



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

AWARDS, COMMENDATIONS AND MEMORIAL FUND

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
22	July 26, 2013	March 28, 2013	ALL MEMBERS

References

S. 110.1245, 112.193, and 112.194 F.S.; FWC IMPP 1.10, CFA 11.02M (A)

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 Awards and Commendations Board consists of the Division Director, the Deputy Directors, and the Policy and Planning Section Leader, and is responsible for reviewing and awarding Division commendations to nominated members as outlined in this General Order, the Division's Awards and Commendations Manual, IMPP 1.10, and Sections 110.1245 and 112.194, Florida Statutes.

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 appropriate Deputy Director, 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 appropriate Deputy Director. The nomination form and the Division's Awards and Commendations Manual can be found at the Division of Law Enforcement's Awards Nominations page on the DLE SharePoint site at:

<http://portal2/sites/LE/SitePages/AwardNominations.aspx>

- (a) The Awards and Commendations Nomination Form (FWC/DLE-021) cannot be used to nominate members for the Purple Heart Award, the Director's Achievement Award, or the Supervisory Leadership Award, which are awarded at the sole discretion of the Division Director, or the Physical Fitness Award, which follows the awards process described in the Division's Awards and Commendations Manual.
 - (b) 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) 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) 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 FWC Division of Law Enforcement'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 reviewed on the Division's Awards Nominations SharePoint page at:
<http://portal2/sites/LE/SitePages/AwardNominations.aspx>
or by contacting the Division's Policy and Planning 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 will be similar in basic design. Inscriptions and color differences will provide the primary distinction.

D 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) 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) 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.
3. 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. Retirement for the purposes of this General Order means leaving the FWC Division of Law Enforcement as a member in good standing after a substantial term of service with the Division (at least 10 years) as determined by the Division Director, and includes departure from service with the Division due to a service-related disability. Consideration for documented and creditable military service, prior Florida law enforcement service, or service-connected disabilities may be considered. The Division Director has sole discretion grant or deny retirement awards as listed in D (2) (a) or (b).

(d) 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 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.

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 \$35 per item.
- (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) Members may receive either a letter of commendation or appreciation, and/or a certificate signed by the appropriate Regional Commander or 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 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 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 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.

I 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 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 or Section Leader shall forward a copy of the recognition or appreciation letter and/or certificate to the appropriate Deputy Director at GHQ. If the Regional Commander or 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 Prosecutor of the Year Award

- (1) The regional and statewide Prosecutor of the Year Awards shall be awarded in accordance with the Division's Awards and Commendations Manual.

K 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 Law Enforcement Program Administrator of the Division's Office of Policy and Planning, 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

FORM NUMBER	FORM TITLE
FWC/DLE-021	Awards and Commendations Nomination Form
FWC/DLE-521	Division of Law Enforcement Memorandum