

Medals, Awards and Commendations

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Policy Statement

Summary	<p>West Yorkshire Police (WYP) believes that all police officers, police staff, special constables and volunteers should be recognised for their long service, good conduct or commendable work.</p> <p>This policy outlines the process and eligibility for awarding the different medals, awards and commendations, such as the long service medal and the Chief Constable's commendation. The Force ensures that officers and staff are recognised at the appropriate level for work that is considered commendable.</p>
Scope	<p>This policy applies to all police officers and police staff, special constables, police staff volunteers and community volunteers.</p>

Principles

General	<ul style="list-style-type: none"> • The awards and commendations that can be given are: <ul style="list-style-type: none"> ○ The police long service and good conduct medal; ○ The special constabulary long service medal; ○ The police staff long service award; ○ The police support volunteer and community volunteer long service certificate; ○ A Chief Constable's commendation; ○ A Chief Officer Team commendation; or ○ A local commendation. • A review of eligible officers, special constables, police staff members and volunteers for long service awards will be undertaken automatically every six months by the People Services Team. • There is no absolute right to receive a medal, award or other form of recognition. • The Chief Constable will authorise the issue of the medal, award, certificate or commendation and confirm the suitability of the recipient. • Police officers and special constables will receive a medal ribbon with their long service medal, to be worn on their uniform. • Individuals who are on long term sickness absence will be written to at their home address by the People Services Team to invite them to a presentation ceremony or will be given the opportunity to receive the medal in another way. • Individuals who leave West Yorkshire Police through TUPE transfer may be eligible for a certificate. The Chief Constable will look at these on a case-by-case basis regarding eligibility. • It is the responsibility of the Events and Exhibitions Officer to organise and manage both long service and good conduct presentation ceremonies and
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Commendation presentations on behalf of the Chief Officer Team.

- Certificates of Service are produced by the People Directorate Resourcing Team, following a request from the People Services Team.
- There is a right to appeal against the decision not to award a police long service and good conduct medal/special constabulary long service medal. This must be made in writing to the Chief Constable, however the Chief Constable is not able to overturn the eligibility criteria set out in Home Office Circular (HOC) 37/1997. The reason for the appeal must be outlined and submitted through the relevant District Commander/Head of Department, who will add any comments in relation to whether the appeal is supported or not. The Chief Constable's decision will be final, and the individual will be notified in writing of the decision.
- Any other medal will be issued in line with relevant guidance.

Long Service Awards

Police Officers

- Police officers who have completed 20 years' part time or full-time police service, during which time their character and conduct has been very good, will be nominated for the award of a long service and good conduct medal. This is by authorisation of a Royal Warrant dated 14 June 1951.
- Previous service with another police force will be taken into account for the purposes of reckoning qualifying service.
- Previous service in the Military, as a special constable, police cadet, or as a police staff member does not count towards qualifying service for a police long service and good conduct medal.
- Time spent on a career break does not qualify as reckonable service for the long service and good conduct medal, however time served before and on return from career break will be taken into account for the purposes of reckoning qualifying service.
- In line with HOC 37/1997, for service abroad to be pensionable the officer must have been seconded there under the Police (Overseas) Service Act 1945 or the Overseas Development Co-operation Act 1980. An officer can only become eligible for the medal once they return to their home Force.
- There is no discretion to vary the terms of the Royal Warrant and the Home Office is not permitted to authorise awards for less than 20 years' service.
- Police officers who have previously served as police staff members, on completion of 20 years' combined service, will be eligible to receive a certificate of service.

Special Constables

- Special constables on completion of nine years' service, since the date of attestation rather than start date, during which time their conduct is deemed to have been very good will be entitled to be awarded a long service medal.
- They will be entitled to a bar after a further ten years' service of good

conduct and an additional bar for each subsequent ten years' service of good conduct.

- In order to receive a long service medal or bar, the special constable's liaison officer must provide confirmation that the special constable has completed the required minimum average of 16 hours policing duty per month during the previous 12-month period.

