

AWARDS POLICY

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AWARDS (NORFOLK)

Owning Department: Norfolk Executive Services

Department SPOC: Staff Officer to Chief Constable

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Legal Basis

Legislation specific to the subject of this policy document:

- None identified

Other relevant legislation which you must check this document against (required by law)

- Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)
- Equality Act 2010
- General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Freedom Of Information Act 2000

Other documentation which you must check this document against:

- College of Policing – Code of Ethics
- Norfolk and Suffolk Constabularies' Standards of Professional Behaviour
- College of Policing – Authorised Professional Practice

1. Our policy

- 1.1 The purpose of this policy is to outline how Norfolk Constabulary (the Constabulary) formally recognises actions that are above and beyond the call of duty.

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- 1.2 It gives details on the process and eligibility for awarding the different medals, awards and commendations and the ceremonies that celebrate these achievements.
- 1.3 The Constabulary is committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. Unless we have expressly stated that a policy is contractual (police staff), all our policies and procedures are non-contractual. We can change them at any time following consultation with UNISON and/or Federation as applicable. Our policies may also be periodically updated to reflect changes in legislation and police regulations.
- 1.4 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Executive Services Department in conjunction with the Central Policy Unit.
- 1.5 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.

2. Introduction

- 2.1 The Constabulary is committed to recognising and encouraging exemplary work, acts of bravery, excellence in performance and public assistance in the execution of duty.
- 2.2 This policy details the formal awards that are open to police officers, police staff, members of the Special Constabulary, volunteers and members of the public to recognise accomplishment above and beyond routine performance expected.
- 2.3 This policy does not detail the running, organising, catering provision or administration of an awards ceremony. The procedures for this are available on request from Executive Services.

3. Applicability

- 3.1 This policy applies to:
 - Police officers
 - Police Staff
 - Members of the Special Constabulary
 - Police Staff Volunteers

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AWARDS AND COMMENDATIONS

4. Chief Constable's Awards

4.1 All police officers, police staff, members of the Special Constabulary and volunteers are eligible to be nominated for recognition from the Chief Constable. Awards include:

- Chief Constable's Commendation
- Chief Constable's Certificate of Merit
- First Class Awards

4.2 Nominations can be made by completing the GWR1 nomination form.

4.3 Further details of the full recognition framework, which includes Chief Constable's Awards, can be found in the Recognition & Reward policy.

5. Judge's Commendation

5.1 All police officers, police staff and members of the Special Constabulary are eligible for this award.

5.2 A Judge's Commendation can be awarded at the discretion of a Judge when an individual has completed a particularly good piece of work in relation to an investigation of a case before the court. A Judge's Commendation may be used as the basis for recommending another recognition award.

5.3 Nominations for a Judge's Commendation will be provided by court officials during the court case. Court officials will prepare a certificate and forward it to Executive Services, and it will be presented to the individual at a Commendation Award Ceremony.

6. Coroner's Commendation

6.1 All police officers, police staff and members of the Special Constabulary are eligible for this award.

6.2 A Coroner's Commendation can be awarded at the discretion of a Coroner when an individual has completed a particularly good piece of work in relation to an investigation of a case before the court. A Coroner's Commendation may be used as the basis for recommending another recognition award.

6.3 Nomination for a Coroner's Commendation will be provided by the Coroner's Officers during the inquest. The Coroner's Office will pass on the verbal commendation and Executive Services will prepare a certificate, which the individual will receive at a Commendation Award Ceremony.

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7. Society for the Protection of Life from Fire Awards

- 7.1 All police officers, police staff, members of the Special Constabulary and members of the public are eligible for this award.
- 7.2 The aim of the Society for the Protection of Life from Fire (SPLF) is to recognise acts of bravery by people who put themselves at risk whilst rescuing someone else from fire.
- 7.3 The person nominated for an award must have exposed themselves to the hazard of fire and smoke while attempting to rescue one or more people. Examples include entering a burning building, freeing someone from a burning vehicle and extinguishing someone's burning clothing.
- 7.4 The trustees of the SPLF do not normally make awards to the following individuals:
- A close relative of a victim, but an exception would be made for meritorious action by a child or grandparent.
 - Someone nominated for another award, such as the King's Commendation for Gallantry or the Carnegie Hero Fund Trust.
 - A serving fire officer, unless the action was above and beyond what is expected in the normal course of duty or they were off duty at the time of the incident.
 - A serving police officer, unless:
 - their action was above and beyond what is expected in the normal course of their duty; or
 - they were off duty at the time of the incident.
- 7.5 The SPLF's awards are normally in the form of a framed certificate testifying to "distinguished conduct while engaged in the rescue of life from fire", however, in especially meritorious cases, the society will award a bronze medal bearing the description "Duty and Honour".
- 7.6 Nominations must be made by line managers/supervisors by completing the GWR1 form, ensuring the appropriate authorisation is given on the form. The forms must then be submitted to Executive Services for checking before onward submission to the SPLF.
- 7.7 The candidate will receive notification of the outcome of the nomination in writing. If successful, the individual will receive a certificate at the Commendation Award Ceremony.

