


**FLORIDA FISH AND WILDLIFE  
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT  
GENERAL ORDERS**

**COLONEL JULIE JONES**



TITLE <b>COMMENDATIONS AND MEMORIAL FUND</b>	EFFECTIVE DATE <b>July 21, 2008</b>
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**1  
POLICY**

- A** It is the policy of the FWC Division of Law Enforcement to recognize its members for commendable acts or services.
- B** It is also the policy of the FWC Division of Law Enforcement to create a Memorial Fund to help defray the costs associated with travel to and from state and national law enforcement memorial services and to cover costs associated with honoring members killed in the line of duty.

**2  
RESPONSIBILITIES**

- A** The Division Commendations Board consists of the Division Director, the Chief of Staff and the Division's Deputy Directors, and is responsible for reviewing and awarding Division commendations to nominated members as outlined in this General Order and sections 110.1245 and 112.194, Florida Statutes.

**3  
PROCEDURES**

**A Division Commendations**

- (1)** Medal of Valor
  - (a)** The Medal of Valor will be presented only in exceptional cases where the sworn member's actions are extraordinary and expose the sworn member to peril beyond the call of duty.

- (b)** A Medal of Valor award is authorized to be worn on the uniform for formal occasions and a red, white and blue commendation ribbon is authorized to be worn on the duty uniform. A certificate suitable for framing and a letter signed by the Division Director outlining the circumstances for the commendation. The amount of funds that may be expended to provide a Medal of Valor shall not exceed \$250.
- (2)** Medal of Valor with Lifesaving
  - (a)** The Medal of Valor with Lifesaving will be presented to a sworn member for extraordinary actions which result in the saving of a human life during a rescue operation in which the sworn member was exposed to peril beyond the call of duty.
  - (b)** A Medal of Valor with Lifesaving award is authorized to be worn on the uniform for formal occasions and a red and blue commendation ribbon is authorized to be worn on the duty uniform. A certificate suitable for framing and a letter signed by the Division Director outlining the circumstances for the commendation. The amount of funds that may be expended to provide a Medal of Valor shall not exceed \$250.
- (3)** Lifesaving Award
  - (a)** The Lifesaving Award will be awarded to a member or citizen for performance of an act which may have arisen through an emergency, or otherwise, and which resulted in the saving of a human life.
  - (b)** A Lifesaving Award medal is authorized to be worn on the uniform for formal occasions and a red and white commendation ribbon is authorized to be worn on the duty uniform. A certificate suitable for framing and a letter signed by the Director outlining the circumstances for the award will accompany the award.
- (4)** Award of Merit
  - (a)** The Award of Merit will be awarded to a member for service rendered in the line of duty where, because of exceptional diligence and perseverance, a difficult task was performed resulting in the prevention of a crime, protection of life or property, or apprehension of criminals. It may also be awarded to a member whose diligence and perseverance, other than normal duties, contributed toward the accomplishment of a major project or the improvement of Division efficiency.
  - (b)** An Award of Merit medal is authorized to be worn on the uniform for formal occasions and a black and white commendation ribbon is authorized to be worn on the duty uniform. A certificate suitable for framing and a letter signed by the Director outlining the circumstances for the award will accompany the award.
- (5)** Officer of the Year Award
  - (a)** The Officer of the Year Award may be presented each calendar year to a sworn member, and selection will be made using the following criteria:
    - 1.** How the nominee's job performance demonstrates distinguished, career-oriented accomplishments which have assisted in fulfilling the Division's responsibilities. (Include specific achievements that extend beyond job duties, cost savings, improved/increased productivity, and public service.)
    - 2.** How the nominee has increased or improved communication, coordination, and cooperation within or outside the Division. (Examples are committee work, training, teaching, or other activities.)
    - 3.** How the nominee sets a positive example for the work environment. (Examples are improved moral and enthusiasm or better cooperation with other agencies.)
    - 4.** Commission accomplishments or other recognitions. (Examples are awards or special assignments.)
  - (b)** Nominations for the Officer of the Year will be limited to sworn members not in a

supervisory or management class.

**(6) Team of the Year Award**

**(a)** The Team of the Year Award may be presented each year to a team of Division members. For the purpose of this award, team shall be defined as:

1. A patrol squad, a program or section unit (i.e. communications center, aviation, training section, communications technicians, K-9, regional investigations section, administrative office staff, data entry section, etc.), or any combination of the above.

