



SUBJECT: Department Awards

TO: Members of the Department

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19.1 CITATIONS AND RECOGNITION FOR PROMOTION

Outstanding service and extraordinary actions shall be recognized by the department with appropriate awards. This section provides guidance and direction concerning the process of awarding citations to members and citizens. Additionally, the department honors recently promoted members and members with 30 years of service and more at recognition ceremonies.

19.1.1. REQUEST FOR CITATION

- A. Commanders shall prepare requests for citations for members of their command, officers of other agencies, and private citizens who they believe have performed acts that deserve recognition. Award nominations shall detail the individual actions of each person named in the request and recommend the appropriate award for which each individual qualifies.
- B. Award nominations shall be reviewed and commented on by the work site commander and the appropriate district/division commander.
- C. A request for a citation shall be made to the district or division commander using a Request for Citation form DIR-082.
- D. The District/Division Award Review Panel shall review each recommendation and determine appropriate action.
 - (1) Citation requests may be returned to the originating commander for further investigation, for inclusion of other personnel, or for other revisions.
 - (2) If the case involves court disposition, it shall not affect the request for citation except when the case was dismissed as a result of an improper search and seizure, interrogation, etc.
- E. If the District/Division Award Review Panel determines the actions of the member warrant a citation requiring Board of Award approval as outlined in Section 19.1.2.A of this Order, the panel shall forward the DIR-082 and supporting documentation to the Board of Awards via the Public Affairs Section/Office of the Director for final determination.
- F. If the District/Division Award Review Panel issues an award, as outlined in Section 19.1.2.B of this Order, they shall complete the applicable citation for presentation as described in Section 19.1.5.
 - (1) The District/Division Award Review Panel shall forward a copy of the completed DIR-082 and citation to the Public Affairs Section/Office of the Director for record purposes.
 - (2) The Public Affairs Section/Office of the Director shall record the award information and forward the documents to the Human Resources Division for inclusion in the member's personnel file.
- G. A request for citation shall be submitted no later than 90 days following final disposition of the case in which the acts were performed.

19.1.2. TYPES OF CITATIONS AWARDED

A. Citations Requiring Board of Awards Approval

(1) Citation for Valor, DIR-072

The Citation for Valor is the highest award obtainable by a department member. It is awarded only in exceptional cases when a member risks his or her life in performing a hazardous duty. The act shall be of such an extraordinary nature that the exposure to peril is above and beyond the call of duty.

(2) Citation for Bravery, DIR-071

The Citation for Bravery is awarded when a member knowingly performs an act in the line of duty which endangers or exposes him or herself to serious injury and when, because of the nature of the action, a life may be saved, a serious crime prevented, or a person arrested who has committed a serious crime. Incidents that force a member to act in self-preservation without the benefit of thought or preparation will not normally support a nomination for a Bravery Award.

(3) Citation for Meritorious Service, DIR-070

The Citation for Meritorious Service is awarded for service rendered in the line of duty when a member, because of diligence and perseverance, performs difficult tasks under unusual circumstances and goes beyond that which is normally expected of most members where crime is prevented, life and property is protected, or criminals are apprehended.

(4) Citation for Distinguished Service, DIR-076

The Citation for Distinguished Service is awarded to a member who demonstrates extraordinary effort through diligence and perseverance and performs activities beyond what are normally expected outside of crime prevention, life and property protection, or criminal apprehension. Activities to be considered include, but are not limited to, unique and complex staff assignments and special assignments that are especially challenging or which require extraordinary effort and represent a significant contribution to the department's vision.

(5) Lifesaving Citation, DIR-075

- a. The Lifesaving Citation is awarded to a member who, through his or her direct actions, saves a life. Lifesaving actions are not limited to learned life-supporting processes such as mouth-to-mouth resuscitation, cardiopulmonary resuscitation (CPR), rendering aid to choking victims, or controlling severe bleeding.

Actions that do not directly involve the use of first-aid techniques, but that preserve a life in imminent peril shall also be considered for the lifesaving award (e.g., rescuing an occupant from a burning vehicle).

