

ALBUQUERQUE POLICE DEPARTMENT  
\* PROCEDURAL ORDERS\*

Effective: 03/01/90, Still In Effect 10/01/95

**2-07            PUBLIC RECOGNITION AWARDS**

[N/A]

POLICY:

Department policy is to recognize outstanding assistance rendered by citizens to the police.

PROCEDURES:

2-07-1            CLASSIFICATION OF AWARDS

Outstanding assistance rendered to the police by citizens will be recognized through the Public Recognition Award Program. These awards will be classified as Commendations, Certificates of Appreciation, and Letters of Appreciation.

2-07-2            THE COMMENDATION AWARD

The Commendation Award will automatically be considered when individuals, through any act of valor, have been seriously injured, or permanently disabled through their assistance to the Albuquerque Police Department. The award will consist of a suitably inscribed plaque and a Letter of Commendation.

2-07-3            THE CERTIFICATE OF APPRECIATION AWARD

The Certificate of Appreciation Award will be considered when an individual has rendered assistance to a police officer in making an arrest or for actual physical restraint or capture of a suspect. It will consist of a suitably inscribed certificate accompanied by a letter from the Chief of Police detailing the actions of the recipient.

2-07-4            LETTER OF APPRECIATION

A Letter of Appreciation will be considered when an individual has physically rendered assistance to a police officer in the line of duty or for information given to this department by a citizen leading to the apprehension of a suspect. The Letter of Appreciation will not require a formal ceremony of presentation. A letter on department stationery detailing the action or deed will be signed by the Chief of Police and mailed to the recipient.

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2-07-5 RECOMMENDATION FOR AN AWARD

The recommending officer will write a letter to the Chief of Police through the chain of command.

A. The letter will contain the number of the official report describing the incident; names and addresses of the complainant and victim, if available; date and time of occurrence, and details pertinent to the citizen's assistance to the department.

B. Each level in the chain of command will indicate his/her concurrence or non-concurrence.

C. After a recommendation and complete evaluation, the Chief of Police will direct his staff to prepare for an award presentation.