

**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
3.6 EVALUATIONS, PROMOTIONS AND AWARDS**

SUBJECT: Evaluations, Promotions and Awards		
3.6	EFFECTIVE: 7-29-19	<i>William Cochran</i> William Cochran, Chief of Police
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3.6.1 PURPOSE

This policy establishes the procedures for employee performance evaluation, defines the promotional process, and provides criteria for awards for outstanding performance.

3.6.2 POLICY

The Department shall provide employees with annual performance evaluations promote the best qualified personnel, reward outstanding performance, and train and require its supervisors to use these systems fairly and consistently.

3.6.3 EMPLOYEE EVALUATIONS

A. All employees shall be evaluated on a formal basis at least annually. The purpose of the evaluation process is to:

1. Document the employee's work performance;
2. Note accomplishments and improve performance;
3. Foster fair and impartial personnel decisions;
4. Assist in the decision making process about the tenure of employees;
5. Identify training needs; and
6. Provide a positive forum for focused interaction between employees and supervisors.

B. Types of Evaluations and Frequency

1. Probationary Evaluations (Recruit)
 - a. When recruits are released to ride on their own the Sergeant shall complete a "quarterly goals/officer feedback log every 90 days for the remainder of the 18-month probationary period. At the end of this 6 month portion of the probation period an officer review system evaluation form shall be completed.

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- b. A probationary officer who receives an “unsatisfactory” rating may be dismissed at any point during the rating period. Such dismissal or retention recommendations, after being reviewed through the chain of command, are subject to final approval by the Chief of Police and not subject to further review or appeal.
2. All non-probationary employees shall be evaluated annually according to Human Resources schedule. The “quarterly goals/employee feedback log” will be used either quarterly or more frequently if needed, to provide employee feedback on performance. <35.1.2>
- a. Non-sworn employees will be evaluated as directed by Human Resources.
 - b. Sworn officers, Sergeant and below, will be evaluated each year before the date listed below:
 - 1) A-B January 31
 - 2) C February 28
 - 3) D-E March 31
 - 4) F-G April 30
 - 5) H May 31
 - 6) I-L June 30
 - 7) M July 31
 - 8) N-Q August 31
 - 9) R September
 - 10) S October 31
 - 11) T-V November 30
 - 12) W-Z December 31
 - c. Command officers will be evaluated annually with the evaluation period ending on July 31st of each year.
3. All employees who are promoted will receive an annual probation evaluation. This would include quarterly feedback using the “quarterly goals/employee feedback log” for a period of one year from promotion date.

Officers who are on promotional probation and receive an “unsatisfactory” rating (subject to a 90 days improvement grace period) will be accompanied by the rater’s recommendations of retention in the new rank or demotion and the reasons why as documented on either the officer feedback log or the performance management plan.

4. Special evaluations may be completed at any time as directed by the Bureau Commander or the Chief of Police.

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5. Anytime an officer receives an “unsatisfactory” rating on an annual or probationary evaluation, the officer should receive monthly feedback documented on the quarterly officer feedback log regarding the deficiencies. The officer will be given an improvement plan which may include additional training and education.

Upon receiving two consecutive “unsatisfactory” ratings the following may occur:

- a. The officer may be reassigned to the Training Unit for more extensive training, or
 - b. Progressive discipline may be initiated up to and including termination.
6. The rating period covers the time from the previous evaluation until the present evaluation due date.

