

**NORTHAMPTONSHIRE POLICE**

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**Force Awards Policy**

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Department Responsible	Executive Support		
Author	Colleen Rattigan		
Senior Owner	Colleen RATTIGAN (C0082)		
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**2. Introduction**

3.1 The Force recognises the importance and dedication of all staff for their efforts towards providing a quality service and dedication to duty along with continued commitment to the aims of the organisation. The Force also recognises the importance of the assistance given by the members of the public.

4.1 Informal recognition should be given freely at the time, preferably face to face. The formal recognition contained within this policy should be regarded as a minimum and it is managers' responsibility to ensure that recognition is at the forefront of their mind.

4.2 Staff and the public who have been identified for their contribution and commitment to this policy should be nominated by following the process set out in the force PDR system, this is for all types of recognition from annual (force awards) to commendations and appreciation.

**3. Legislative Compliance**

This document has been drafted to comply with the principals of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the individuals and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with Equal Opportunities legislation and policies. In addition, Data Protection, Freedom of Information and Health Safety issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all legislation and internal policies.

## 4. Policy Statement

**This Policy is due for review and will be updated by Michael Tunks**

**Please note the version below is not up to date.**

### 5.0 STAFF RECOGNITION

5.0.1 All staff, including the Special Constabulary and other volunteers, are eligible for formal recognition. Whilst not exclusive, the following is a list of the type of effort which may be worthy of recognition:

- Good performance, for example reliability, flexibility, availability and good work. This would also include cases of work beyond the norm of that expected;
- Community involvement, on or off duty, for example extra curricular involvement in community activities or in-force community involvement such as Widows, Orphans or Benevolent Funds;
- Contribution to quality of service. This relates to quality of service to both internal and external customers and includes such things as professionalism, desire to meet the needs of the customers and suggestions to improve quality of service;
- A commitment to self development, to include such things as gaining additional skills and qualifications;
- Innovation;
- Bravery, courage, etc.

5.0.2 Local initiatives are encouraged to reward good work, e.g. letters of thanks and newsletters.

### 5.1 LONG SERVICE AWARDS

5.1.1 Long service awards are presented to staff that meet the eligibility criteria needed to receive the award. In order to be eligible, staff are required to have completed the relevant period of service by 31 July in the year in which the award will be given:

- Police Officer
  - 20 years (medal)
- Special Constables
  - 9 years (medal)
  - 19 years (bar)
  - 29 years (2nd bar)
  - 39 years (3rd bar)
- Police Staff
  - 20 years
  - 35 years

5.1.2 Service for all staff, for the purposes of this award, shall be counted as that which is classed as reckonable service within Police Authorities, and other recognised organisations i.e. NPIA, but not that of any Local Government Service.

5.1.3 An officer will not receive the Long Service and Good Conduct Medal whilst on UPP. Eligibility for such awards will be calculated as of 31 July.

5.1.4 When an officer is no longer under a UPP process, they will become eligible to receive the award. This may mean that if the 31 July has passed the medal will be awarded the following year.

5.1.5 Should an officer have at the time of eligibility (31 July) any outstanding disciplinary issues then the Deputy Chief Constable will consider the circumstances and determine if a Long Service Medal will or will not be awarded.

5.1.6 Long Service and Good Conduct Awards will take place in a bespoke ceremony, where possible, in the same week as the Force Awards ceremony as part of a newly introduced "Awards Week". Where this is not possible, a separate awards ceremony may be required.

### 5.2 STAFF COMMENDATIONS

5.2.1 An Area/Departmental Commendation may be awarded when a member of staff is to be complimented for work displaying initiative, innovation and commitment, or where there is evidence of dealing with a difficult circumstance or situation in a sound and professional manner. To ensure good work is noted, all recognition of this description should be documented and linked into the PDR system.