- b. The citation is awarded only if the victim survives for a minimum of 24 hours after the incident. Documentation from an attending physician should be included with the nomination only when it will assist the board in determining that the methods applied contributed significantly to the saving of a life, or that the person lived for the required period of time.
- c. This citation shall not prevent the issuance of an award for valor, bravery, or meritorious service if circumstances warrant.
- d. When the lifesaving effort is significant but the victim does not survive, the professional excellence award may be appropriate.

B. Citations Awarded by the District/Division Award Review Panel

(1) Citation for Professional Excellence, DIR-074

a. Department Members

The Citation for Professional Excellence is awarded for service rendered by a member which does not come within the five above classifications, but which the Award Review Panel wishes to formally recognize as an act of outstanding service.

b. Non-Department Persons

When a non-department person plays an integral role in assisting the department, acting in their official capacity as an employee of another employer, the name of the non-department person shall be brought to the attention of the District/Division Award Review Panel on a Request for Citation, DIR-082.

(2) Unit Citation, DIR-077

a. The Unit Citation may be awarded to the collective members of a work site in order to recognize the efforts and contribution of its members in criminal investigations, traffic enforcement, or community service.

b. A request for a Unit Citation is made to the district or division commander in a memorandum detailing the collective efforts and contributions of members of a work site.

(3) Distinguished Citizen Award, DIR-078

A Distinguished Citizen Award may be awarded to a citizen of any age who assists members of the department in any way that tends to physically endanger the citizen. This includes actions by citizens that are instrumental in the apprehension of a criminal and for extraordinary actions taken to protect life or property. All members of the department are urged to submit any significant incident involving the assistance of a citizen for consideration.

C. Citations Awarded by the Director

(1) Director's Commendation, DIR-079

The Director's Commendation is a citation given at the discretion of the Director to a member who is deserving of special recognition for services rendered to the department. The Board of Awards does not have jurisdiction over this citation.

(2) Memorial Citation, DIR-073 / DIR-073A

The Memorial Citation is presented to an immediate family member (i.e., the spouse, parent, brother, or sister) of a member who loses their life in the line of duty in situations where the requirements for the Valor or Bravery awards are not met. The Board of Awards does not have jurisdiction over this citation.

(3) Distinguished Partner Award, DIR-085

The Distinguished Partner Award may be awarded, at the discretion of the Director, to a non-department member or outside agency in special recognition for services rendered or support to the department. The Board of Awards does not have jurisdiction over this citation.

(4) Cpl. Samuel A. Mapes Criminal Patrol and Investigation Citation, DIR-086

The Samuel A. Mapes Citation is awarded annually by the Director in conjunction with the Field Services Bureau Commander to recognize those members who excel in patrol generated felony arrests by looking "past the stop" and for criminal investigations which result in crimes closed by a felony arrest.

- a. This annual recognition will be awarded to the top five percent of troopers in each district (and at least one trooper from each post) based on the total number of cases during a calendar year utilizing the following criteria:
 - i. Patrol generated felony arrests
 - ii. Investigative felony arrests
 - iii. Significant seizures of cash, property, or narcotics where the suspect would have been arrested for a felony but is turned over to another agency to further an investigation or for federal prosecution.
 - iv. Felony investigations, when exceptionally cleared due to a prosecutor's decision or death of the suspect. Work site commanders can recommend for consideration significant felony cases which would have normally resulted in an arrest but were exceptionally cleared due to factors out of the officer's control.
- b. The following cases/arrests will not be considered for this award:
 - i. Felony warrant arrests not resulting from the officer's investigation.
 - ii. Felony fugitive arrests.
 - iii. Felony response to resistance.

D. Recognition Awarded by Work Site Commanders

(1) Letters of Commendation

a. From Within the Department

Letters of Commendation are not precluded by this Order, but are instead encouraged in every instance where a commander perceives merit. Such a letter shall not preclude submission of a Request for Citation, nor would denial of an award by the Board of Awards preclude such a letter.

b. From Outside the Department

A copy of each Letter of Commendation received from outside the department may be forwarded to the Human Resources Division for retention in the member's personnel file.