C. Evaluation and Job Descriptions <21.2.2>

1. Evaluation measurements and instructions on completing evaluation forms will be made available to all supervisors. <35.1.1.a,b,d>
2. The Department maintains sworn officer forms for patrolman through the rank of Sergeant. This includes FTO and recruit probation forms available electronically.
3. All other forms are available from Human Resources.
4. Supervisors should ensure criteria used to rate employees are specific to the job assignment and relate to the job description.
5. The procedure for changing job descriptions shall be as follows:
 - a. Officers may suggest changes to the job description through his or her chain of command to the Bureau Commander;
 - b. The rating supervisor shall review the appropriateness of the proposed changes and provide input to the Bureau Commander;
 - c. The Bureau Commander will review the job description and forward to the Deputy Chief;
 - d. Once all approvals (including HR) have been received the Deputy Chief shall email the properly formatted, revised job description computer file to the Planning & Accreditation Unit for inclusion in the electronic position descriptions directory; and
 - e. Bureau Commanders are responsible for maintaining their Bureau’s job descriptions and ensuring a copy of each may be found on the electronic position descriptions directory.
6. Job descriptions will be reviewed at minimum of every four years by the Bureau Commanders with approval of the Deputy Chief. All job descriptions will be available to all employees on the Department’s O drive.

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D. Administrative Guidelines

1. When officers change supervisors, the current supervisor will conduct an “exit” evaluation by making comments on the quarterly feedback log and reviewing it with the officer. The current supervisor shall ensure the new supervisor receives these forms and comments.

E. Rater Responsibility <35.1.1 c>

1. The immediate supervisor is responsible for completing evaluations on the employees under direct supervision.
2. Supervisors are expected to provide continuous feedback to employees throughout the rating period.
 - a. The rater is responsible for documenting information used for rating the employee.
 - b. If an employee is experiencing difficulty in certain areas of performance, the rater is responsible for documenting the nature of problems leading to possible “unsatisfactory” ratings, and the supervisor is required to meet and document such meetings with the employee and attempt to correct the problem.
 - c. The rater is responsible for documenting any information supporting “exceeds expectations” ratings.
3. The rater will meet with the employee at the end of the rating period to review the following:
 - a. The quarterly goals & officer feedback log and develop annual comments based on those forms; <35.1.7 a>
 - b. The level of performance expected, rating criteria or goals for the upcoming evaluation period; <35.1.7 b>
 - c. Any counseling relative to advancement, specialization or training appropriate to the employee’s position; <35.1.7 c> and
 - d. Any improvements necessary to address weak areas of employee performance.
4. Prior to the end of an employee’s evaluation period, the supervisor should determine if the employee will be given an unsatisfactory rating.
 - a. The rater should meet with the employee, document on the performance management plan (PMP) that the employee was advised of unsatisfactory performance and given a plan of action to improve performance, including what the supervisor may do to assist the employee. The supervisor will give the employee a copy of the PMP.

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- b. If unsatisfactory performance continues during this period, this information should be included in a new PMP report at the end of the annual evaluation period. The employee will be given the unsatisfactory rating on his or her annual evaluation report.
 - c. After receiving the first unsatisfactory rating on the annual officer review system form, the supervisor shall use the PMP form to record the goals and improvement plan for the upcoming 90 day period. One PMP form shall be completed for each category needing correction in order for the officer to receive an improved rating. The officer review system form shall be marked special in the review type box and be given an overall rating at the end of the 90-day period.
 - d. The officer shall be given 90 days to improve the unsatisfactory rating.
- 5. Raters are always encouraged to make comments on how the employee may improve performance, assist them in the improvement, and compliment them when improvement is noted while keeping proper documentation of this process.
 - 6. Supervisors should complete and forward the evaluation and officer feedback logs to the Bureau Lieutenant within 15 days of the ending rating period date. The employee's completed evaluation and officer feedback logs" will then be submitted through the chain of command for review and signature, prior to the annual feedback session with the officer.
 - 7. When the front page of the evaluation has been signed by all in the chain of command, the annual employee evaluation session will be conducted with the officer. The officer will be given an opportunity to sign the evaluation and make written comments supplemental to the completed performance evaluation on the officer feedback log.
 - 8. A copy of the completed evaluation and the goals/feedback form for the upcoming review period will be given to the employee.

