Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

Awards, Commendations, and Memorial Fund

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<td>22</td>
<td>January 25, 2019</td>
<td>November 9, 2018</td>
<td>All Sworn Members</td>
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References
S. 110.1245, 112.193, and 112.194 F.S.; FWC IMPP 1.10

1 Policy

A It is the policy of the Division to recognize its members for commendable acts or services.

B It is the policy of the Division 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’s Awards and Commendations Review Board for “of the year” awards shall be comprised as follows:

(1) The first level review board shall consist of prior recipients of specific awards as outlined in the Awards and Commendations Manual. This review board shall eliminate two nominations from consideration.

(2) The second level review board shall consist of Division Regional Commanders and Section Leaders. This review board shall select the top two nominations in each category.

(3) The third level review board shall consist of Division Deputy Directors, the Deputy Chief, and one FWC Division Director as available; to be selected by the Deputy Directors and the Deputy Chief.

   (a) This review board shall select a recommendation for the winner of each award category.

   (b) The top two nominations of each category shall be forwarded to the Division Director with the third level review board’s winner recommendation identified.

(4) Final review, selection, and approval shall be completed by the Division Director.

B The Division Awards and Commendations Review Board for all other awards and/or commendations shall consist of the Division’s Deputy Directors and the Division Director.
3 PROCEDURES

A Nominations

(1) Any member of any Division, Office, or the Institute of the Florida Fish and Wildlife Conservation Commission may nominate a member of the Division of Law Enforcement for an award at any time. Division of Law Enforcement members shall submit the Awards and Commendations Nomination Form (FWC/DLE-021) through their chain of command to the Awards coordinator, and non-Division of Law Enforcement members shall submit the nomination form to the nominee’s supervisor, who shall forward the form through the chain of command to the Awards coordinator.

(a) Members may not nominate themselves for an award or commendation.

(2) While direct nominations from outside the Commission, i.e. the public or other agencies, are not possible, members and supervisors are encouraged to submit nominations for appropriate awards and commendations based on information and comments received from external sources regarding a Division member’s valor, exemplary service, community involvement, etc.

B Expenditures for Awards and Commendations

(1) Framed certificates, plaques or pins may not cost in excess of $100 each, plus applicable taxes. Regional Commanders/Section Leaders are authorized to purchase tangible items of appreciation not exceeding $10 per item in bulk but must coordinate any such purchase the Division’s Senior Budget Officer or designee.

(2) Any award not specifically covered in this General Order or in the Awards and Commendation Manual shall require written approval from the Division Director.

(3) As per section 112.194, Florida Statutes, expenditures for a Medal of Valor or a Medal of Valor with Lifesaving shall not exceed $250.

C Division Awards and Commendations

(1) Descriptions of the Division’s awards and commendations, including specific criteria and instructions for the wear of award and commendation ribbons and pins can be reviewed in the Division’s Awards and Commendations Manual.

(2) The Awards and Commendations Manual can be found within the “Manuals” tab on the Division’s SharePoint site or by contacting the Division’s Operational Support Section.

(3) Common Guidelines on Awards and 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, pins, and certificates shall be similar in basic design. Inscriptions and color differences shall provide the primary distinction.

D Other Awards

(1) Commission Service Awards shall be awarded by the Florida Fish and Wildlife Conservation Commission in increments of five years of satisfactory service.

(2) Retirement Awards

(a) Normal retirement is defined by the Department of Management Services (DMS) as being 62 years of age with at least 6 years of service or having 30 years of creditable service regardless of age. Special Risk class members must be age 55 with at least 6 years of Special Risk service or have 25 years of creditable service regardless of age. For members who joined the Florida Retirement System (FRS) after July 1, 2011, normal retirement is defined as being 65 years of age with at least 8 years of service or having 33 years of creditable service regardless of age. Special Risk class members must be age 60 with at
least 8 years of Special Risk service or have 30 years of creditable service regardless of age.

(b) 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."

2. If requested, a second badge and ID card (for display purposes only) clearly marked "RETIRED," both of which reflect a one military grade honorary promotion, may also be presented as a retirement award.