8. Royal Humane Society Awards

- 8.1 All police officers, police staff, members of the Special Constabulary and members of the public are eligible for these awards.

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- 8.2 The Royal Humane Society (RHS) awards acts of bravery in saving or attempting to save human life involving various degrees of risk and for restoring life when breathing has stopped.
- 8.3 Bravery awards consist of a Silver or Bronze medal, a Testimonial on Vellum or Parchment, and a Certificate of Commendation. The posthumous award for bravery is an "In Memoriam" and the award for resuscitation is a "Resuscitation Certificate". There is also an RHS Police Medal for the most meritorious case of the year involving a police officer. RHS awards may be made in addition to other Force awards.
- 8.4 Rescues or resuscitations by close relatives are not generally eligible, but may be considered as exceptions. The saving of a life is not in itself sufficient to merit a bravery award – some degree of risk to the saver must be shown. Cases may occur in which the saver has been in some way at fault or unwise, and helped to cause the dangerous situation. The RHS will assess such cases on the degree of risk and bravery, taking all circumstances into account.
- 8.5 To be considered for an award, reports on incidents should be initiated within six months for incidents in the United Kingdom and eighteen months for the rest of the world.
- 8.6 Full details of the award types and nomination criteria are available from Royal Humane Society website.
- 8.7 Nominations can be made by completing the GWR1 form, ensuring the appropriate authorisation is given, and returning to the Norfolk Executive for checking before onward submission to the RHS.
- 8.8 The candidate will receive notification of the outcome of the nomination in writing. If successful, the individual will receive a certificate at an Award Ceremony.

9. Humanitarian Medal

- 9.1 The Humanitarian Medal will be principally aimed at those individuals who are directly involved in crisis response on the 'frontline', in circumstances which have direct contact in helping or saving people and in particular where there is a level of personal risk or exposure in hazardous circumstances. The description of the medal has been kept broad in order to provide scope for the Medal to be utilised in a range of scenarios.
- 9.2 The Humanitarian Medal will be awarded to those in public service and members of organisations that contribute on behalf of HM Government, such as charities, which respond in support of human welfare during or in the aftermath of a crisis - for example, in combating a life-threatening crisis; providing disaster relief or aid provision; whether in hazardous circumstances such as conflict zones or otherwise; both in the UK and internationally.

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9.3 More information can be found here: *The Humanitarian Medal - GOV.UK* (www.gov.uk) or by contacting the Force Executive office.

10. Gallantry Awards

10.1 All police officers, police staff and members of the Special Constabulary are eligible for this award.

10.2 Civilian gallantry awards recognise the bravery of people who have put themselves in danger to save (or attempt to save) someone's life. Recommendations are judged on:

- degree of risk
- how aware the nominee was of the danger
- persistence

10.3 The incident must have taken place in the last five years. You can recommend someone after they have died – they will get a posthumous award. They do not have to be British (except for the George Cross award).

10.4 An officer, staff member or member of the Special Constabulary can be recommended for the:

- George Cross (a first-level civilian medal for bravery, for acts of great heroism and courage in extreme danger)
- George Medal (a second-level civilian medal for bravery, for acts of great bravery)
- King's Gallantry Medal (a third-level civilian medal for bravery, for inspiring acts of bravery)
- King's Commendation for Bravery/Bravery in the Air (a fourth-level civilian medal for bravery, for acts which involve risk to life)

10.5 Full details of the award types and nomination criteria are available from Government website: Honours and Awards.

10.6 Nominations must be made by email to the nominee's Chief Superintendent, ensuring appropriate authorisation is given, and returning to the Norfolk Executive Services team for checking before onward submission.

11. Elizabeth Emblem

11.1 All police officers, police staff and members of the Special Constabulary are eligible for this award.

11.2 This commemorative emblem is awarded as a mark of recognition to the next of kin of those who lost their lives in the course of undertaking eligible public service.

