
	MESQUITE POLICE DEPARTMENT
	117.00 MERITORIOUS CONDUCT BOARD
	Effective Date: December, 2013
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>

The purpose of the Meritorious Conduct Board is to review the cases involving particularly meritorious service, and make recommendations for proper recognition of outstanding acts performed by employees of the Mesquite Police Department.

- I. The board receives recommendations made by any person for the presentation of awards.
- II. The board approves or disapproves the recommendations and when merited, decides what type of award is to be given.
- III. Any person who observes or receives information regarding the action of any officer which, in the opinion of the person, would qualify the officer for an award, will submit a report and sufficient documentation to the Chairman of the board as soon as possible after such action. Information must be presented to the board within one year of such incident.
- IV. The board can request that the nominating person, witnesses or others appear before the board and present documentation and/or testimony. The chairman, when requested by the board, may designate an officer to investigate any recommendation for any award, and report the findings to the board.
- V. Board Composition
 - A. The Chief of Police will serve as permanent Chairman of the Board. The board will not meet in absence of the Chairman.
 - B. The board will consist of the Chairman and ten (10) employees of the Mesquite Police Department who are appointed by the Chairman.
 1. Five Police Officers will be appointed.
 2. Two Sergeants will be appointed.
 3. One Lieutenant will be appointed.
 4. One Captain will be appointed.
 5. One Civilian will be appointed.
 - C. The board will not meet without the presence of the Chairman and five (5) board members.
 - D. The Chairman of the Board shall serve as the presiding officer and shall not have voting power.
 - E. The Chairman of the Board will coordinate with the public information officer in order that appropriate news releases may be made.
 - F. Board members will be appointed by the Chief of Police to three year terms commencing January 1st of each year with interim members remaining on the board for one month.
 1. The terms shall be staggered so that one-third of the board will be replaced each year. The first board shall have a random drawing for one, two and three year terms. All board members after the first board shall have three year terms.
 2. The Chairman of the Board will make new appointments as needed to fill vacancies created by promotions or resignations in order to insure continuity in the duties of the board. Board members promoted to a different rank shall be replaced.
- VI. Board Procedures
 - A. It shall be the responsibility of the chairman to call meetings of the board each January and October. Special meetings may be called as deemed necessary.
 - B. The chairman shall cause minutes of regular and special meetings to be taken and retained.

- C. Board deliberations will not be open to non-members of the board. Nominators, nominees, witnesses, or others may appear before the board at the request of the board or of the individual.
 - D. Board actions will be posted on departmental bulletin boards.
 - E. Following the board's action, the nominator or any other person may gather and present additional facts to the board at its next regular or called meeting.
- VII. Awards
- A. The Police Medal of Honor
The highest award in the Mesquite Police Department. To be awarded to a police employee who voluntarily distinguishes himself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the employee was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life.
 - B. The Police Cross
To rank in the Mesquite Police Department next to the Medal of Honor. To be awarded where an employee lost his life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the employee may be entitled to in making the supreme sacrifice.
 - C. The Police Medal for Valor
Ranked next in prominence to the Police Cross. The Medal for Valor is to be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient having demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
 - D. The Meritorious Conduct Bar
 - 1. Ranked next in prominence to the Police Medal for Valor.
 - 2. May be awarded for a heroic deed and exceptionally meritorious conduct involving exemplary courage, risk and danger to his personal safety.
 - E. The Police Commendation Bar
 - 1. Ranked next in prominence to the Meritorious Conduct Bar.
 - 2. To be awarded to an officer for outstanding performance involving great risk to his or her personal safety while performing his or her duties.
 - 3. May be awarded to any police employee for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, with such contributions being made in a highly professional degree of accomplishment.
 - F. The Life Saving Bar
 - 1. Ranked next in prominence to the Police Commendation Bar. To be awarded to any employee for the saving of a human life. This award is intended for all employees directly responsible for the saving of a human life. Documentation and supporting evidence may be included to substantiate the award. Such evidence may include statements from witnesses, physicians or supervisors.
 - 2. This award may also be made where evidence indicates that actions by the employee(s) prolonged a human life to the extent of the victim being released to the care of medical authorities even though the victim might expire at a later time. Officers performing CPR to prolong a human life, and detention officers performing CPR after an attempted prisoner suicide, are examples of actions that qualify for this award.
 - 3. May be awarded in addition to the awarding of a higher medal where the facts show the recipient is entitled to such award.
 - G. The Police Shield
 - 1. Ranked next in prominence to the Life Saving Bar.