F. Evaluation Retention

- 1. Performance evaluations and quarterly officer feedback logs will be retained in the employee's personnel file in the Chief's Office for 2 years.
- 2. At the end of 2 years they will be returned to the employee or shredded upon the request of the employee.

G. Employee Evaluation Appeal Process

- 1. Evaluations may be appealed by submitting a grievance to the Bureau Commander.

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- a. The request for appeal must be submitted within 5 working days after being informed of the rating; and
 - b. Contain a list of those issues being appealed with a short explanation of the grounds for appealing.
2. Upon receipt of the grievance, the matter will be handled by the Bureau Commander, or sent to the Grievance Review Board (GRB) in accordance with the FOP labor agreement.
- a. The appealing employee must show a factual basis to disprove the rating;
 - b. The GRB must vote on each issue challenged and decide whether to raise, lower, or allow the rating to stand; and
 - c. Issue a written findings report to be included with the evaluation.

3.6.4 PROMOTIONS

The Department will promote the best-qualified and most capable person(s) available to fill vacant supervisory positions by means of a job-related, non-discriminatory, independent process designed to identify those persons who are best able to meet the responsibilities of a supervisor.

A. In General

1. The Department shall pursue a fair and effective promotional process that will identify and promote the most qualified personnel to positions of higher authority and responsibility.
2. The Chief of Police in accordance with City code, City personnel guidelines and current labor agreements will determine eligibility requirements for promotions. <34.1.3.a >
3. All procedures used in the promotional process shall be job related, nondiscriminatory, and in compliance with all legal, professional and administrative requirements.
4. Non-sworn promotional eligibility requirements and the promotion process will be done in accordance with the AFT labor agreement and City personnel guidelines.
5. Lateral entry at the patrolman level is described in the FOP labor agreement. Lateral entry may also be available for Lieutenants and above. <34.1.3g>
6. If officers are not available to take the promotional exams on the announced date and time due to circumstances beyond their control, they may request the Chief of Police or designee to allow them to take the exam on a different date and time. The exam will be given, when possible, prior to the posted date and time. These requests will be determined on a case by case basis. The final authority rests with the Chief of Police.

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7. Newly promoted employees will be on probation for a minimum period of 12 months. At the end of the probation period, the supervisor shall forward up the chain of command, an employee retention memo stating whether the employee has completed the promotion probation period successfully<34.1.7>

B. Specialty Assignments

1. The selection process for Sergeants and below shall be done in accordance with current FOP labor agreement.

C. Detective and Sergeant Promotional Process

1. Promotional overview - the steps in the process include:
 - a. Providing a list of study materials;
 - b. Posting notice of written test dates;
 - c. Review of written test;
 - d. Posting of written test scores;
 - e. Posting of composite scores;
 - f. Oral interview and Oral Board member requirement (See also FOP Labor Agreement);
 - g. Posting of eligibility list; and
 - h. Appeal/grievance procedure (See also FOP Labor Agreement).
2. Written Test <34.1.3b>
 - a. Testing and promotion process is for the ranks of Sergeant and Detective.
 - b. Tests should be created from job related material, specific to the position being tested. <34.1.3h>
 - c. The written tests for these positions shall be created and validated by an outside entity.
 - d. The graded tests and the resulting scores shall be made available to the applicant prior to the test review.
 - e. See FOP labor agreement for written test announcement/posting information.
 - f. For the purpose of confidentiality, each applicant will be assigned an identification number to be used when posting the applicant's test and composite score.
 - g. Human Resources will take possession of all promotional testing materials and is responsible for securing the testing materials in a locked safe located in City Hall.