**(b)** Nominations for the Team of the Year Award can be made by a supervisor at any level.

**(c)** A nominated team shall exhibit at least three of the following criteria in order to be eligible for consideration. These must be clearly identified on the nomination form:

1. Team Work

2. Public Outreach and Communication

3. Innovation and Efficiency

4. Leadership

5. Achievements and Accomplishments

6. Furthering or Actualizing Aspects of the Division's Strategic Plan

**(d)** More than one nomination may be submitted by a region or section.

**(7) Letter of Division Commendation**

**(a)** A Letter of Division Commendation will be presented for service rendered in the line of duty where the member or volunteer has displayed courage or outstanding performance while either assisting in the apprehension of criminals, prevention of crime, protection of life or property, or contributions toward the improvement of Division efficiency, or contributions toward the improvement of public relations for the Division.

**(b)** A letter of commendation signed by the Division Director outlining the circumstances supporting the commendation.

**(8) Division of Law Enforcement Service Commendation**

**(a)** A Division of Law Enforcement Service Commendation may be presented to a citizen who has assisted in the saving of a human life, the prevention of a crime, or in the apprehension of a suspect.

**(b)** A certificate suitable for framing and a letter signed by the Division Director outlining the circumstances for the commendation.

**(9) Exceptional Performance Certificate**

**(a)** The Exceptional Performance Certificate will be awarded to a member for performance above and beyond normal expectations for the position. (i.e. did they take on additional responsibilities, develop new programs, complete assigned duties ahead of schedule and with superior results, or an employee which is distinguished among peers in attitude, appearance, and punctuality.)

**(b)** A certificate suitable for framing and a letter signed by the Division Director outlining the circumstances for the award will accompany the certificate.

**(10) Common Guidelines on Commendations**

**(a)** For the purposes of this General Order, "In the line-of-duty" is not restricted to "on-duty" work schedules.

**(b)** Medals, commendation ribbons, and certificates will be similar in basic design.

Inscriptions and color differences will provide the primary distinction.

- (c) Any subsequent award of a similar commendation to the same individual will be indicated by the issuance of a commendation ribbon with an oak leaf cluster for each subsequent award, along with a certificate and letter of commendation from the Division Director. A second medal may be issued to a Medal of Valor recipient upon authorization from the Division Director.

## **B Other Awards**

- (1) Commission Service Awards will be awarded by the Florida Fish and Wildlife Conservation Commission in increments of five years of satisfactory service.
- (2) Retirement Awards
  - (a) Per Section 112.193, Florida Statutes, each retiring sworn member may receive:
    - 1. One complete uniform including the badge worn by the member, the member's service handgun, and an identification card clearly marked "RETIRED."
    - (b) A second badge and ID card clearly marked "RETIRED," both of which reflect a one military grade honorary promotion, may also be presented as a retirement award.
    - (c) Each retiring sworn member wishing to receive the above items shall submit a written request for a retirement award to the appropriate Deputy Director at GHQ. This request may accompany the member's official announcement of his or her intent to retire.
      - 1. After review, the Deputy Director will make a recommendation to the Division Director.
      - 2. The Director of the Division of Law Enforcement will make the final decision on the request for an honorary retirement badge and ID reflecting a one military grade promotion.
    - (d) Retirement awards for non-sworn members may be a plaque or other token of appreciation not to exceed \$100 (plus applicable taxes).

## **C Nomination for Division Commendations**

- (1) All nominations initiated by members will be made on the Commendations Nomination Form (FWC/DLE-021). The completed form, along with any supporting documentation, will be forwarded via the chain-of-command to the appropriate Deputy Director at GHQ. Any supervisor may attach comments to the completed nomination form.
- (2) Any member, volunteer, or citizen may initiate a nomination for a commendation to a Division of Law Enforcement member. Members and volunteers may not nominate themselves.
- (3) The nomination of a citizen must be made by a Division of Law Enforcement member and forwarded to the Division Commendations Board.
- (4) Nominations initiated by a citizen will be made by letter to any Division of Law Enforcement supervisor, who will forward the letter via the chain-of-command to the Division Director for review.

## **D Selection of Division Commendation Recipients**

- (1) After reviewing each nomination, the Board will either approve or disapprove the nomination by a simple majority vote.
- (2) The Board may determine further investigation or documentation is necessary before a vote can be conducted on the nomination.
- (3) The Board may recommend that the action taken by the member be awarded a higher or lower degree of commendation.

## **E Issuance of Division Commendations**

- (1) A copy of the letter from the Division Director or commendation will be made a permanent part of the member's personnel file.
- (2) A copy of the letter from the Division Director or commendation will be forwarded to the appropriate Deputy Director.
- (3) The Division of Law Enforcement will recognize recipients of Division commendations and awards each year at a ceremony in person or in another appropriate fashion, such as newsletters, website posting, etc.

