~~ contributed in an extraordinary manner to the Police Department. The award is in

~~the form of a certificate. The award may take the form of a letter, certificate or any other special commendation as determined by the Awards Board.~~

**C 1616 SIMPSON-SILVA CITIZEN'S AWARD:**

*Revised 10-25-22*

Awarded to any person citizen who distinguishes themselves by bravery while assisting an officer and/or another member of this community; or who performs an act under emergency conditions, wherein a service is rendered which results directly in sustaining a human life. The award is in the form of a certificate plaque.

**C 1617 ELIGIBILITY AND NOMINATION:**

*Revised 10-25-22*

All Department members, including reserve officers, are eligible within their respective award and commendation categories. ~~Reserve Officers are eligible for the above awards.~~ Nomination is in accordance with the following procedures:-

- SOURCE OF NOMINATION: Nominations for awards and commendations may come from any individual within or outside the Department. The nominator may not be one of nominees listed for that award.
- METHOD OF NOMINATION: When a Department member performs an act worthy of consideration of a Departmental award, it is submitted on a regular interdepartmental Memorandum (Form 100-40) which that is forwarded to the commanding officer of the nominee's unit. Included in this Memorandum is full documentation of the incident, case numbers as applicable, and the full name and Department serial number of the person commended.  
  
If more than one person participated in the meritorious act, all names are included in one the single Memorandum form along with the circumstances of the event in chronological sequence: charts, diagrams, or photographs, if warranted, due to unusual circumstances.
- COMMANDING OFFICER'S RESPONSIBILITY: The nominee's command officer will review the report and forward it to the Awards and Commendations Board, which is responsible for evaluating, classifying, formally preparing commendation reports, and recommending appropriate action to the Chief of Police.

**C 1618 AWARDS AND COMMENDATIONS COMMITTEE PROCEDURES:**

*Revised 10-25-22*

The Awards and Commendations Board will evaluate the basis of work nomination for the ~~awards~~ from all nominations submitted and will recommend which type of award or commendation is merited, if any, in each case. It may also conduct any necessary additional investigation of the incident. In cases of group nominations, nominees will be evaluated on individual merit for award consideration.

**C 1620 PLACEMENT IN PERSONNEL FILE:**

*Revised 10-25-22*

The Awards and Commendations Board may return a nominee's name to the Bureau Commander, recommending ~~that~~ the letter for commendation be inserted in the

individual's personnel file. The Awards and Commendations Board may add its own Letter of Commendation to that of the original.

**C 1621 SELECTION OF RECIPIENTS:**

*Revised 10-25-22*

The Awards and Commendations Board will select the Department members and persons to receive awards. A simple majority vote of Board members will decide.

**C 1622 OBTAINING APPROVAL OF THE CHIEF:**

*Revised 10-25-22*

The Awards and Commendations Board will present its findings to the Deputy Chief, Bureau of Administration, who will in turn convey the Board's recommendations to the Chief of Police for approval.

**C 1623 DISAPPROVAL BY CHIEF:**

*Revised 10-25-22*

The Chief of Police may disapprove of any of the recommendations of the Awards and Commendations Board's recommendation; However, if this occurs, the Board and the Chief of Police will meet to discuss the recommendation.

**C 1624 ABSTENTION FROM VOTING:**

*Revised 10-25-22*

Any member of the Awards and Commendations Board may request to be excluded in consideration of a nominee for an award if the member feels biased or prejudiced toward the nominee.

**C 1625 AWARD PRESENTATIONS:**

*Revised 10-25-22*

The Chief of Police or their designee will present approved awards and commendations at the earliest opportunity. Awards and commendations presented to citizens may be made by the Chief of Police or their a designee. ~~Two separate~~ Wall plaques are permanently displayed within the Department with the names of officers awarded the Police Medals of Honor and Medal of Valor. The news media may ~~will~~ be advised as to the recipients of these awards.

**C 1626 MAJOR AWARDS CEREMONY:**

*Revised 10-25-22*

A review of all those receiving awards and commendations during the prior year is made during ceremonies at an annual Major Awards Ceremony.