Police Staff

- Police staff on completion of 20 years' part time or full-time service will be nominated for a police staff long service medal.
- They will be permitted to count previous eligible service as a police officer towards the police staff long service medal, as long as they have not already been awarded the police medal in relation to this service. Other types of service may be counted at the discretion of a member of the People SLT.
- Police staff are entitled to receive a police staff medal if they have already received a police officer long service and good conduct medal, but they must have accrued a further 20 years' service as a police staff member as set out in Police Staff Terms and Conditions section 6.6.
- Applications for consideration of other types of service must be sent via their District Commander or Head of Department or equivalent to the People Services Team.
- Time spent on a career break does not qualify as reckonable service for the long service medal, however if an individual meets the criteria for continuous service as set out in Police Staff Terms and Conditions section 3.4, then this will be considered at the discretion of a member of the People Directorate SLT.

Volunteers

- Police support volunteers (PSV) and community volunteers (CV) will be entitled to be awarded a long service certificate on completion of nine years' service.

Presentation Ceremonies

Principles

- Eligible officers, special constables, police staff members and volunteers will be invited to attend a ceremony by the Events and Exhibitions Officer in line with current arrangements.
- Individuals who choose to attend a presentation ceremony must attend the ceremony in their own time.
- Alternatively, individuals can choose to have their medal presented by their District Commander or Head of Department, or to receive their medal, award or certificate by post.
- If an individual is unable to attend the ceremony they are invited to, they will be provided with the dates for the ceremonies for the next 12 months. If unable to attend any of those dates, then the medal will be sent for local

presentation or posted out to the individual, at their preference.

Commendations

Chief Constable/ Chief Officer Team

- Chief Constable/Assistant Chief Constable/Assistant Chief Officer commendations can be awarded to police officers, special constables, police staff members and volunteers who have shown good work which is worthy of the recognition.
 - In seeking a Chief Constable or Chief Officer Team commendation, nominations must be submitted in writing to the Single Point of Contact (SPOC) for reward and recognition within the District or Department, who will then obtain approval from the SLT and submit a Form 160 – Rewards and Recognition Nomination (Force Forms > General > Miscellaneous) to the Reward and Recognition mailbox.
 - The Events and Exhibitions Officer will pass all locally approved commendations to the reward and recognition judging panel for consideration, and a decision will be made to either award an appropriate commendation, submit for external recognition, or return to the District or Department.
 - The HR IT system will be updated with details of any individual awarded a commendation.
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Local

- Local commendations can be awarded by a District Commander or Departmental Head. These are managed locally, with each District and Department having its own SPOC for co-ordinating nominations for local commendations.
 - Nominations for a local commendation must be submitted to the District or Departmental SPOC in writing.
 - The HR IT system will be updated with details of any individual awarded a commendation.
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Certificates of Service

Police Officers

- Under Police Regulations 2003, a police officer leaving West Yorkshire Police is entitled, unless transferring to another Force, to receive a certificate showing their rank and period of service in this Force.
- If a police officer leaves West Yorkshire Police having achieved up to 14 years' service, they will be eligible to receive a paper certificate of service which is electronically signed and sent to them in the post.
- If a police officer leaves West Yorkshire Police having achieved between 15 years' and 24 years' service, they will be eligible to receive a framed loyal certificate of service, signed by the Chief Constable and sent to them in the post.

- If a police officer leaves West Yorkshire Police having achieved 25 years' service, they will be eligible to receive a framed loyal certificate of service, signed and presented to them by the Chief Constable.
 - If a police officer leaves West Yorkshire Police having achieved 30 years' service or they leave the Force aged 50 years or over with 25 years' pensionable service, they will be eligible to receive a framed loyal certificate of service, signed and presented to them by the Chief Constable.
 - If a police officer leaves West Yorkshire Police due to being medically retired, they will be eligible to receive a framed loyal certificate of service, signed and presented to them by the Chief Constable.
 - Certificates can be presented locally at the officer's request.
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Special Constables

