



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-12

Effective: 10/11/2022 Review: 10/11/2023 Replaces: 04/09/2021

## 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### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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 \(Formerly 2-06\)](#)

[3-31 Physical Fitness Assessment \(Formerly 3-83\)](#)

[3-33 Performance Evaluation and Management Systems \(PEMS\) \(Formerly 3-20 and 3-49\)](#)

B. Form(s)

None

C. Other Resource(s)

[Awards Manual](#)

IA Database Web Application Awards Nomination

D. Rescinded Special Order(s)

None

### 3-12-1 Purpose

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

### 3-12-2 Policy

It is the policy of the Department to recognize exceptional performance, strong leadership, and dedication to the Department and to award Department personnel who 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. Team

A group of Department employees who work together on a daily basis and answer to the same chain of command or a group of Department employees who have been designated by the Chief of Police for a specific mission.

### N/A 3-12-4 Award Descriptions



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A. The Department gives Department personnel achievement awards as follows:

1. The Active Military Service ribbon is given to an officer who has been called to active military duty while working as a Department officer or has served a minimum of three (3) years of active, honorable military service.
  - a. The ribbon has five (5) blue, red, white, red, and blue bars.
2. The Community Recognition ribbon is given to an employee who receives fifteen (15) or more letters of appreciation/commendation from community members or their chain of command.
  - a. Letters of appreciation/commendation must be from separate incidents.
  - b. The employee's supervisor shall keep copies of their employee's letters of appreciation/commendation on file.
  - c. The ribbon has four (4) alternating small blue blocks and three (3) large red blocks.
3. The Department Seniority ribbon is given to an officer for every five (5) years of service with the Department.
  - a. Service may be for any duty assignment within the Department.
  - b. Lateral time does not apply.
  - c. The ribbon has a solid blue background with one (1) gold star for each five (5) years of service with the Department.
4. The Field Services Bureau (FSB) Seniority ribbon is given to an officer for every five (5) years of service with the Department.
  - a. FSB sworn personnel are eligible for the FSB Seniority ribbon when their sole responsibility is taking calls for service.
  - b. The ribbon has a solid red background with one (1) gold star for each five (5) years of FSB experience.
5. The Field Training Officer (FTO) ribbon is given to an officer who has trained five (5) recruit officers and who has completed two (2) years of service as an active FTO.
  - a. The ribbon is green with a gold border, and it has two (2) small white bars on either side of the letters "F.T.O.," which are centered.
6. The Marksmanship ribbon is given to an officer who qualifies with a perfect score of one-hundred percent (100%) during their annual firearms qualification when shot with their Department-issued firearms for two (2) years in a row.
  - a. The ribbon has two (2) solid blocks of white and blue.



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7. The Master Patrol Officer ribbon is given to an officer who has worked a minimum of five (5) years within FSB, a minimum of two (2) years in another bureau within the Department, and a minimum of two (2) years as an FTO.
  - a. The ribbon is solid blue with two (2) small white bars and a white diamond in the center.
8. The Most Physically-Fit Superior Designation ribbon is given to an officer who achieves a superior score on their annual physical fitness assessment.
  - a. The ribbon has a silver star in the middle over a red ribbon, flanked by blue, then white bars.
9. The Most Physically-Fit Excellence Designation ribbon is given to an officer who achieves an excellent score on their annual physical fitness assessment.
  - a. The ribbon has a red middle, flanked by blue, then white.
10. The Recruitment ribbon is given to an officer who refers ten (10) qualified applicants who then complete interest cards and list the referring officer's name on their application.
  - a. The ribbon has seven (7) bars that are blue, white, red, blue, red, white, and blue.
  - b. If one (1) applicant completes on-the-job training (OJT), the ribbon will have one (1) white star.
  - c. If five (5) or more applicants complete OJT, the ribbon will have two (2) white stars.