#### **F Regional, Sectional or Office Recognition**

- (1) All Division members are eligible to receive the appropriate regional, sectional or office recognition herein described.
- (2) Degrees of Regional, Sectional or Office Recognition
  - (a) **Superior Job Performance Recognition** - will be presented when members perform exemplary service that helps fulfill the Division's mission, increases efficiency, results in increased public service and/or results in improved customer relations.
  - (b) **Personal/Team Initiative Recognition** - will be presented to a member or a team of members that showed an exemplary effort to complete a job or solve a problem that helped improve customer relations and/or increase public service.
  - (c) **Excellence in Administrative Support Recognition** - will be presented to recognize administrative support personnel who have demonstrated sustained excellence in their job.
  - (d) **Leadership Recognition** - will be presented to members with outstanding leadership skills. Criteria should include the following qualities: effective team building, pro-active planning, mentoring, delegating, problem solving, conflict resolution and being an effective role model.
- (3) A letter of commendation or appreciation signed by the appropriate Regional Commander or Section Leader naming the above mentioned type of recognition and outlining the circumstances supporting the recognition.

#### **G Nomination for Regional, Sectional or Office Recognition**

- (1) Any member may make a recommendation through the chain-of-command to the appropriate Regional Commander or Section Leader for a regional, sectional or office letter of commendation or appreciation.
- (2) Members may not nominate themselves.
- (3) The nomination for regional, sectional or office recognition shall be submitted in a Division of Law Enforcement Memorandum (FWC/DLE-521).
- (4) The Division's Commendations Nomination Form (FWC/DLE-021) should only be used for Division Commendations and not regional, sectional or office recognition nominations.
- (5) Only Regional Commanders or Section Leaders and above in rank can approve regional, sectional or office recognition commendations.
- (6) Members may be recognized locally by a regional, sectional or office commendation as well as recognized by the Division and/or the Commission.

#### **H Issuance of Regional, Sectional or Office Recognition**

- (1) The appropriate Regional Commander or Section Leader should present the regional, sectional or office recognition or appreciation letter to the member or members during the next scheduled regional meeting or Area Captain's Meeting.
- (2) A copy of the recognition or appreciation letter from the Regional Commander or Section

Leader shall be made part of the member's personnel file.

- (3) The recipient(s) of the regional, sectional or office recognition commendation are to be recognized each year in a Division publication and/ or on the Division's web-page.
- (4) The approving Regional Commander or Section Leader shall forward a copy of the recognition or appreciation letter to the appropriate Deputy Director at GHQ. If the Regional Commander or Section Leader believes a Division commendation should also be considered, then a completed Commendations Nomination Form (FWC/DLE-021) shall accompany the copy of the recognition or appreciation letter.

#### **I Division of Law Enforcement Memorial Fund**

- (1) The Division of Law Enforcement Memorial Fund was created to help defray the costs associated with travel to and from state and national memorial services by Division personnel and those spouses and immediate family members of members that were killed in the line-of-duty and to pay for the purchase and maintenance of memorial displays and other costs associated with honoring fallen members.
- (2) This Fund shall be operated through the Wildlife Foundation of Florida, Inc.
- (3) The Wildlife Foundation of Florida is a non-profit organization operating partially for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- (4) Contributions are tax deductible and are encouraged. Checks should be made out to the Wildlife Foundation of Florida, Inc. and clearly marked as contributions to the Law Enforcement Memorial Fund.
- (5) Donations should be sent directly to the Wildlife Foundation of Florida, Inc., Attention: FWC Division of Law Enforcement Memorial Fund, P.O Box 11010, Tallahassee, Florida, 32302.
- (6) When sending in a contribution check, ensure that a return address is included so that foundation staff can send a receipt for the donation.
- (7) Through an agreement with the Foundation, any decisions regarding fund distribution will be made by the Law Enforcement Memorial Fund Committee. The Law Enforcement Memorial Fund Committee will consist of the Division Director, the Chief of Staff and the Division's Deputy Directors.
- (8) The Director or designee should contact the spouse if applicable, and the immediate family to offer fiscal assistance in attending either or both of the memorial services.
  - (a) For purposes of this General Order, immediate family is each parent and legal guardian of the deceased sworn member.
- (9) The amounts to be offered should not exceed \$1,000 to the surviving spouse and \$500 to the immediate family for the National Police Memorial. The amounts to be offered for the State Memorial should not exceed \$350 to the surviving spouse and \$150 to the immediate family. The Law Enforcement Memorial Fund Committee may make exceptions to the amounts pending the balance of the Fund.
- (10) Funds may only be used to assist in defraying travel costs during the year the member is being recognized at the state or national law enforcement memorial. Exceptions for special events may be made pending the balance of the fund.
- (11) The Law Enforcement Memorial Fund Committee may also use Memorial Funds for other expenses in recognizing the loss of a member in the line-of-duty.

**4**  
**FORMS**

FWC/DLE-021

Commendations Nomination Form

FWC/DLE-521

Division of Law Enforcement Memorandum