



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject AWARDS PROGRAM FOR UNIVERSITY OF TEXAS SYSTEM POLICE			Policy Number 411
Effective Date March 12, 2012	Revision Date September 7, 2023	Reevaluation Date Annually	Number of Pages 9
Reference Standards CALEA 26.1.2		Rescinds or Amends Policy Number B-15	

I. PURPOSE:

- A. Establish the Awards Program for the University of Texas System Police.
- B. Create a uniform system-wide nomination review and presentation process.
- C. Ensure that awards presented are commensurate with the conduct and behavior recognized.

II. POLICY:

It is the policy of The University of Texas System Police to recognize police officers or employees who have made an outstanding or noteworthy contribution to the law enforcement efforts of The University of Texas System; or to acknowledge professional development/achievement on the part of officers or employees that enhances the delivery of police services and contributes to greater public safety.

III. PROCEDURE:

- A. The Director of Police or his designee shall accept and endorse nominations submitted by institution Chiefs of Police; if there is a question as to the appropriateness of the award the Director of Police or his designee shall reconcile the concern with the institution Chief of Police.
 1. It shall be assumed that an award nomination submitted by an institution Chief of Police is appropriate and deserving of endorsement and any further review will be based on extenuating circumstances and is by exception only.
- B. Institution Police Department Nominations:
 1. The Chief of Police of each institution will develop a screening and recognition process for awards nominations.
 2. Following the approval of the Chief of Police, award decisions will be forwarded to the Director of Police for endorsement.
- C. Nomination Requirements:
 1. Any police officer or employee may nominate another police officer or employee for an award. Nominations will be submitted to the institution Chief of Police.

2. Required documentation:

- a) The Award Nomination Form (DP Form # 46) shall be utilized. (Attachment)
- b) All documents that support the nomination should be submitted. Examples include: newspaper articles, photographs, witness statements, medical reports, etc.
- c) All nomination forms must be completed in their entirety and contain all relevant information and appropriate signatures.

D. Awards

The order of Precedence for awards is as follows:

1. Personal Decorations

- a) Distinguished Service Cross
- b) Medal of Valor
- c) Distinguished Service Medal
- d) Meritorious Conduct Medal
- e) Purple Heart
- f) Police Shield Medal (awarded exclusively by the Director of Police)
- g) Certificate of Merit
- h) Life Saving Award
- i) Distinguished Command Award
- j) Police Commendation Medal
- k) Officer of the Year
- l) Rookie of the Year
- m) Award of Excellence
- n) Educational Achievement Award (Doctorate)
- o) Master's Degree Award
- p) Bachelor's Degree Award

Personal decorations shall be accompanied with an official Citation giving the details underlying the justification for the award

2. Training and Service Medals

- a) Humanitarian Service Medal
- b) Community Service Medal
- c) COVID 19 Service Ribbon
- d) Instructor Ribbon
- e) Firearms Instructor Ribbon
- f) PTO/FTO Ribbon
- g) SRRT Ribbon
- h) Designated Squad Marksman Ribbon
- i) Combat Medic Ribbon

- j) K-9 Officer Ribbon
- k) Police Diver Ribbon
- l) Marine Safety
- m) Safe Driver Ribbon
- n) Bicycle Officer Ribbon
- o) Police Motorcycle Ribbon
- p) Drug Recognition Expert Ribbon
- q) Mental Health Officer Ribbon
- r) Honor Guard Ribbon
- s) Fitness Award Ribbon
- t) Master Peace Officer Certification Ribbon
- u) Advanced Certification Ribbon
- v) Intermediate Certification Ribbon
- w) National Academy Ribbon
- x) CALEA Accreditation Ribbon
- y) Law Enforcement Management Institute of Texas Ribbon
- z) Military Veteran Ribbon
- aa) Crisis Negotiator Certification Ribbon
- bb) sUAS Certification Ribbon

3. Marksmanship Awards

- a) Chancellor's Trophy Ribbon
- b) Master Firearms Proficiency Ribbon
- c) Expert Firearms Proficiency Ribbon
- d) Sharpshooter Firearms Proficiency Ribbon
- e) Marksman Firearms Proficiency Ribbon

4. Years of Service Awards

- a) 5 years
- b) 10 years
- c) 15 years
- d) 20 years
- e) 25 years
- f) 30 years

5. The Distinguished Service Cross may be awarded by the Office of the Director of Police to a University of Texas System Police officer's next of kin when the officer has lost his life in the performance of duty under honorable circumstances.

E. Presentation of Awards:

Awards may be presented as specified by the Director of Police. Individuals may receive more than one award in connection with a single incident or activity.

F. Awards Criteria:

1. Criteria for individual awards and ribbons is contained in ATTACHMENT A, along with graphic depictions of the awards
2. In the event of posthumous award presentations, a surviving family member may receive the award for the nominee.

