

September 22, 2003

DEPARTMENT MEMORANDUM NO. 03-19

SUBJECT: Awards to Citizens

Many times members of the community assist the department in ways that help us achieve our stated goals and mission. When department members become aware of these situations, either by direct involvement or notification by another means, consideration should be given as to whether or not formal recognition of the involved individual, group or business is appropriate. The purpose of this memorandum is to clarify the procedure to be used when making such a recommendation and to outline the different types of recognition available for awarding to member outside of the department.

I. DESCRIPTION OF AWARDS

A. Letter of Commendation

The appropriate unit/division commander, a Deputy Chief, or the Chief of Police may sign this form of recognition. This is generally mailed to the individual and does not require formal presentation.

B. Certificate of Appreciation

This framed certificate may be awarded to an individual, group or business. This award is generally presented at a formal ceremony or a Board of Police Commissioners meeting by the Chief of Police and Board members.

C. Kansas City Together Award

This award recognizes an individual, group or business that demonstrates an activity or action that contributes to the goals or principals of KC Together. This framed certificate is generally presented at a formal ceremony or a Board of Police Commissioners meeting by the Chief of Police and Board members.

D. Ceremonial Baton

This form of recognition is generally reserved for those unique circumstances when another form of recognition would not be appropriate. This award is generally presented by the Chief of Police at a formal or informal ceremony, or a Board of Police Commissioners.

II. PROCEDURE

- A. When a department member becomes aware of a situation that warrants official recognition of an individual, group or business for assistance to the department, a written recommendation will be prepared and forwarded through the member's chain of command. The recommendation should be as comprehensive as possible, to include:
 - 1. A thorough description of the circumstances surrounding the incident and of the actions of the person or group. Consideration should be given to what the probable outcome may have been had the person or group not become involved.
 - 2. A computer printout of any criminal history record information pertaining to any individual being recommended for an award.
 - 3. A recommendation as to what award should be considered.
- B. Final approval of any award rests with the Chief of Police. If approved, the information with regard to the award will be forwarded to the Professional Standards Division, Media Unit, for processing and scheduling of any presentation.

Richard D. Easley
Chief of Police

DISTRIBUTION: All Department Members
All Department Elements
To be posted on all bulletin boards for two weeks.