(2) Certificate of Appreciation, DIR-080

- a. A Certificate of Appreciation may be presented to department members for circumstances not outlined above and may be in the form of a certificate or a letter, depending on the merits of the circumstances.
- b. District, division, post, or section commanders may sign and award a Certificate of Appreciation, DIR-080, in recognition of contributions made to the department by non-department members.

E. Posthumous Awards

- (1) In the event a member of the department is killed in the line of duty, it shall be the duty of the supervising district or division commander to prepare and submit the Request for Citation, DIR-082.
- (2) Posthumous awards shall meet the criteria required for awards under Section 19.1 of this Order.

19.1.3. APPEARANCE OF MEDALS AND RIBBONS AWARDED

A. The below described medals and/or ribbons shall be issued to each member who receives a citation.

(1) Medal for Valor

- a. The Medal for Valor consists of a gold medal with a red, white, and blue ribbon. Members awarded this citation shall also receive a red, white, and blue ribbon for display on the uniform.
- b. A medal and citation shall be issued to members earning second and subsequent valor awards. No additional ribbon shall be issued.

(2) Medal for Bravery

- a. The Medal for Bravery consists of a silver medal with a gold and blue ribbon. Members awarded this citation shall also receive a gold and blue ribbon for display on the uniform.
- b. A medal and citation shall be issued to members earning second and subsequent bravery awards. No additional ribbon shall be issued.

(3) Medal for Meritorious Service

- a. The Medal for Meritorious Service consists of a silver medal with a red, yellow, and green ribbon. Members awarded this citation shall also receive a red, yellow, and green ribbon for display on the uniform.

- b. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
 - c. A medal and citation shall be issued to members earning second and subsequent meritorious service awards. No additional ribbon shall be issued.
- (4) Medal for Distinguished Service
- a. The medal for distinguished service consists of a silver medal with a gray and blue ribbon. Enforcement members awarded this citation shall also receive a gray and blue ribbon for display on the uniform.
 - b. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
 - c. A medal and citation shall be issued to members earning second and subsequent distinguished service awards. No additional ribbon shall be issued.
- (5) Ribbon for Lifesaving
- a. The ribbon for lifesaving consists of a red cross on a white background.
 - b. Civilian members shall receive a smaller version of the ribbon suitable for wear on civilian clothing.
 - c. A citation shall be issued to members earning second and subsequent lifesaving awards. No additional ribbon shall be issued.
- (6) Memorial Medal
- a. The Memorial Medal consists of a gold medal with a red ribbon.
- (7) Ribbon for the Director's Commendation
- a. The ribbon for the Director's Commendation consists of a gold eagle mounted on a gold background, with blue bars at the top and bottom.
- (8) Ribbon for the Gerstacker Award, Trooper of the Year
- a. The ribbon for the Gerstacker Award has the words "Trooper of the Year" mounted on the gold portion of a gold and blue background.
 - b. The ribbon for this annual recognition is to be worn only during the calendar year received.
- (9) Ribbon for the Motor Carrier Officer of the Year
- a. The ribbon for the Motor Carrier Officer of the Year has the words, "Motor Carrier Officer of the Year" mounted on the gold portion of a gold and blue background.
 - b. The ribbon for this annual recognition is to be worn only during the calendar year received.

(10) Ribbon for the Cpl. Samuel A. Mapes Criminal Patrol and Investigation Award

- a. The ribbon for the Cpl. Samuel A. Mapes Award has seven blue stars mounted on a white background.
 - b. A citation shall be issued to members earning second and subsequent Samuel A. Mapes awards. No additional ribbon shall be issued.
- B. Medals and ribbons shall be worn on the Class A, B, and C uniforms per the instructions in Official Order No. 23.

19.1.4. COMPOSITION OF AWARD REVIEW PANELS

A. Board of Awards

- (1) The Board of Awards shall consist of five members, selected by the Director or the chairperson of the Board of Awards when authorized by the Director, and serving at the Director's discretion: two commissioned officers, one noncommissioned officer, one civilian member, and one command officer who shall serve as the chairperson.
- (2) Appointments shall be for a term of three years. When a member of the Board of Awards retires or transfers to an assignment inconsistent with the area of representation, the Director, or the chairperson of the Board of Awards when authorized by the Director, shall appoint a successor to serve the remainder of that member's term.
- (3) The Board of Awards shall convene four times each year or more frequently if necessary, at a time designated by the chairperson, to consider requests for citations.
- (4) The Board of Awards may meet as scheduled and conduct business so long as a quorum of members, including the chairperson, is present.
- (5) The decisions made by the Board of Awards are final and are not subject to appeal.

