



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 04/09/2021

Review: 10/09/2021

Replaces: N/A

3-12 AWARDS AND RECOGNITION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-1 Uniforms](#)

[3-31 Physical Fitness Testing and Training](#)

[3-33 Early Intervention and Recognition System \(EIRS\)](#)

B. Form(s)

None

C. Other Resource(s)

Awards Manual

BlueTeam Awards Nomination

D. Rescinded Special Order(s)

SO 19-115 Award Nomination Process

3-12-1 Purpose

The purpose of this policy is to outline the Albuquerque Police Department's (Department) presentation process for award(s), commendation(s), and other forms of recognition in order to create consistency in award nomination and increase Department personnel productivity.

3-12-2 Policy

It is the policy of the Department to encourage exceptional performance, strong leadership, and dedication to the Department, as well as recognize situations in which Department personnel demonstrate exceptional heroism and performance above and beyond what is expected in the normal course of their duties.

N/A

3-12-3 Definitions

A. Monthly Recognition Awards

1. The monthly recognition award consists of:

a. A Department placard, which includes;

i. Department personnel's name;

ii. Award title;

iii. Month and year the award was received; and



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b. Letter from the Chief of Police listing the accomplishments that resulted in the award.

2. Monthly recognition awards are given for the following:

- a. Civilian of the Month;
- b. Community Outreach Officer of the Month;
- c. De-Escalation Officer of the Month;
- d. Non-Uniformed Officer of the Month;
- e. Supervisor of the Month;
- f. Team of the Month; and
- g. Uniformed Officer of the Month.

B. Chief's Recognition Awards

1. Coffee Cup Award: A Department logoed coffee mug.
2. Community Servant Award: A certificate from the Chief of Police.
3. Knife Award: A Department logoed, fixed blade knife.
4. Letter of Commendation: A Department letter from the Chief of Police listing the Department personnel and their accomplishment.
5. Most Physically Fit Honors: A Department placard listing personnel and their accomplishment. Requirements are consistent with SOP Physical Fitness Testing and Training.

C. Chief's Ribbon Awards

1. Courage Under Fire: The ribbon has four (4) equal sized bars of white, blue, red, and white.
2. Non-Uniformed Officer of the Year: The ribbon has three (3) equal size bars of white, red, and white.
3. Supervisor of the Year: The ribbon has a green background with two (2) equal size vertical bars of white in the middle.
4. Team of the Year: The ribbon has a black background with two (2) equal size vertical bars of white in the middle.
5. Uniformed Officer of the Year: The ribbon has three (3) equal size bars white, red, and white.

D. Ribbon Awards



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1. Active Military Service: The ribbon has five (5) bars of blue, red, white, red and blue.
2. Community Recognition: The ribbon has alternating four (4) small blue blocks and three (3) large red blocks.
3. Department Seniority: The ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department, service may be anywhere within the Department. Lateral time does not apply.
4. Field Services Bureau (FSB) Seniority: The ribbon has a solid red background with one (1) gold star for each five (5) years of FSB experience. FSB personnel who are eligible for this award are on a calls for service assignment only.
5. Field Training Officer: The ribbon is green with a gold border, and it has two (2) small white bars on either side of letters "F.T.O.", which are in the center.
6. Marksmanship: The ribbon has two (2) solid blocks of white and blue.
7. Master Patrol Officer: The ribbon is solid blue with two (2) small white bars and a white diamond in the center.
8. Most Physically Fit - Superior Designation: The ribbon has a silver star in the middle over a red ribbon, flanked in blue, then white.
9. Most Physically Fit - Excellence Designation: The ribbon has a red middle, flanked in blue, then white.
10. Top Cadet/Top of Promotional List: The ribbon is solid red.

E. Medal Awards

1. Medal for Life Saving: The ribbon has two (2) equal size bars of red and white.
2. Medal of Meritorious Service: The ribbon is a solid blue bar.
3. Medal of Outstanding Service: The ribbon has three (3) equal size bars of white, blue, and white.
4. Purple Heart Medal: The ribbon has three (3) equal size bars of purple, white, and purple.
5. Medal of Valor: The ribbon has three (3) equal size bars of red, white, and blue.
6. The wearing of ribbons and medals shall be consistent with SOP Uniforms.



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- A. Nominations, awards, and presentations shall be consistent with the Awards Manual. Documentation of the award shall be consistent with SOP Performance Evaluation and Management Systems (PEMS).
- B. Awards Committee
 - 1. The Awards Committee serves under the authority of the Chief of Police and shall consist of the following personnel:
 - a. A Commander who shall act as the Awards Committee Chair; and
 - b. A representative from each of the Department's bureaus.
 - 2. If an Awards Committee member changes bureaus, the Awards Committee Chair shall notify the Deputy Chief of the bureau that has no representation.
 - 3. The Deputy Chief shall appoint a temporary Awards Committee member within thirty (30) days, until candidates from their bureaus can apply for the opening.
 - 4. In the event that no one from a bureau applies, or is approved to sit on the Awards Committee, the Deputy Chief over the bureau can appoint someone to represent their bureau.
 - 5. Awards Committee members shall not be able to serve consecutive terms without approval of the Chief of Police.
- C. The Awards Committee shall meet monthly to review award nominations.
- D. There must be three (3) members present for a quorum and a simple majority vote is necessary for approving a nomination.
 - 1. The Awards Committee Chair shall be a voting member.

N/A

3-12-5

Award Presentation

- A. The following awards shall be presented by the Chief of Police or their designated Deputy Chief:
 - 1. Chief's ribbons awards;
 - 2. Medals awards; and
 - 3. Monthly recognition awards.
- B. The following awards shall be presented by the personnel's Commander/division supervisor:



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1. Chief's recognition awards; and

2. Ribbon awards.

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C. The designated presenter shall ensure personnel receive any award within thirty (30) days of the approval of the award.

1. It shall be the responsibility of the Chief of Police's Executive Administrative Assistant to keep awards on hand in order to meet the presentation deadline.