3. Written Test Review

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- a. Applicants shall be given the opportunity to review the test questions in a group setting after the written test scores have been posted.
 - b. The author of the test shall provide the test administrator the necessary references to cite a specific text page and paragraph relating to each test question.
4. Oral Review Board <34.1.3d>
- a. Board members shall judge the candidate solely on the candidate's performance before the Board.
 - b. Board members shall not discuss any candidate regarding the promotion process prior to scoring.
 - c. Each candidate will be given the opportunity to address the Board at the conclusion of the interview and prior to scoring.
 - d. Board members shall score each candidate before the candidate leaves the room.
 - e. Board members shall make supporting comments in each of the three rating areas on the candidate's score sheet. (Note: The comment section of the score sheet is intended to measure the candidate's performance before the Board as well as providing the Board members a means of documentation for the scores given to the candidates).
 - f. The candidates will be judged and scored on problem solving, presentation and attitude during their interview.
 - g. In the area of problem solving, the candidates shall be graded on specific responses to problem scenarios posed by the Board.
 - 1) Board members shall determine the interview questions and appropriate responses to each question by majority agreement.
 - 2) The Chief of Police or designee shall provide each Board member with a list of interview questions and responses.
 - 3) Each Board member will make a record of the number of appropriate responses posed by the candidate and any other responses of a positive or negative nature.
 - h. In the area of problem solving, Board members should pay attention to:
 - 1) Dealing with people: Did the candidate's responses indicate he or she had the ability to get along with others? Did his/her responses indicate a consideration for the feelings and needs of others?
 - 2) Decisiveness: Did the candidate express a readiness to make a decision, render judgment, take action or commit oneself?

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- 3) Judgment: Did the candidate's responses indicate high quality decisions which were based on logical assumptions and which reflect factual information?
 - 4) Planning and Organization: Did the candidate's responses establish a course of action to accomplish specific goals and reflect proper planning of personnel assignments and appropriate use of resources?
 - 5) Problem Analysis: How well did the candidate's responses indicate an analysis of data from different sources, identification of issues, use of relevant information, identification of relationships and possible causes of problems?
- i. The Board members are also responsible for evaluating the candidate on his/her presentation during the interview setting.
- 1) Presentation: Did the candidate speak clearly? Was he/she articulate? Were his or her remarks understandable? Were his/her remarks in logical sequence? Did he/she make appropriate eye contact with the Board members while responding? Was the candidate properly attired and groomed given consideration of the setting? Did the candidate make a particular effort to make a good impression on the Board? Did the candidate give the impression he or she had prepared for the interview?
 - 2) Attitude: Does the candidate display interest, enthusiasm, confidence, sincerity and courtesy in the interview?

5. Rating Sheet Process

- a. The rating sheet is composed of three pages, two of which reflect scoring areas plus comment sections. The third sheet reflects only a scoring area.
- b. After scoring a candidate, Board members shall detach and retain the original portion of the score sheet. The remaining copies will be collected by the Board Administrator, who will separate the copies and provide the candidate with the copy reflecting only the score. The Administrator will retain the other copy for Departmental use. The score sheets shall be retained for a period of 25 months.
- c. The candidate, having received his/her copy of the score sheet, shall proceed directly to the individual designated as the tabulator where he or she will turn over the score sheet for computation. The tabulator will disregard the highest and lowest of the five scores. The three remaining scores will be totaled and averaged for the candidate's oral interview score. The tabulator will then add the candidate's oral interview score to his/her test and seniority scores. The resulting score represents the candidate's final score for this

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promotional process. The comments recorded by the members of the Oral Review Board shall, in a timely fashion, be transcribed and typed onto a separate sheet of paper. Each candidate shall receive those typed comments that are specifically applicable to them.

6. Name Selection from the Promotion List

- a. Numerical weight assigned to each eligibility requirement. The aggregate total score for each eligibility requirement is ranked highest score to lowest score. This score ranking establishes the ranked position of each officer on the final promotion list. The system for list ranking can be found in the FOP labor agreement.
- b. Time in grade eligibility requirements are found in the FOP labor agreement.
- c. The promotion list remains in effect until a new annual list is posted. See FOP labor agreement on promotions.
- d. The Chief of Police will select from the promotion list when a decision is made to fill a vacancy.
 - 1) If the officer rejects the position, the Chief will select the second ranked person on the list and so forth until the position is accepted. Any officers rejecting positions will be reconsidered when the next vacancy occurs and will maintain their ranking on the promotion list.
 - 2) The Chief may pass over the first ranked officer for articulable cause and notify the officer passed over in writing.
 - 3) Officers who have been passed over on the promotion list may appeal the promotion decision according to the procedures set forth in the FOP labor agreement.