5.2.2 The Chief Constable's Commendation is the highest accolade the Chief Constable can bestow upon a member of Staff. The award recognises an individual who has gone far beyond the call of duty and whom the Chief Constable believes deserves public recognition for their work. Awards could be given out for (but not limited to):

- Outstanding acts of bravery
- Commitment and dedication to duty far exceeding normal expectations
- An act or piece of work which succeeded in the face of extreme difficulty due to the sheer tenacity of the individual
- A piece of work which has had a profound effect on the local community
- A piece of work which has changed the face of the county in relation to criminal justice
- Dedication to the public or colleagues far beyond what could be reasonably expected

5.2.3 A Chief Superintendent's commendation can be awarded for acts and for work in line with the above guidance for work and deeds which are of outstanding quality but which do not meet the highest levels required for Chief Constable's Commendation. Awards could be given out for (but not limited to):

- Acts of bravery
- Commitment and dedication to duty which exceeds normal expectations
- An act or piece of work which succeeded in the face of difficulty
- A piece of work which has had a positive effect on the local community
- A piece of work which has changed the face of the local area in relation to criminal justice
- Dedication to the public or colleagues beyond what could be reasonably expected

5.2.4 Other Chief Officers may award a commendation in exceptional circumstances.

5.2.5 When a member of staff's actions are formally commended by a high court judge, magistrate or coroner, details will be reported and sent to the Chief of Staff or Office of the Chief Constable and arrangements will be made for the commendation to be presented to the member of staff at one of the Award Ceremonies.

5.2.6 In some circumstances there is a close link between the actions of staff and those of colleagues in the Fire and Rescue Service and the Ambulance Service. An accompanying report from those services can add weight to a nomination for commendation. Alternatively, the incident may more appropriately be recognised by a Chief Officer commendation from one of those services.

5.2.7 All nominations for commendations must be submitted on the PDR system and will be reviewed by the Awards Panel.

5.2.8 Details of all commendations will be published in Force Orders and a copy of the details included in the relevant personal file.

### **5.3 ANNUAL FORCE AWARDS**

5.3.1 Nominations for Force Awards are open to all members of staff. The period for nominations will run from June – June in line with the PDR. Any member of staff is able to nominate a colleague for one of the listed awards.

5.3.2 Submitted nominations will be received by the Office of the Chief Constable and Chief of Staff to the Chief Constable. The nominations will then be placed into a confidential briefing pack. All nominations must be submitted within the allotted time frame as outlined when launched internally. The Office of the Chief Constable will be responsible for editing the briefing pack to be presented to the Chief Officer Team for determination.

5.3.3 There are currently 14 Force Awards. Each award has a set of determining criteria or guidelines for staff to take into account when compiling their nomination and for the committee to take into account when determining the eventual winners.

5.3.4 Police Officer of The Year. This award was introduced in 2012 and is awarded to an officer of any

rank, nominated by anyone for outstanding performance or achievement in the past year. This award recognises excellence in any area of policing. Nominations should consider such things as customer focus, going the extra mile (for the public or colleagues), promoting diversity, commitment, dedication, barrier breaking or ground breaking work.

5.3.5 Police Staff Member of the Year. This award was introduced in 2012 and is awarded to any member of Police Staff (Except PCSO) of any grade, nominated by anyone for outstanding performance or achievement in the past year. This award recognises excellence in any area. Nominations should consider such things as customer focus, going the extra mile (for the public or colleagues), promoting diversity, commitment, dedication, barrier breaking or ground breaking work.

5.3.6 Commandant's Cup For Special Constable of the Year. Donated in 1992 by the Special Constabulary Commandant, the award is for a Special of any rank, nominated by anyone for outstanding performance or achievement in the past year. This award recognises excellence in any area of policing. Nominations should consider such things as customer focus, going the extra mile (for the public or colleagues), promoting diversity, commitment and dedication.

The recipient will also be nominated for the Ferrers Trophy, for which any UK police service may nominate a member of the Special Constabulary who has given outstanding service in that role. This national nomination needs to be made before 31 January each year.

5.3.7 Hughes Cup - For PCSO of the Year. Donated in 1990 by Mrs C Hughes, MBE, JP, of Weedon, to mark her long association with Northamptonshire Police. This is awarded to a PCSO, nominated by anyone for outstanding performance or achievement in the past year. This award recognises excellence in any area of policing. Nominations should consider such things as customer focus, going the extra mile (for the public or colleagues), promoting diversity, commitment, dedication, barrier breaking or ground breaking work.

The recipient will also be nominated for the United Kingdom Community Support Officer of the Year Award for which any UK police service may nominate an officer who will be judged on their personal skills and how they add value to policing their communities.