(c) For the purposes of this General Order, sworn members retiring (as defined by DMS) from the Division may be eligible for the complete retirement award as outlined in 112.193, Florida Statutes when the member retires in good standing with 20 years of service with the Division.

1. Sworn members retiring (as defined by DMS) from the Division who have less than 20 years of service with the Division, but retire in good standing, may be eligible to receive the items outlined in Section 112.193, Florida Statutes with the exception of the member’s service handgun.

(d) Consideration for FWC service-connected full disability may be considered.

(e) The Division Director has sole discretion to grant or deny any retirement awards as listed in this General Order.

(f) Each retiring sworn member wishing to receive the above items shall submit a written request for a retirement award to the appropriate Deputy Director. This request may accompany the member’s official announcement of his or her intent to retire.

1. After review, the Deputy Director shall make a recommendation to the Division Director.

2. The Division Director shall make the final decision on the request for an honorary retirement badge and ID reflecting a one military grade promotion.

(g) A retiring or retired sworn member whose badge or ID card is lost or stolen may request a replacement badge or ID card from the Division. Replacement of the badge or ID card shall be at the discretion of the Division Director. All replacement costs shall be paid by the retired or retiring sworn member.

1. A retired sworn member of a predecessor agency to the Commission whose ID card has been lost or stolen may be issued a Commission ID card in lieu of a replacement ID card from the predecessor agency. The Commission ID card shall indicate the sworn member retired from the predecessor agency. All costs for issuance of the ID card shall be paid by the retired sworn member of the predecessor agency.

2. A retired sworn member of a predecessor agency to the Commission whose badge has been lost or stolen may request a replacement badge from the Commission. Replacement of the badge shall be subject to availability, at the discretion of the Division Director, and all replacement costs shall be paid by the retired sworn member.

a. Retired sworn members of predecessor agencies shall not be issued current Commission badges as replacements for lost or stolen badges of predecessor agencies.

3. “Good Standing” means the member provides a minimum of two weeks’ notice when resigning/retiring (unless waived due to extenuating circumstances), and is not involved in an administrative investigation, or resigns/retires while under such investigation. Additionally, a member whose employment is terminated due to a disciplinary matter shall not be considered a separation in “Good Standing”.
(h) Retirement awards for non-sworn members may be a plaque or other token of appreciation not to exceed $100 (plus applicable taxes).

E 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.

F Issuance of Division Commendations

(1) A copy of the letter from the Division Director or commendation shall be made a permanent part of the member's personnel file.

(2) A copy of the letter from the Division Director or commendation shall be forwarded to the appropriate Deputy Director.

(3) The Division of Law Enforcement shall 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.

G Regional, Sectional or Office Recognition

(1) All Division members are eligible to receive the appropriate regional, sectional or office recognition herein described. Regional Commanders/Section Leaders or the designees may purchase plaques or frames at a cost not exceeding $100 each, plus applicable taxes, the purchase must be coordinated with the appropriate designee of the Division’s budget office.

(2) Degrees of Regional, Sectional or Office Recognition

(a) Superior Job Performance Recognition - shall 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 - shall 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 - shall be presented to recognize administrative support personnel who have demonstrated sustained excellence in their job.

(d) Leadership Recognition - shall 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) Members may receive either a letter of commendation or appreciation, and/or a certificate signed by the appropriate Regional Commander/Section Leader naming the above-mentioned type of recognition and outlining the circumstances supporting the recognition.

H Nomination for Regional, Sectional, or Office Recognition

(1) Any member may make a recommendation through the chain-of-command to the appropriate Regional Commander/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 Awards and 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/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.

I Issuance of Regional, Sectional or Office Recognition

(1) The appropriate Regional Commander/Section Leader should present the regional, sectional or office recognition or appreciation letter and/or certificate 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 and/or certificate 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 site.

(4) The approving Regional Commander/Section Leader shall forward a copy of the recognition or appreciation letter and/or certificate to the appropriate Deputy Director. If the Regional Commander/Section Leader believes a Division award or commendation should also be considered, then a completed Awards and Commendations Nomination Form (FWC/DLE-021) shall accompany the copy of the recognition or appreciation letter.

J 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) The 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 shall consist of the Division Director 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 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

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