7. Promotional Process Appeal <34.1.3e>

- a. Employees shall have the right to challenge any phase of the promotional process. Employees may file a written appeal within seven days of the completion of the promotional phase to be grieved.
- b. The challenge or appeal may ask to review any portion of the promotion process. <34.1.3f>
- c. The Chief of Police or designee will oversee and decide the disposition of any promotional testing/selections process challenges or appeals.
- d. Employees may appeal adverse decisions concerning their eligibility for appointment to promotional vacancies.

D. Lieutenant, Captain, Major and Deputy Chief Promotions

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The Chief of Police and City Manager shall determine the evaluation and selection process for candidates desiring the position of Lieutenant, Captain, Major, and Deputy Chief.

E. Non-Sworn Employee Promotions

1. All internal civilian positions, vacated and newly created, shall be filled by promotion within the Department or from other City Departments, when there are qualified applicants.
2. Positions shall be filled in accordance with hiring procedures outlined in policy 3.4 for civilian positions.
3. All AFT employee positions, newly created positions or vacated positions, must be posted internally in every Bureau for 7 days and opened to bargaining unit members to apply for the position.
 - a. AFT positions shall not be filled prior to the 7 days required for bargaining member application opportunity.
 - b. Qualified bargaining unit applicants shall be given first consideration. (Note: When 2 or more applicants possess substantially equal qualification the applicant's seniority shall prevail).
4. All City position qualifications, both AFT and non-AFT, shall count each 2 years' experience in a lesser classification as 1 year of college, and in such cases the college degree may be waived as an eligibility requirement.
5. Lateral transfer and demotions may take place without the 7-day posting notice.
6. AFT position openings that do not have any qualified AFT applicants may be filled outside the bargaining unit.
7. All full-time employees shall be eligible for promotions to a higher classification for which they are qualified, or for which a training program may be established.
8. All promoted employees shall serve a probationary period of 6 months.

Any employee who does not pass probation shall be returned to:

- a. Their former position if it is still available; or
- b. A comparable position to the previous position held within the Bureau or the Department.

F. Out of Class Pay

1. Out of class pay is defined by labor contracts and the City Personnel Code and is generally compensating an employee for work in a higher

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pay class when temporarily assigned to fill a vacancy or absence of the person in the higher job class.

2. An employee may request out of class pay, or any supervisor in the chain of command for that position may request out of class pay.
3. Employee eligibility
 - a. When FOP bargaining unit members perform duties of a higher classification for a period of time greater than fifteen consecutive workdays, the employee shall be eligible for out of class pay. See the current FOP contract for details.
 - b. When AFT bargaining unit members perform duties of a higher classification for a period of time greater than ten consecutive workdays, the employee shall be eligible for out of class pay. See the current AFT contract for details.
 - c. When management level employees perform duties of a higher classification for a period of time greater than fifteen consecutive workdays, the employee shall be eligible for out of class pay. See city code for details.
4. The Department will not pay a non-sworn employee out of class pay at a sworn officer's rate of pay because a police officer's duties always include law enforcement powers. (In those cases, the Department will base the comparison on the non-sworn job classification most nearly fitting the position).

5. Submitting the Request

The supervisor shall forward a memorandum through their chain of command outlining the need to have the employee temporarily assigned to a higher classification and requesting out of class pay.