B. Chief's Awards

1. The Medal for Life Saving is awarded by the Chief of Police to a Department employee when:
  - a. They save the life of another through medical interventions, and medical professionals acknowledge that their swift actions saved someone's life; and
  - b. They demonstrate heroism by placing their own life at risk during life-saving measures.
    - i. The accompanying ribbon has two (2) equal-sized bars of red and white.
2. The Medal of Meritorious Service is awarded by the Chief of Police to a Department employee who distinguishes themselves through exceptional acts of courage or fortitude but does not rise to the level of the Medal of Valor Award.
  - a. The Chief of Police may also give the Medal of Meritorious Service Award to a Department employee who performs their duties at a level that has a direct,



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sustained, and consequential effect on the Department's ability to achieve its goals and mission in an efficient and effective manner.

i. The accompanying ribbon is solid blue.

3. The Medal of Outstanding Service is awarded by the Chief of Police to the Department employee who displays exceptional skills in a crisis situation or performs a direct, sustained, and consequential service to the community.

a. The accompanying ribbon has three (3) equal-sized bars of white, blue, and white.

4. The Purple Heart Medal is awarded by the Chief of Police to an officer who endured a life-threatening injury or serious bodily harm in the line-of-duty.

a. Line-of-duty service includes an action(s) taken while off-duty but acting as a police officer.

b. The accompanying ribbon has three (3) equal-sized bars of purple, white, and purple.

5. The Medal of Valor is awarded by the Chief of Police to the Department employee who distinguishes themselves through exceptional acts of heroism or intrepidity at the risk of their own life and goes above and beyond the call of duty.

a. The accompanying ribbon has three (3) equal-sized bars of red, white, and blue.

6. The Courage Under Fire ribbon is awarded by the Chief of Police to an officer for their courageous actions in a potentially life-threatening or dangerous situation.

a. The accompanying ribbon has four (4) equal-sized bars of white, blue, red, and white.

7. The Top Cadet/Top of the Promotional List ribbon is awarded by the Chief of Police to the officer who graduated as the top cadet in their academy class or who was first on their respective promotional list to become a Sergeant or Lieutenant.

a. The accompanying ribbon is solid red.

8. Department personnel may wear their ribbons and medals as outlined in SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties).

C. Commendations

1. The Chief's Cup award is given to a Department employee who goes above and beyond their normal duties by contributing to the Department's efficiency, quality, technological advances, and training while on-duty or off-duty or while handling a specific situation.



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- a. The award is a Department-logoed cup.
2. The Community Servant award is given to a Department employee who performs acts of personal commitment to help others by cultivating a positive working relationship with the public.
  - a. The award is a certificate from the Chief of Police.
3. The Knife award is given to an employee who shows exemplary performance during a volatile situation.
  - a. The award is a Department-logoed, fixed-blade knife.
4. A Letter of Commendation is given to an employee for their actions, conduct, or activities that exhibit quality, professionalism, or skill or for their participation in a special event that is promoted by the Department.
  - a. The award is a Department letter from the Chief of Police listing the Department employee and their accomplishments.
5. The Most Physically-Fit Honors award is given to the highest-scoring male and female officers who score highest in the Department's annual physical fitness assessment in the categories of Lieutenant and above, Sergeant, Uniformed Officer, and Non-Uniformed Officer.
  - a. The award is a Department placard listing the employee's name and accomplishments.
  - b. Department personnel may refer to SOP Physical Fitness Assessment for the physical fitness assessment scoring components.

N/A

D. Recognition Awards

1. Monthly Recognition awards
  - a. The Professional Staff of the Month award is given to a civilian employee for exceptional heroic acts and contributions to the community and/or the Department.
    - i. Only one (1) civilian employee will receive this award each month.
  - b. The Community Outreach Officer of the Month award is given to an officer who demonstrates exemplary service and commitment to community members or to an officer whose voluntary actions go above and beyond their assigned responsibilities.
    - i. Only one (1) officer will receive this award each month.
  - c. The De-Escalation Officer of the Month award is given to an officer who displays exceptional communication and active listening skills in order to reduce volatility and agitation that may otherwise result in harm to an individual or