G. Other Recognition:

Special certificates or letters of commendations or appreciation may be recommended in lieu of an award.

H. External Awards:

In the event an employee of the U. T System Police is nominated for consideration for awards outside of the U. T. System (i.e., International Association of Chiefs of Police, Texas Police Association, etc.), the Director of Police shall be notified.















I. Possession of Awards:



Awards presented to employees shall become the property of the recipient.






Michael J. Heidingsfield
Director of Police

**ATTACHMENT A
PERSONAL DECORATIONS**












Stock #	HEROISM	
A200	 Distinguished Service Cross	EXTRAORDINARY HEROISM Awarded to a member of the U.T. System Police for exceptional gallantry and risk of life in an encounter with an armed offender. Actions that merit the Distinguished Service Cross must be of such a high degree to be above those required for all other decorations.
B101	 Medal of Valor	GALLANTRY IN ACTION The Medal of Valor may be awarded to a member of the U.T. System Police who distinguishes himself or herself by extraordinary heroism involving an encounter with a hostile aggressor or a deadly threat. The Medal of Valor differs from the Distinguished Service Cross in that it requires a lesser degree of gallantry and does not require that the aggressor be armed.
F205	 Meritorious Conduct	Provides appropriate recognition for achievement or service when not involved in an encounter with a hostile aggressor or armed offender.
L111	 Purple Heart	Awarded to a member of the U.T. System Police injured, wounded or killed in an encounter with a hostile aggressor or armed offender and due directly to the physical dynamics of the situation.
DISTINGUISHED SERVICE		
K210	 Distinguished Service	May be awarded to a member of the U.T. System Police for bravery, acts of merit, or distinguished service.
C102	 Certificate of Merit	Awarded to a member of the U.T. System Police for outstanding achievement or meritorious service during an encounter with a criminal offender or circumstance.
E104	 Life Saving	Awarded to a member of the U.T. System Police when the member attempting the rescue can be demonstrated to have saved the life of a victim, even if only for a short but measurable period of time.
F105	 Distinguished Command Award	Awarded to a command officer within the U.T. System Police who has served with distinction over an extended period of time.
COMMENDATION MEDALS		
P115	 Police Commendation	Awarded to a member of the U.T. System Police for notable service not in conjunction with an encounter with a criminal offender.
I208	 Officer of the Year/ Inspector of the Year	As determined by the institution Chief of Police or Director of Police, respectively.
I108	 Rookie of the Year	As determined by the institution Chief of Police.
Stock #	ACHIEVEMENT MEDALS	
NA	 Police Shield Award	Awarded for special recognition or exceptional achievement at the exclusive direction of the Director of Police.
P315	 Award of Excellence	Awarded to members of the U.T. System Police who distinguish themselves by sustained achievement. The achievements must be accomplished with distinction above and beyond that normally expected of professional officers and members.
N113	 Educational Achievement	Awarded to members who have earned a doctoral degree (PhD, MD, JD, EdD, etc) from an accredited university or college.
















O515	 Master's Degree	Awarded to members who have earned a Master's Degree from an accredited university or college.
O415	 Bachelor's Degree	Awarded to members who have earned a Bachelor's Degree from an accredited university or college.

SERVICE MEDALS






D303	 Humanitarian	Awarded to members who distinguish themselves by their humanitarian acts or efforts either on or off duty.
D103	 Community Service	Awarded to members who create or participate in a program which has a significant positive impact on the campus or campus community which would exceed the normal expectations of job performance.
Special Order	 COVID 19 Service	Awarded at the discretion of the institution Chief of Police or the Director of Police for service during the ongoing COVID-19 pandemic and public health emergency. Both sworn officers and civilian employees are eligible for this award

TRAINING SERVICE AND SPECIAL SKILLS







H407	 Instructor	Awarded to those officers who are certified as instructors through the Texas Commission on Law Enforcement (TCOLE).
T619	 Firearms Instructor	Awarded to TCOLE certified instructors who have completed the TCOLE Firearms Instructor Course
H607	 PTO	Awarded to those officers who are certified and have successfully performed Police Training Officer duties in a field training program
H107	 FTO	Awarded to those officers who are certified and have successfully performed Field Training Officer duties in a field training program
M112	 SRRT	Awarded to those officers selected and qualified for service on the UT System Police Rapid Response Team (SRRT).
J809	 DSM	Awarded to those officers selected and qualified for service as a Designated Squad Marksman on the UT System SRRT.
U150	 COMBAT MEDIC	Awarded to those officers selected and qualified for service on the UT System SRRT as combat medics or police surgeons.
T119	 K-9	Awarded to those officers trained and certified as K-9 officers.
U130	 DIVER	Awarded to those officers trained and certified as Police Divers.
U170	 MARINE SAFETY	Awarded to those officers performing marine patrol or response duties and/or serving in an operational or logistics support role.
S118	 SAFE DRIVER	Awarded to a UT System Police employee who regularly operates a state vehicle on duty and does so without an at-fault motor vehicle accident or collision for a minimum of five consecutive years