6. Bureau Commander's Approval Process

- a. If the Bureau Commander recommends out of class pay:
 - 1) Complete a financial impact statement, include it with the recommendation and forward them to the Chief ; and
 - 2) If the Chief or designee concurs with the recommendation for out of class pay, the Chief's Office shall forward the recommendation to the fiscal unit for completion of all forms required by Human Resources.
- b. If the Bureau Commander denies the out of class pay, he/she shall notify the employee and relevant supervisors.

7. Employee's right to grieve: The employee has the right to follow the

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appropriate grievance process if the request is denied.

G. Reclassification

1. Reclassification is the process of changing the job class of an employment position. This can be a change to a higher job class or to a lower job class.
2. An employee may request reclassification for the position they currently hold, or any supervisor in the chain of command for that position may request reclassification.
3. How to Prepare the Reclassification
 - a. Reclassification shall be based on the position description as provided by the Human Resources Department.
 - b. The position descriptions for the current job and the requested job shall both be evaluated.
 - c. The evaluation shall consider each job function in the position description in question.
 - d. The employee in the position and the employee's immediate supervisor shall complete the evaluation jointly.
 - e. The evaluation documentation shall include any points not agreed upon by the employee and the supervisor.
4. Submitting the Request
 - a. The supervisor shall forward the results through the chain of command with a written recommendation on the request.
 - b. Each level up through the Bureau Commander shall consider the accuracy of the evaluation and make a written recommendation.
5. Bureau Commander's Approval Process
 - a. If the Bureau Commander approves the reclassification:
 - 1) A financial impact statement shall be completed and included in the recommendation forwarded to the Chief's Office.
 - 2) If the Chief or his designee concurs with the recommendation to reclassify, the Chief's Office will forward the recommendation to Human Resources requesting approval for reclassification. This request shall include all forms completed by the fiscal unit required for approval by Human Resources.
 - b. If the Bureau Commander denies the reclassification request, the Bureau Commander shall notify the employee and relevant supervisors.

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6. Employee's right to appeal

The employee has the right to follow the appropriate grievance process if the request is denied.

3.6.5 DEPARTMENT AWARDS

Department awards are intended to give special recognition to employees who distinguish themselves through outstanding service.

A. Awards will be presented at planned ceremonies.

B. The Chief of Police may recommend employees for awards offered by organizations outside the Department.

C. Nominations

1. Any employee of the Department is eligible to receive a Department award.
2. Any employee of the Department is eligible to nominate another employee for a commendation. It is essential that all levels of the Department; command, supervision, and line ensure that significant acts are promptly and properly recognized and reported.
3. Must be submitted via the Chain of Command to the nominee's Bureau Commander using the proper form and attachments. The nomination will be reviewed by the Bureau Commander for consideration to forward to the Awards Committee.
4. Written commendations originating from outside the Department shall be reviewed by the commended employee's Bureau Commander.

D. Sworn Officer Awards

1. Medal of Valor – This is the Department's highest award and may be given to officers who distinguish themselves by extraordinary bravery or heroism when all of the following exists:
 - a. The act was above and beyond the normal call of duty;
 - b. The risk to life actually existed and the officer had sufficient time to consciously evaluate the situation;
 - c. The objective was of sufficient importance to justify the risk; and
 - d. The officer accomplished the objective, or attempted to do so and was prevented from doing so by incurring a disabling injury or death, or by other circumstances beyond the officer's control.