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11.3 The death of the person to be commemorated shall have been directly attributable to the public service in question. This will include:

- Where the death occurred as a direct result of action being taken in the course of public service;
- Where the person to be commemorated has been targeted as a result of their public service role or action, whether on or off duty;
- Where the person to be commemorated has died as a result of an operational call out, whether routine or emergency, if responding to the call resulted in their death; and,
- Where the person to be commemorated died as a result of acting to assist in an emergency situation for which they were trained, even if formally not on duty at the time.

11.4 Those undertaking eligible public service may be drawn from any nationality. (If the deceased was not a British citizen, the granting of this award will be subject to the agreement of the state for which the deceased held citizenship.)

11.5 Full details of the nomination criteria can be found on the Government website: The Elizabeth Emblem - application guidance and eligibility.

11.6 Nominations must be made by email to the nominee's Chief Superintendent, ensuring appropriate authorisation is given, and returning to the Norfolk Executive Services team for checking before onward submission.

LONG SERVICE

12. Police Officers

12.1 The Police Long Service and Good Conduct Medal (PLSGCM) is awarded to police officers who have completed 20 years' pensionable or approved service and have been certified as being of very good character and conduct.

12.2 Police Officers who have completed 20 years' service will be eligible to receive a Long Service Award. This can include an aggregate of service with other police forces or in the MOD police service, regardless of any gap between services*. Officers attaining 30 years' and 40 years' service will be eligible for an additional 'bar'. Previous service as a member of staff with Norfolk Constabulary or any other police force does not count for the purposes of this award.

**where a delay between services is unavoidable, e.g. obtaining vetting clearance. Any cases of doubt will be at the discretion of the Chief Constable.*

12.3 For service abroad to be pensionable the police officer must have been seconded there under the Police (Overseas) Service Act 1945 or the

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International Development Act 2002. An officer will only become eligible for the medal on their return to work for Norfolk Constabulary.

12.4 Maternity, paternity or shared parental leave will count towards length of service providing the period of leave is pensionable, e.g. as defined in the Police Pensions (Amendment) Regulations 2004.

12.5 Pensionable and approved service for eligibility does not include:

- Police Cadet service.
- RAF, Army, Navy and Specials.

12.6 Any period taken as a career break will not count towards length of service. However, if an officer is engaged by the Constabulary at the end of their career break, their period of employment before and after the career break will be aggregated to count as reckonable and continuous service.

12.7 Every case will be dealt with on its own merits and part of the consideration will be the discipline record and general performance of an officer. Executive Services will gather the information in liaison with Professional Standards and the officer's District Commander/Head of Department.

12.8 As of 11th March 2022, 30 years and 40 years' service will also be recognised, with new long service clasps being issued which will be worn on the ribbon of the existing 20 year medal. Qualifying officers will be presented with their clasp and certificate. These clasps are for service as warranted officers only. Services as PCSO, Specials or Police Staff cannot be transferred to count towards the 30/40 years qualifying service.

12.9 If an officer is subject to a live formal disciplinary warning or formal written improvement notice under the Unsatisfactory Performance Procedures (UPP), the granting of the medal / clasps will be deferred until the officer has no such warning or written improvement notice in place. In considering the merit of cases, a major factor will be the seriousness of any discipline offences and their potential to have damaged the reputation of the Constabulary. Normally an officer with a criminal conviction (with the exception of minor motoring offences), sustained whilst in service, will not receive a medal.

12.10 If an officer is currently subject to a criminal or formal conduct investigation or is due to attend a meeting/hearing under UPP, a decision on the awarding of a medal / clasps will usually be deferred until the outcome of the matter is known.

12.11 The period between a formal discipline outcome and the subsequent expiry of a disciplinary warning (similarly the validity period of a written improvement notice under UPP) will not count towards the 20/30/40 years' reckonable service. All such cases will be assessed on their own merits by the Chief Constable, and a decision made in consultation with the Federation.

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12.12 The HR department will identify eligible candidates and refer the matter to the Chief Constable's Staff Officer for consideration. If a medal / clasp is not recommended, the officer concerned will be informed of this in writing with reasons given. Personal representations can be made by the unsuccessful officer to the Chief Constable to review the recommendation. The PLSGCM is subject to forfeiture as outlined at section 17 of this policy.

12.13 Executive Services will order medals / clasps upon confirmation of recommendation and will make all other arrangements for the ceremony.