2. May be awarded to any police employee of the Mesquite Police Department who is seriously injured in the line of duty.
 3. The injury must not be the result of, or concurrent with, any conduct of the recipient that is less than acceptable by all standards.
 4. Although this award is primarily intended to recognize the victims of assaults, while properly performing their duties, the board may consider other types of serious injuries resulting from fires, explosions, etc. The board may not consider injuries sustained from falls on ice, motor vehicle accidents or similar injuries, unless the evidence indicates the victim had exhausted all reasonable safety precautions and had no control over the circumstances.
 5. Responsibility is placed on the board for interpreting "seriously injured" and will be decided on an individual case basis.
- H. The Certificate of Merit Bar
1. Ranked next in prominence to the Police Shield Award, to be awarded for excellence in police work.
 2. To be awarded to police employees of any rank for outstanding performance of duties under unusual, complicated or hazardous conditions over any period of time.
 3. To be awarded to police personnel for outstanding or superior performance of any assignment over a prolonged period of time. Such performance is to be clearly defined as exceptional, placing them well above other officers or civilians of equal rank or grade.
 4. May be awarded to any police employee for heroic or meritorious actions of such nature that they would not be eligible for a higher award. Under no circumstances will the Certificate of Merit be awarded in conjunction with another award for the same service or deed.
 5. May be awarded without bar to any police employee or reserve officer from another public safety agency qualifying under the above mentioned conditions, if earned while aiding or assisting any officer of the Mesquite Police Department.
- I. The Police Officer of the Year Award
1. Ranked next in prominence to the Certificate of Merit.
 2. The nominated officer must have completed two years of service.
 3. Letters of nomination may include:
 - a) Commendations and departmental awards;
 - b) Work on special projects
 - c) Civic activities (community involvement);
 - d) Attendance records
 - e) Overall performance (can include previous years).
- J. The Certificate of Civic Achievement
1. Ranked next in prominence to the Police Officer of the Year Award.
 2. To be presented to sworn and non-sworn employees of the Department who bring favorable recognition to the Department through their involvement in civic affairs while acting in the capacity of an employee and representative of the Mesquite Police Department.
- K. The Marksmanship Award
1. Ranked next in prominence to the Certificate of Merit Bar. To be presented to any sworn personnel of the Mesquite Police Department. There are four (4) distinct levels of proficiency indicating the averages of an officer's qualifications/ training scores utilizing his primary duty weapon:
 - 76% to 81% Pistol Marksman or Revolver Marksman
 - 82% to 87% Pistol Sharpshooter or Revolver Sharpshooter
 - 88% to 93% Pistol Expert or Revolver Expert

- 94% to 100% Pistol Master or Revolver Master
2. A single bar (revolver or pistol) may be awarded to an officer that qualifies at a particular proficiency level. Bars may be upgraded to the next higher level of proficiency, as necessary.
 3. Once an officer receives a standard "Master" level proficiency bar, he may become eligible for a distinct "Multi-Master" bar. The "Multi-Master" bar denotes the type of firearm utilized at this proficiency level and the number of years (times) that an officer achieved this status. It is not necessary for an officer to shoot at "Master" level status in consecutive years to be eligible for this bar. It shall be upgraded each year that an officer meets all the requirements. These bars will be upgraded on an "exchange" basis. This is the only level that an officer may receive a bar in both the revolver and pistol category.
 4. An officer must meet all the requirements set forth by the current General Order regarding firearm qualification/training to be eligible for consideration of any firearms proficiency award.
 5. Documentation of recommended awards will be available for inspection if the Meritorious Conduct Board desires to review qualification scores. The Range Officer will recommend awards to the Meritorious Conduct Board.
- L. The Safe Driving Award
1. Ranked next in prominence to the Excellence in Firearms Bar. This award is made in recognition of an employee who operates a vehicle in the normal course of their duties, having driven for a period of at least five years without a chargeable accident in a departmental vehicle.
 2. Each successive Safe Driving Bar shall be awarded in five-year increments consecutively.
- M. The Perfect Attendance Award
1. Ranked next in prominence to the Safe Driving Bar. To be presented, in the form of a certificate with bar, to an employee who completes three consecutive years of service without an absence due to illness or an absence without leave.
 2. To be presented, in the form of a certificate without bar, to an employee of the Mesquite Police Department who completes a year of service without an absence due to illness or an absence without leave.
- N. Years of Service Award
1. Ranked next in prominence to the Perfect Attendance Award.
 2. To be presented in the form of a certificate with bar, to any commissioned or uniformed employee of the police department for completing five years of service.
 3. The award is presented in five-year increments.
- O. The Non-Sworn Employee of the Year Award
1. The nominated employee must have completed one year of service.
 2. Criteria for this award may include:
 - a) Commendations and departmental awards;
 - b) Specific incidents of exemplary performance;
 - c) Work on special projects;
 - d) Civic activities (community involvement);
 - e) Attendance record;
 - f) Overall performance (can include previous years).
- P. Employees Eligible for Awards
1. The Chief of Police, at his or her discretion, may allow recommendations for certain (if the criteria applies to the job function) meritorious conduct awards to be presented for review to the Meritorious Conduct Board.
- Q. Citizens Certificate of Merit

1. Citizens may be recommended for an award for outstanding service to the police department or for assistance to police personnel.
2. The Chief of Police may award a Citizen's Certificate of Merit on his own initiative in cases where such award is appropriate. He may also refer a recommendation for such award to the Meritorious Conduct Board for action.

VIII. Wearing of Awards

The wearing of bars, pins, insignia, etc., approved by the Chief of Police will be worn on the uniform in compliance with Written Directive 404.00.

EFFECTIVE: September, 1990; REVISED: January, 1992; REVISED: January, 1996; REVISED: March, 2001; REVISED: August, 2011; REVISED: December, 2013