- A special constable is entitled to receive a paper certificate of service which is electronically signed and sent to them via the post if they resign after completion of two years' service.
 - If a special constable achieves at least 15 years' service, they will receive a framed certificate of loyal service signed by the Chief Constable and sent to them via the post.
 - After completing 25 years or more, the individual will be entitled to attend a group presentation to receive a framed certificate of loyal service, signed and presented to them by the Chief Constable.
 - Special constables must have completed the required minimum average of 16 hours policing duty per month during the previous 12-month period to be eligible to receive a certificate of service.
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Police Staff

- If a police staff member leaves West Yorkshire Police having achieved up to 14 years' service, they will be eligible to receive a paper certificate of service which is electronically signed and sent to them in the post.
 - If a police staff member leaves West Yorkshire Police having achieved between 15 years' and 24 years' service, they will be eligible to receive a framed loyal certificate of service, signed by the Chief Constable and sent to them in the post.
 - If a police staff member leaves West Yorkshire Police having achieved 25 years' service, they will be eligible to receive a framed loyal certificate of service, signed and presented to them by the Chief Constable.
 - If a police staff member leaves West Yorkshire Police due to being medically retired, they will be eligible to receive a framed loyal certificate of service, signed and presented to them by the Chief Constable.
 - Individuals can choose to have their certificate presented locally, in line with the District or Department's current arrangements.
 - A police staff member who is dismissed on the grounds of redundancy will be entitled to receive a certificate of loyal service.
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Volunteers

- A police support volunteer or community volunteer is entitled to receive a certificate of service signed by the Chief Constable after completion of two

years' volunteering with West Yorkshire Police.

- Community volunteers must have completed at least 12 duties over that two-year period in order to qualify for their certificate of service.
- There is no qualifying period for police support volunteers for the certificate of service.

Misconduct/Sanctions

Review of Conduct

- All eligible police officers, special constables and police staff members will have their service records reviewed by the Professional Standards Department (PSD), which will take into account the College of Policing Code of Ethics prior to receiving their medal or award.
- If no issues are identified, then the Events and Exhibitions Officer will be instructed to continue with the issuing of the medal or award.
- If there are misconduct issues then this may affect whether the medal or award is awarded, deferred or withheld permanently.
- PSD will recommend a temporary deferment where an officer is subject to a live complaint and ongoing investigation and until it is concluded. The position will be reviewed by PSD and the Events and Exhibitions Officer on a six-monthly basis to determine if the complaint has been resolved.
- If the awarding of a medal or award is officially deferred as a result of a disciplinary sanction imposed, PSD will write to the individual to notify them of the reasons for the decision and confirm the details of any period of deferment. A copy of the letter will be placed on the individual's vetting file.
- Any previous disciplinary sanctions will be taken into consideration when assessing officers' suitability to receive the medal, including spent sanctions, because the award covers good conduct for the duration of their service.
- A review of conduct will also be carried out by PSD prior to any commendation being awarded.
- If a police officer, special constable or police staff member retires or resigns with a disciplinary allegation still pending, the certificate may still be issued.

Forfeiture of Medal

- Where the misconduct is deemed to be of an extremely serious nature the Head of PSD will review the outcome of the investigation and the level of any sanction imposed before making a decision to refuse the awarding of the medal.
- If a medal is to be refused, the individual will be notified in writing by PSD of the reasons for the decision. A copy of the letter will be placed on the individual's vetting file and the HR IT record updated accordingly by the People Services Team.
- Forfeiture of the medal will follow any conviction, unless the offence is one which would not ordinarily be thought disgraceful, and forfeiture will also

be considered when there has been a discipline sanction under the appropriate disciplinary procedures.

Additional Information

Compliance

This policy complies with the following legislation and guidance:

- Home Office Circular (HOC) 37/1997
 - Police (Overseas) Service Act 1945
 - Overseas Development Co-operation Act 1980
 - Police Regulations 2003
 - Data Protection Act 2018
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**Further
Information**

Further guidance in relation to this policy can be sought from:

- Events and Exhibitions Officer who will be able to advise further on the process for long service awards and Chief Officer Team Commendations.
 - Professional Standards Department regarding misconduct/sanction issues.
 - The People Directorate Resourcing Team, who will be able to advise on issues regarding certificates of service/loyal services certificates.
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