13. Special Constabulary

13.1 The Special Constabulary Long Service Medal (SCLSM) is made to members of the Special Constabulary after nine years' service, and thereafter a bar will be awarded for each five years' additional service.

14. Police Staff

14.1 Police Staff who have completed 20 years' and 30 years' service will be eligible to receive a Long Service Award. This can include an aggregate of service with other police forces or in the MOD police service, regardless of any gap between services*. This includes service as a police officer. Staff qualifying for the 30 years' service award will be presented with a certificate.

**where a delay between services is unavoidable, e.g. obtaining vetting clearance. Any cases of doubt will be at the discretion of the Chief Constable.*

14.2 Maternity, paternity or shared parental leave will count towards length of service.

14.3 Any period taken as a career break will not count towards length of service. However, if a staff member takes up employment again with the Constabulary at the end of their career break, their period of employment before and after the career break will be aggregated to count as reckonable and continuous service.

14.4 Every case will be dealt with on its own merits and part of the consideration will be the discipline record and general performance of a member of police staff. Executive Services will gather the information in liaison with Professional Standards and the staff member's District Commander/Head of Department.

14.5 The HR department will identify eligible candidates and refer the matter to the Chief Constable's Staff Officer for consideration. Executive Services will prepare certificates for police staff and will make all other arrangements for the ceremony.

15. Police Cadet Leaders

15.1 Police Cadet Leaders who have given ten years' service will be awarded a trophy and certificate. The Special Constabulary and the Police Support

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Volunteers Team will provide the details of eligible officers/staff to Executive Services.

16. Exceptional Long Service

16.1 An Exceptional Long Service Award will be presented to individuals who have completed 45 years' cumulative service, in any police service. This can include combined service as a police officer/police staff or service with other police forces or police cadet service.

16.2 Nominees must self-nominate via their Line Manager/Supervisor to Executive Services, who will then confirm that they are eligible by requesting confirmation from HR and refer the matter to the Chief Constable's Staff Officer for consideration. Executive Services will prepare certificates and will make all other arrangements for the ceremony.

AWARDS PROCESS

17. Award ceremonies

17.1 Award winners will receive certificates at one of the regular awards ceremonies arranged by Executive Services.

17.2 Details of the award will be published through the various internal and external communications platforms and entered onto the successful individuals' personal files.

17.3 In addition to the regular awards ceremonies arranged by Executive Services, Norfolk Constabulary will recognise the outstanding work of Police Officers, Staff and Volunteers at the annual Exceptional Policing Awards.

18. Wearing of decorations/medals

18.1 Medal ribbons will be attached to tunics where issued/loaned via the Stores Unit at OCC. They are not to be worn on fleeces or as tiepins.

18.2 The wearing of medals will be restricted to royal visits (where police form a Guard of Honour or are brought into contact with royalty) and when taking part in processions where members of other services are present and wearing medals. Officers not taking part in processions, but who perform duty in connection with it, will not wear medals.

18.3 Decorations and medals authorised by the Sovereign are worn on the left breast; other decorations and medals should be worn on the right breast. No row should contain fewer ribbons than the row above.

19. Forfeiture of honours

19.1 The following awards can be forfeited:

- The Queen's Police Medal.

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- The King's Police Medal.
- The Police Long Service and Good Conduct Medal.
- The Special Constabulary Long Service Medal.
- Any award made to an officer on the recommendation of the Secretary of State.

19.2 The Royal Warrant for the PLSGCM gives the Home Secretary the power on behalf of the King to cancel or annul the award; this is done through the forfeiture committee which then makes the recommendation to the King through the Prime Minister. Forfeiture must be considered under the following grounds:

- **Criminal Conviction:** Forfeiture will be considered if the holder has been found guilty of a criminal offence and sentenced to a substantial period of imprisonment (typically three months or more), unless the offence is not considered disgraceful.
- **Gross Misconduct:** The medal can also be forfeited following a serious disciplinary sanction under appropriate internal disciplinary procedures.
- **Bringing the Honours System into Disrepute:** Any other behaviour deemed to bring the broader UK honours system into disrepute can lead to forfeiture.

19.3 The above will include retired officers and officers who have been dismissed or convicted of any disreputable offence. Forces will notify the Home Office of any such cases to be reviewed by the Forfeiture committee.

19.4 Any information coming to the attention of officers or staff, which may justify forfeiture of an award, must be reported to the Chief Constable's Staff Officer.