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- others, particularly to those in behavioral health crisis or individuals living with behavioral health issues.
- d. The Non-Uniformed Officer of the Month award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
    - i. Only one (1) officer will receive this award each month.
  - e. The Recruitment Employee of the Month award is given to the officer who refers an eligible applicant who tests with the Department for the positions of Police Cadet, Police Lateral, Police Service Aide (PSA), or Prisoner Transport Officer.
    - i. Up to five (5) awards will be given out each month.
  - f. The Supervisor of the Month award is given to a supervisor who exemplifies the characteristics of leadership, competence, and integrity.
    - i. Only one (1) supervisor will receive this award each month.
  - g. The Team of the Month award is given to the team that demonstrates exceptional work performance and makes positive contributions to the Department or the community.
    - i. Only one (1) team will receive this award each month.
  - h. The Uniformed Officer of the Month award is given to an officer who consistently demonstrates exceptional work performance and makes positive contributions to the Department or the community.
    - i. Only one (1) officer will receive this award each month.
2. A monthly recognition award consists of a Department placard, which includes:
- a. The Department employee's name;
  - b. The award title;
  - c. The month and year that the award was received; and
  - d. A letter from the Chief of Police that lists the Department employee's accomplishments.
3. Yearly Recognition Awards
- a. To be eligible for a yearly recognition award, Department personnel had to have been selected for a monthly recognition award for the same type of annual recognition award for that calendar year.
  - b. The Department gives Department personnel yearly recognition awards as follows:
    - i. The Professional Staff Employee of the Year Award, which consists of:
      1. A Department crystal, which includes the employee's name, award title, and year the award was received; and
      2. A letter from the Chief of Police that lists the employee's accomplishments.
        - A. Only one (1) Professional Staff employee shall receive this award each year.
    - ii. The Community Outreach Officer of the Year Award;
      1. Only one (1) officer shall receive this award each year.
    - iii. The De-Escalation Officer of the Year Award;



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1. Only one (1) officer shall receive this award each year.
- iv. The Non-Uniformed Officer of the Year Award;
  1. Only one (1) officer shall receive this award each year.
  2. The ribbon has three (3) equal-sized bars of white, red, and white.
- v. The Supervisor of the Year Award;
  1. Only one (1) supervisor shall receive this award each year.
  2. The ribbon has a green background with two (2) equal-sized vertical bars of white in the middle.
- vi. The Team of the Year Award; and
  1. This ribbon has a black background with two (2) equal-sized vertical bars of white in the middle.
- vii. The Uniformed Officer of the Year Award.
  1. Only one (1) officer shall receive this award each year.
  2. The ribbon has three (3) equal-sized bars of white, red, and white.

**N/A 3-12-5 Procedures**

A. The nominations for awards and presentations are consistent with the Awards Manual.

1. Department personnel will document when an award is received, consistent with SOP Performance Evaluation and Management System (PEMS).

B. Awards Committee

1. The Awards Committee serves under the authority of the Chief of Police and is comprised of the following:
  - a. An area commander/division head who functions 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 will notify the Deputy Chief of the bureau that does not have a representative.
  - a. The Deputy Chief will appoint a temporary Awards Committee member within thirty (30) days until candidates from their bureaus can apply for the opening.
  - b. In the event that no one from the bureau applies or no one is approved to sit on the Awards Committee, the Deputy Chief over the bureau can appoint someone to represent the bureau.
3. Awards Committee members may not serve consecutive terms without the approval of the Chief of Police.

C. The Awards Committee meets monthly to review award nominations.

1. There must be three (3) members present for a quorum, and a simple majority vote is necessary for approving a nomination.





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2. The Awards Committee Chair will only vote in the case of a tie.

D. Only the Chief of Police or the Director for the Office of the Chief of Police may override the Awards Committee's decision.

**N/A 3-12-6 Award Presentation**

A. Department personnel who are being presented with an award are encouraged to be present at the awards ceremony.

1. Department personnel may send a designee in their place to receive the award.

B. The following awards will be presented by the Chief of Police or their designated Deputy Chief of Police:

1. Chief's Awards; and

2. Recognition Awards.

C. The employee's area commander/division head will present their employee the following awards:

1. Achievement Awards; and

2. Commendations.

D. The Chief of Police or their designee will schedule for presentation within forty-five (45) days of signing the award approval unless the presentation must be rescheduled due to unforeseen circumstances.

1. The Director for the Office of the Chief of Police or designee shall notify presenters within ten (10) days from the Chief of Police's signed approval to meet the award presentation timelines.

2. The Chief of Police may waive in writing the timelines for the award presentation to accommodate unforeseen circumstances, such as when an employee is on Family Medical Leave Act (FMLA) leave, military leave, and any unforeseen emergencies.