5.3.8 Police Federation Lifetime Achievement Award. The nominee should be in the last year of their service, retiring no later than August in the following year. They must be a Federated rank and should have remained operational throughout their career, primarily in a response or shift based capacity, but can also be a specialist officer.

The nominee should have a reputation for excellence in all areas and in the quality of their work and should be dedicated to the job and serving the public.

The recipient of this award will also be nominated for the Jane's Police review Lifetime achievement award.

5.3.9 Maureen Wilson Memorial Team Award. The award was donated in 2007 by the relatives of the late Maureen Wilson, a popular police staff member of the then Training Department until her death in March 1992. This award recognises any team who are adjudged to be outstanding in their commitment and performance, beyond what is normally expected.

5.3.10 The Roger Flawn Memorial Cup for Student Officer of the Year. Donated in 1976 by the parents of Constable Roger Flawn, who was tragically killed in a road accident. The award for best all round student officer of the year will be awarded to someone who has demonstrated consistent application, keenness and enthusiasm for work without any lapse. They will have demonstrated exceptional progress over and above their peer group with evidenced self-motivation. They should have an excellent relationship with colleagues and the public.

The recipient will also be nominated for the United Kingdom Student Officer of the Year Award for which any UK police service may nominate an officer who will be judged on their personal skills, their interaction with the public and practical policing skills.

5.3.11 Boatman Memorial Shield for Outstanding Act of Courage or Bravery. Donated in 2002 by Ex-Inspector Peter Boatman who tragically passed away in 2010. This award will be presented to any member of the Force for the most outstanding act of courage or bravery. This award should recognise a member of staff who has gone above and beyond the call of duty. This may be someone who has placed themselves in harms way in order to save the lives or preserve the safety of others.

5.3.12 David Ryan Memorial Cup for Outstanding Contribution to Hate Crime. The award was Established and donated by the Police Authority in conjunction with the NLGBA in 2002 to commemorate the death of one of the Authority's senior staff, David Ryan. Awarded for the most outstanding contribution to any Hate Crime initiative of investigation in the preceding year. Awarded to an any member of staff within Northamptonshire Police or the Police Authority. This award could also include domestic related crime or incidents.

5.3.13 Dennis Baker Memorial Award for Significant Contribution to Force Vision and Values. Donated in 2002 by the family of Dennis Baker who was a former Chief Constable of Northamptonshire Police, between 1955 and 1966. This is awarded to any member of staff who has made a significant contribution towards delivering the Force vision and values.

5.3.14 John Fursey Cup for Police Staff Lifetime Achievement. This award was donated in 1993 by Mr John Fursey, secretary to the Northamptonshire County Council, following his retirement and to mark his long association with Northamptonshire Police.

Awarded to any member of Police Staff adjudged for outstanding lifetime achievement to Northamptonshire Police and the people of Northamptonshire. This will ideally be a member of Police Staff in their last two years of service who has served with Northamptonshire Police for over 20 years. The award will recognise outstanding performance, customer service and service to colleagues.

5.3.15 Deborah Jeans Leadership Award. The award was donated in 2007 by the relatives of the late Deborah Jeans, a much-admired Inspector who died in 2006. Awarded to any member of staff judged to have exhibited outstanding leadership within the Force workplace.

5.3.16 The Superintendents' Association Award for Outstanding Piece of Work. Established in 2008, this award is for any member of staff for the most outstanding piece of work in any field. This should recognise excellence and performance by any staff member across a wide spectrum but will be particularly aimed at individual performance rather than team performance.

5.3.17 High Sheriff's Trust and Confidence Award. This award is for any member of staff for the most outstanding contribution to increasing public trust and confidence in Northamptonshire Police.

5.3.18 The All Heart Award was donated in 2019 and first presented in 2020. This award is for an officer or member of staff who has shown examples of empathy in their approach and leadership while working for Northamptonshire Police.

## **5.4 COMMAND LEVEL AWARD CEREMONIES**

5.4.1 Local Superintendent level awards and ceremonies should be organised at the discretion of the Chief Superintendent for the Command. This should be aligned to the force awards and recognition criteria and process and scored against the same criteria.