The chairperson of the Awards and Commendations Board will plan and direct the Major Awards Ceremony as follows:

- All persons to receive awards and commendations are invited to attend with one ~~their spouses~~ as guests. The Police Department will serve as host for these invitees. The Department may also choose to work in conjunction with

another hosting organization.

- Representatives of the news media may be ~~are specifically~~ invited to attend.
- The Chief of Police is invited to host the Major Awards Ceremony.

In the event a Major Awards Ceremony is unable to be held, another ceremony honoring award recipients may be held at the direction of the Chief of Police.

**C 1627** **MAJOR AWARD DESCRIPTIONS:**

*Revised 10-25-22*

Meritorious service awards may consist of official Department certificates and/or medals. Medal recipients are presented with a ~~large (ceremonial) medal and a miniature (uniform) medal.~~ The latter may be worn on the police duty uniform as specified in Duty Manual Section S 1117 (WEARING OF COMMENDATION MEDALS, AWARDS AND PINS).

**C 1628** **OTHER AWARDS:**

*Revised 10-25-22*

Commendations for actions or performance, which is well above average in quality but not sufficiently outstanding to justify one of the foregoing awards, may be recognized in accordance with the following procedures:

LETTER OF COMMENDATION MEMORANDUM OF OUTSTANDING PERFORMANCE: To be submitted by a Department member's superior for service accomplishments in the following categories:

- Above average arrest or performance on or off duty.
- Above average performance of duties during a specific case or event.
- Conduct that a superior believes warrants official notice.

Supervisors will be alerted to incidents warranting an ~~official Memorandum of Outstanding Performance~~ Letter of Commendation. When such occasions occur, supervisors will direct a Memorandum to the Department member highlighting the incident.

A ~~Memorandum of Outstanding Performance~~ Letter of Commendation may be issued at any supervisory or command level and does not require the signature of the Chief of Police's ~~signature for issuance~~. Any pertinent information, such as reports covering an incident, prior performance, etc., should be ~~are~~ attached to the Memorandum.

As the Memorandum proceeds through the command levels upward, each subsequent supervisor or command officer will determine if the memo should proceed to the next level upward for comment or endorsement. Signature blocks are prepared by each endorsing officer at the time of signature. When the Memorandum has achieved the final endorsement, it is placed in a conspicuous place in the Assembly Room, a copy routed to the subject member(s), and a copy placed in the subject member(s) personnel file.

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**C 1629 VISION AWARD:**  
*Revised 10-25-22*

Awarded to Ddepartment members whose actions throughout their careers have demonstrated a vision, initiative, and organizational commitment which that resulted in major Ddepartmental improvements. Through individual ingenuity and perseverance, their ideas and actions materialized into new initiatives which that have and will continue to benefit the Department, City of San José, and the CCommunity significantly.

**C 1630 GEORGE W. KENNEDY EXCELLENCE IN PROSECUTION AWARD:**  
*Revised 10-25-22*

Awarded to Deputy District Attorneys who demonstrate prosecutorial skills above and beyond the call of duty. Through strong relationships and integrated efforts with law enforcement, they bring honor and integrity to the process of prosecuting criminal offenders while defending rights of victims and the community. Their reliability, dependability, and knowledge were instrumental in the successful prosecution of a complicated case. The award is in the form of a certificate.

**C 1631 CHIEF'S SPECIAL MERIT AWARD:**  
*Revised 10-25-22*

Awarded to a Department member who has demonstrated a long-standing commitment to the Department and has consistently performed meritorious work throughout their career; the Department member's reliability and knowledge have been instrumental in the successful day-to-day operations of the Department. The award is in the form of a certificate.

**C 1632 SJPD SPECIAL MERIT AWARD:**  
*Revised 10-25-22*

Awarded to any non-sworn ~~civilian~~ Department member for performing especially meritorious work on behalf of the Department. The award is in a form of a certificate. Examples include:

- Support on a major incident or case
- Assisting the Department with a special event or project
- Community policing programs

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata  
Chief of Police

AM:SD:DK:CA