

**REMINDER
EARLY START
TIME**



City of North Branch Agenda

Title:	City Council Work Session
Location:	City Council Chambers
Date:	April 3, 2014

Start	End	Time	Topic	Presenter
6:15 AM	6:16 AM	0:01	Pledge of Allegiance	
6:16 AM	6:46 AM	0:30	Fire Service Meeting with Townships	
6:46 AM	7:16 AM	0:30	Police Awards Program	Meyer
Total		1:01		



City of North Branch

Memo

Prepared By: Bridgitte Konrad *BK*

Date: March 28, 2014

Subject: Fire Service

The Sunrise, Fish Lake and North Branch Townships have been invited to the work session to discuss their fire service with you. There are no specific items scheduled for the discussion. It will be an opportunity to discuss anything they wish the Council to know.



City of North Branch Staff Report

Prepared By: Chief Dan Meyer

Date: February 24, 2014

Subject: Proposed Police Department Awards Policy

Background Information:

For some time, it has been my desire to establish a formal police department award policy to identify and recognize outstanding and exceptional performance of our members as well as citizens who significantly support and assist us with our mission. The goal of this proposed policy is to identify specific awards members and the public can receive, to define the criteria and the expectations of each award, and to establish a nomination and selection procedure.

Other Pertinent Information:

➤ Advantages

Providing formal recognition to members of the department for their outstanding performance will promote excellence and raise morale. Recognizing citizens who support and assist us with our mission will strengthen our partnerships and our relationships with the community we serve.

➤ Disadvantages

None

Financial/Budget Impacts (If Any):

➤ Funding Sources

There would be minimal cost for the purchase of plaques, uniform bars, and certificates that could easily be funded through the existing annual police department budget and through other funding sources such as the donation and/or forfeiture funds.

Requested Action & Staff Recommendation:

To discuss and approve a formal police department awards policy. I have included a sample awards policy and a sample nomination form for you to consider.

Attachments:

- 1 – Sample Police Department Award Policy
- 2 – Sample Nomination Form

BRANCH NORTH POLICE DEPARTMENT

GENERAL ORDER: 600.0
EFFECTIVE: 3/10/2014
SUBJECT: POLICE DEPARTMENT AWARD POLICY

600.1 POLICY

The North Branch Police Department expects the highest levels of professional conduct from all of its employees at all times. It is the policy of the North Branch Police Department to promote excellence in law enforcement and to recognize outstanding performance of its members as well as citizens who significantly support and assist us with our mission.

600.2 PURPOSE

Officers often find themselves in situations dictated by circumstances beyond their control and which they have no way to prepare for or prevent from happening. Within this hectic environment, there are times when officers perform at a superior level that is above and beyond the call of duty.

Citizens rely upon law enforcement to deal with situations for which they are ill-equipped or untrained to handle. However, citizens may also find themselves in a unique position to provide invaluable service to law enforcement.

The purpose of this section is to outline specific standards that will be used to measure outstanding achievement or conduct and how that action will be recognized.

600.3 DEFINITIONS Of AWARDS

Medal of Valor: This award shall be presented to an employee who demonstrated bravery, heroism, and/or self-sacrifice by performing an act of gallantry and valor above and beyond the call of duty despite an immediate threat of great bodily harm or death to themselves or others. Employees who earn the Medal of Valor will be presented with a plaque and a uniform bar that may be worn on the uniform.

Life Saving Medal: This award is presented to employees who displayed performance in his/her duty to save the life of a person who would have likely died if not for the actions of the officer. Employees who earn the Life Saving

Medal will be presented with a plaque and a uniform bar that may be worn on the uniform.

Distinguished Service Award: This award is presented to employees who demonstrated exceptional performance, thoroughness, determination, skill, or initiative to accomplish a particular assignment, duty, task, or project. Employees who earn the Distinguished Service Award will be presented with a certificate.

Letter of Commendation: This award, in the form of a letter, may be issued in recognition of some noteworthy accomplishment by an employee. A copy of the letter will be filed in the employee's personnel file.

Citizen Award of Valor: This award is presented to a private citizen who voluntarily comes to the aid of a police officer or citizen in a situation of criminal activity or other life threatening activity thereby putting their personal safety in jeopardy. Citizens who earn the Citizen Award of Valor will be presented with a plaque.

Citizen's Life Saving Award: This award is presented to a private citizen in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen resulting in a saving of a life. Citizens who earn the Citizen's Life Saving Award will be presented with a plaque.

Outstanding Public Service Award: This award is presented to an individual citizen, community group, club, organization, or business who significantly assists or supports the efforts and the mission of the North Branch Police Department. Citizens or entities that receive the Outstanding Public Service Award will be presented with a certificate.

600.4

PROCEDURE

Any individual who has personal knowledge of an act, achievement, or service, and believes that such conduct may qualify for formal recognition may complete a North Branch Police Department Award Nomination form and submit the form to the Chief of Police. The Chief will review the request and determine if the situation, act, or circumstance fulfills the criteria of the award. If approved, the Chief of Police or the Chief's designee will determine the appropriate place and time for presenting the award.

NORTH BRANCH POLICE DEPARTMENT AWARD NOMINATION FORM

Your Name: _____

Your Address (if not a City of North Branch Employee): _____

Your Phone Number: _____

Name of person or entity you are nominating: _____

Requested Award:

_____ **Medal of Valor:** This award shall be presented to an employee who demonstrated bravery, heroism, and/or self-sacrifice by performing an act of gallantry and valor above and beyond the call of duty despite an immediate threat of great bodily harm or death to themselves or others.

_____ **Life Saving Medal:** This award is presented to an employee who displayed performance in his/her duty to save the life of a person who would have likely died if not for the actions of the employee.

_____ **Distinguished Service Award:** This award is presented to an employee who demonstrated exceptional performance, thoroughness, determination, skill, or initiative to accomplish a particular assignment, duty, task, or project.

_____ **Letter of Commendation:** This award, in the form of a letter, may be issued in recognition of some noteworthy accomplishment by an employee.

_____ **Citizen Award of Valor:** This award is presented to a private citizen who voluntarily comes to the aid of a police officer or citizen in a situation of criminal activity or other life threatening activity thereby putting their personal safety in jeopardy.

_____ **Citizen's Life Saving Award:** This award is presented to a private citizen in appreciation for the prompt and unselfish act of rendering aid and assistance to a fellow citizen resulting in a saving of a life.

_____ **Outstanding Public Service Award:** This award is presented to an individual citizen, community group, club, organization, or business who significantly assists or supports the efforts of the North Police Department to achieve its mission.