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2. Posthumous Medal of Valor – This award may be awarded to the family of any officer who is killed in the line of duty and who meets the criteria used for Medal of Valor and Medal of Merit.
3. Medal of Merit – This is the Department’s second highest award and may be given to officers who distinguish themselves by bravery or heroism, or by exceptional behavior, when one or more of the following exists:
 - a. The act saved the life of another person, with a degree of danger to the officer not amounting to great physical danger;
 - b. The risk to life or great physical danger actually existed, but the officer was not aware of the danger or did not have sufficient time to fully and consciously evaluate the situation; and/or
 - c. An officer, who by exemplary conduct and demeanor during an extraordinarily hazardous situation, resolves the situation without death to others, without injury or with substantially reduced injuries other persons beyond what may otherwise have been reasonably expected to occur.
4. Distinguished Service Bar – This is the Department’s third highest award and may be awarded to officers who distinguish themselves by:
 - a. Performing exceptional service in a duty of great responsibility or of critical importance to law enforcement, or
 - b. An exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of the Department.
 - c. Long and faithful service is not a category for purposes of this award.
5. Commendation Bar – This is the Department’s fourth highest award and may be awarded to officers for any of the following:
 - a. Unusual attention to duty;
 - b. Performance of the assigned functions in an unusually effective manner; or
 - c. For use of exemplary initiative in performing an outstanding police action.
6. E-Day Award - An E-Day is an extra day off with pay and may be given to an officer in lieu of another form of award for the following:
 - a. For the apprehension of an individual committing a burglary or armed robbery which was not the result of a call or assignment.
 - b. For actively recruiting candidates for employment as police officers and who successfully complete the Recruit Academy and/or

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become certified TPD Officers. Officers must meet the following criteria to receive an E-Day.

- 1) Must submit a memo to the Recruiting Officer prior to the applicant's taking the POPAT/Written Exam. The memo must contain the following information:
 - a) State the officer's relationship to the candidate (co-worker, neighbor, friend, etc.); and
 - b) Give information about the candidate (work experience, hobbies, education, personal character, etc.)
 - 2) The officer may be asked to discuss, in further detail, any information discovered during the initial background investigation at a later date.
 - 3) The Recruiting Officer shall maintain the Officer Recommendation memo in the applicant's file until the applicant has completed the Recruit Academy. He or she will then submit it to the Awards Committee for processing and approval of the E-Day Award.
 - 4) The prospective candidate cannot:
 - a) Be an immediate family member (as defined by FOP contract) of any TPD officer to include past or present;
 - b) Be a student of a TPD officer who has instructed the candidate at the college level;
 - c) Be a current non-sworn employee, intern, cadet, citizen's academy attendee or volunteer; or
 - d) Be a contact made at any organized recruiting event (job fair).
 - 5) Officers will attach the "E-Day Award" form to their Time Away From Work request when they use their E-Day.
7. Canine Award – A certificate of commendation may be awarded to a Department canine for:
- a. Performance of duty in an exceptional manner;
 - b. Actions that saved human life/prevented serious injury; or
 - c. Actions that directly contributed to the apprehension of suspect.
8. Awards - Each of the above awards will be:
- a. Issued by the Awards Committee, including E-Days;
 - b. Presented at the appropriate ceremony, or other venue;
 - c. Accompanied by certificates of appreciation;

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- d. Worn on the uniform shirt above the nametag, ½ inch above and centered over the name plate; and
- e. Worn with the higher awards to the wearer's right.

E. Civilian Employee Awards

1. A Certificate of Commendation may be awarded to civilian employees who distinguish themselves by:
 - a. Performing exceptional service in a duty of great responsibility, or of critical importance to law enforcement;
 - b. Exceptional performance of duty clearly above what is normally expected, which has contributed materially to the success of the Department;
 - c. Faithful cooperation/contribution to the agency; and
 - d. Length of service alone should not be considered for any award.
2. Letter of Commendation - This may be awarded to civilian employees for any of the following:
 - a. Unusual attention to duty or assignment;
 - b. Performance of the assigned functions in an unusually effective manner; or
 - c. For use of exemplary initiative in performing an outstanding Department-related function.

F. Department Excellence in Community Service Award

The Department Excellence in Community Service Award is designed to provide an award for non-traditional police actions in the area of community service. All employees, civilian volunteers and Police Chaplains may be eligible for this award.