T219	 BICYCLE	Awarded to those officers trained and certified as bicycle officers.
T319	 MOTORCYCLE	Awarded to those officers trained and certified as motorcycle officers.
O716	 DRUG RECON	Awarded to those officers trained and certified as Drug Recognition Experts.
U240	 MENTAL HEALTH	Awarded to those officers trained and certified as Mental Health Officers.
A300	 HONOR GUARD	Awarded to those officers selected and qualified for service on an Honor Guard Detail.
U160	 FITNESS AWARD	Awarded to those officers who have demonstrated fitness standards to the 90 th percentile for their individual sex and age group.
O214	 MASTER PO	Awarded to officers who have achieved their Master Peace Officer Certificate from the Texas Commission on Law Enforcement.
O114	 ADVANCED CERT	Awarded to officers who have achieved their Advanced Certificate from the Texas Commission on Law Enforcement.
O314	 INTERMEDIATE CERT	Awarded to officers who have achieved their Intermediate Certificate from the Texas Commission on Law Enforcement
V221	 NATIONAL ACADEMY	Awarded to those officers who have completed the FBI National Academy.
O616	 CALEA	Awarded to members of an institution police department accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc.
E204	 LEMIT	Awarded to officers who have graduated from the Law Enforcement Management Institute of Texas
V121	 MILITARY SERVICE	Awarded to officers who have received an Honorable Discharge following service in the Armed Forces of the United States of America.
M312	 NEGOTIATOR	Awarded to those officers who have successfully completed a TCOLE certified Basic Crisis Negotiation Course.
X167	 sUAS (DRONE)	Awarded to a UT System Police employee who has demonstrated proficiency to operate an Unmanned Aircraft System (UAS) by possessing a Remote Pilot Certificate-Part 107 from the Federal Aviation Administration and has been appointed to operate a UAS at an Institution Police Department.

MARKSMANSHIP AWARDS

J109	 CHANCELLOR'S TROPHY	Presented to officers as members of the winning team or those who finish in first place in the individual competition(s) of the Chancellor's Trophy Pistol Match
J609	 MASTER	Presented to officers demonstrating a Master Level of proficiency with the issued handgun.
J509	 EXPERT	Presented to officers demonstrating an Expert Level of proficiency with the issued handgun.
J409	 SHARPSHOOTER	Presented to officers demonstrating a Sharpshooter Level of proficiency with the issued handgun.
J309	 MARKSMAN	Presented to officers demonstrating a Marksman Level of proficiency with the issued handgun.

YEARS OF SERVICE

Q216	 5 YRS OF SERVICE	Presented to officers or members for five years' service to the UTSP.
Q316	 10 YRS OF SERVICE	Presented to officers or members for ten years' service to the UTSP.
Q416	 15 YRS OF SERVICE	Presented to officers or members for fifteen years' service to the UTSP.
Q516	 20 YRS OF SERVICE	Presented to officers or members for twenty years' service to the UTSP.
Q616	 25 YRS OF SERVICE	Presented to officers or members for twenty five years' service to the UTSP
Q716	 30 YRS OF SERVICE	Presented to officers or members for thirty years' service to the UTSP.

Police Awards can be obtained from:

Davis & Stanton Police Awards Division: <http://www.davstan.com>

4002 W. Miller Rd., Suite 140

Garland, TX 75041

214/340-1321 214/340-1388 Fax

General Inquiries: mail@davstan.com

Police Awards Inquiries: policeawards@davstan.com

Changes/Amendments since last publication

Addition to Paragraph III D.2.bb, Training and Service Medals- changed support language- An award ribbon has been added in order to recognize drone operators-sUAS Certification Ribbon 09-07-23

Addition of Paragraph III.D.2.m, and Attachment A to add the Safe Driver Ribbon, April 9, 2021

Addition of Paragraph III.D.2. c, and Attachment A to add the COVID 19 Service Ribbon, August 1, 2020

Addition of Paragraph III.D.2. y, and Attachment A to add the Crisis Negotiator Certification Ribbon, April 6, 2018

Deletion of Paragraph III. B. outlining the responsibilities of the Office of the Director of Police. November 16, 2015

Revisions throughout Attachment A to more clearly define awards and to add Distinguished Command and Marine Safety awards. November 16, 2015

Addition to Paragraph III.E.1. and Attachment A to add the Police Shield Medal. August 26, 2014

Attachment A – Identified alternate Life Saving bar to differentiate from LEMIT Award. May 29, 2014.