## **5.5 AWARDS BY HM THE QUEEN (OTHER THAN NATIONAL HONOURS)**

5.5.1 If someone's conduct, be they a member of staff or a member of the public, is considered so outstanding as to merit an award from HM The Queen, the necessary details should be submitted by the Chief Constable to the Home Office or NPCC if a Chief Officer is being considered for national recognition.

5.5.2 In instances where the Chief Constable is being recognised, this should be approved by the Police, Fire and Crime Commissioner.

5.5.3 Details of the incident or conduct may still be sent to an outside body, such as those mentioned below, to be considered for their awards. The society will hold them until the outcome of the submission to the Secretary of State is known. If an award is made by HM The Queen, the papers will be returned, if not, the society may consider one of their awards in the normal way.

5.5.4 HM The Queen may make the following awards to police officers for outstanding bravery:

- The George Cross - for gallantry of the highest order
- The George Medal

- The Queen's Police Medal for gallantry (awarded posthumously only)
- The Queen's Gallantry Medal - for gallantry of a high order
- Commendation by HM The Queen, for gallantry not up to the foregoing standards but entailing risk to life and meriting recognition.

5.5.5 The Queen's Police Medal is also awarded to serving officers for distinguished police service.

## **5.6 AWARDS BY EXTERNAL SOCIETIES**

5.6.1 In all cases of nominations for awards by external bodies reports should be sent to the Chief of Staff as soon as practicable (some awards are subject to time limits).

5.6.2 The general format for a report is contained in Reporting Procedure below.

5.6.3 The Royal Humane Society - deals principally with cases of rescue or attempted rescue from drowning or death by asphyxia, or restoration of life by resuscitative action. Other kinds of rescue will be considered.

Police staff and members of the public are eligible for the awards. Nominations must be received by the Society's secretary within six months of the incident and the person(s) must be advised at the time of the submission.

## **NORTHAMPTONSHIRE POLICE AWARDS TO THE PUBLIC**

5.7.1 Letter of Appreciation - assistance rendered to the Force by a member of the public should be recognised by a personal letter of appreciation signed by the Chief Constable, Commander or Departmental Head as appropriate. Staff are responsible for bringing all suitable cases to the attention of The Chief of Staff.

5.7.2 Certificate of Appreciation - a Northamptonshire Police certificate should be considered in any case where no other reasonable form of recognition is likely to be forthcoming for a member of the public who:

- Saves or attempts to save life, or prevents or reduces injury to others by taking courageous, intelligent, prompt or commendable action.
- Assists us in our duty and in doing so puts himself or herself at bodily risk, or renders valuable service, or acts in an intelligent, prompt or commendable manner
- Commanders/Departmental Heads are responsible for submitting nominations to the Head of Corporate Communications.

### **5.8 PRESENTATION OF AWARDS**

5.8.1 The manner of presentation of any award will be decided by a combination of a number of factors, including the wishes of the recipient, the wishes and traditions of the awarding body and the nature of the award.

5.8.2 The Chief of Staff is responsible for making arrangements for awards to members of the public, members of staff and officers.

### **5.9. COURT AWARDS TO MEMBERS OF THE PUBLIC**

5.9.1 Members of the public whose actions lead to the apprehension of offenders may be awarded sums of money by a court.

5.9.2 Details of any such awards are received in the Office of the Chief Constable from the Combined Court Centre. The Chief of Staff is responsible for arranging for the award to be presented, at an award ceremony, by the High Sheriff or an Under Sheriff.

### **5.10 REPORTING PROCEDURE**

5.10.1 When submitting nominations for external awards, clarity can be sought from The Chief of Staff or Office of the Chief Constable.

### **5.11. NATIONAL HONOURS**

5.11.1 National Honours are awarded by HM The Queen twice a year - New Year Honours and Birthday Honours.

5.11.2 The honours window for nominations will be advertised on Forcenet and in Force orders. A citation template will be available for members of staff to complete.



5.11.3 Submission of National Honours citations falls to the Chief of Staff to the Chief Constable, who will be available to assist with good examples and will oversee the process.

5.11.12 Any member of staff can nominate a colleague for an honour, however all honours will be submitted to the honours committee via HMIC and with the prior approval of the Chief Constable.

## **5. Monitoring and review**

The senior owner will review the content of this guidance annually to ensure that this is relevant and up to date. The author has agreed that this document will be reviewed within 12 months of the effective date.

## **6. Related Documents**

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