1. Eligibility Requirements

Employees and volunteers who perform outstanding Department related community service which was:

- a. Performed toward the community;
- b. Significant in nature and produced tangible results;
- c. Reflected favorably on the Department and the City of Topeka; and
- d. Of a sustained and direct nature with qualifying volunteer groups as outlined by the Department.

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2. Description of excellent community service - Minimal requirements will be left up to the Awards Committee. However, service performance must be:
 - a. Of a sustained long term nature; or
 - b. Significant enough to bring attention to the situation, actions taken by the employee or the results achieved.

G. Civilian Employee/Officer of the Year

1. Each year the Chairperson of the Awards Committee will request nominations for the Civilian Employee and Officer of the Year awards.
2. Selection criteria are as follows:
 - a. Personal integrity;
 - b. Demonstrated leadership and team orientation;
 - c. Initiative, self-starter, originates action and new ideas;
 - d. Displays sound judgment, or sound opinions;
 - e. Dependability and consistency in work performance;
 - f. Maintains high professional standards;
 - g. Dedication to and active in public service;
 - h. Performs public activities on personal time;
 - i. Consistently outstanding performance of duties; or
 - j. Special acts of heroism or going above and beyond the call of duty.
3. All nominations should be forwarded to the employees Bureau Commander in writing and include the reasons why the civilian employee deserves recognition. Bureau Commanders will review the nomination for consideration to forward to the Committee.
4. The Committee will review all nominations received and select the recipient for Civilian Employee and Officer of the Year.
5. Committee members may make nominations but they must be forwarded through the chain of command as described above.

H. The Challenge Coin may be awarded to persons as indicated below:

1. For sworn employees for exceptional achievement and initiative in reducing crime and/or improving the quality of life for Topeka citizens.
2. To civilian employees for their contributions to the overall success of the Department's mission.
3. It may also be given on a limited basis to:
 - a. VIPS;
 - b. Employees upon their promotion or retirement; or

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- c. Any Department visitors who contribute to the overall success of the Department in a tangible, measurable way (CALEA assessors, Promotion Board members, etc.).
 - 4. The Chief of Police may award or authorize these to employees as outlined.
 - I. City of Topeka Awards
 - 1. The City Employee of the Month Award is determined by a citywide process.
 - a. Nominations may be made for the following reasons:
 - 1) Any special acts, contributions, achievements or gestures made by an employee that would be considered above and beyond the call of duty;
 - 2) How the employee inspires others;
 - 3) Consistently excellent job performance;
 - 4) Special commendations or praise received from others, such as the public, co-workers, supervisor, etc.;
 - 5) Unique ability in dealing with the public;
 - 6) Long-term value to the City; and/or
 - 7) Employee's attitude or display of pride in his/her performance.
 - b. Nomination for this award will be accepted by completing an Employee of the Month Award form and forwarding it through the Chain of Command, where it will ultimately be forwarded to City Hall.
 - c. Nominations will be reviewed and a final selection made by a committee of retired City employees.
 - d. Further questions on procedure should be addressed to Human Resources.
 - 2. Special Certificates of Commendation may be issued through the Mayor's office.
- J. Department Awards Committee
 - 1. The Chairperson shall convene the Committee.
 - 2. The Committee shall be responsible for:
 - a. Evaluating nominations received from the bureau commanders recommending any Departmental award or commendation for any employee;
 - b. Interviewing witnesses and participants to incidents;

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- c. Preparing a report of their findings; and
 - d. Forwarding to the Chief of Police a recommendation for the level of award to be made, if any.
- 3. The Committee shall forward a copy of the award certificate, including the applicable case number when available, to the Chief's Office for inclusion in the employee's personnel file.
- 4. E-Day Award Processing:
 - a. The Committee shall complete an "E-Day Award" form for each E-Day awarded to an officer;
 - b. The Chief of Police will approve and forward the form to the officer's Bureau Commander, who also signs the E-Day Award form; and
 - c. The Bureau Commander shall give the original to the officer and a copy to the accountant.