B. District/Division Award Review Panel

Each district and division shall establish a review panel consisting of two or more staff members or post or section commanders to review award nominations and investigative reports submitted in connection with award nominations.

19.1.5. PRESENTATION OF AWARDS

- A. Awards for Valor, Bravery, Meritorious Service, and the Director's Commendation shall be personally presented to the individual by the Director, or his or her designee, at a department recognition ceremony.
- B. Awards for the Samuel A. Mapes Criminal Patrol and Investigation Award shall be personally presented to the individual by the Director and the Field Services Bureau Commander at an annual ceremony.
- C. Awards for Distinguished Service shall be sent to the appropriate district or division commander under whose command the citation request originated. That commander shall arrange a presentation to the individual involved, through the post or section commander.

- D. Awards for Lifesaving, Professional Excellence, Unit Citation, and Distinguished Citizen shall be forwarded to the post or section commander under whose command the citation request originated. That commander shall arrange a presentation to the individual involved.
- (1) When possible, the Citation for Professional Excellence awarded to non-department persons shall be presented in person to the recipient.
 - (2) The commander shall prepare a news release if appropriate.
- E. Posthumous awards shall be presented to the next of kin by the Director at a department recognition ceremony, or at a private ceremony if the family of the deceased member prefers. The Director may request the presence of the deputy directors, the district and post commander, a chaplain, or other appropriate individuals.
- (1) Posthumous awards for Valor and the Memorial Award shall include the following items:
 - a. Framed Memorial or Valor medal ordered by the Public Affairs Section/Office of the Director on receipt of the Board of Awards Bulletin.
 - b. Citation printed by the Public Affairs Section/Office of the Director.
- F. Responsibility for ordering, coordinating, and distributing awards lies with the Public Affairs Section/Office of the Director.

19.1.6. PROMOTION AND SPECIAL RECOGNITION

A. Ceremonies

(1) Promotions

Members being promoted and their families shall be invited to the Training Academy where they will be recognized by the Director at a recognition ceremony. Recognition ceremonies are conducted at least twice each year as scheduled by the Public Affairs Section/Office of the Director.

- a. Officers shall be recognized when promoted to the rank of sergeant or above. These members shall take part in a swearing in and/or reaffirmation of oath for their new positions. Promoted officers shall be presented with certificates of promotion.
- b. All members promoted from within the department who are not officers shall be recognized when promoted. Civilian members promoted within a pre-authorized class series will be recognized at the experienced level.
- c. Eligible promoted members and their supervisors shall be notified by their district/division commander of the date and time of the ceremony along with other appropriate information.

- (2) Special Recognition
 - a. Newly appointed chaplains shall be presented their Oath of Office, TD-012, and receive congratulatory recognition by the Director at a recognition ceremony.
 - b. Requests for special tributes at a recognition ceremony shall be forwarded to the Public Affairs Section/Office of the Director for approval. If approved, the request shall then be included in the recognition ceremony program.
 - i. Before the actual recognition ceremony, the Public Affairs Section/Office of the Director shall provide a draft of the ceremony's program to the Director and Training Division commander for final approval. The decision to include a special presentation in the recognition ceremony shall only be made after considering the ceremony's overall agenda.
 - ii. Those persons being considered for special recognition shall not be extended an invitation to attend the recognition ceremony until inclusion of the special recognition in the ceremony agenda is approved.
- (3) Bureau, office, district, and division commanders shall appropriately recognize newly promoted members of their respective commands.
- (4) Lunch shall be furnished at the Training Academy following the recognition ceremony for promoted members and those who received special recognition and their immediate families who attended the ceremony.
- (5) A departmental photographer shall be present during the recognition ceremony and shall take appropriate photographs.
- (6) During the afternoon of the same day, officers shall have a new photograph taken at the Photography Unit located at Headquarters in Lansing.

If the Class A uniform is not the uniform of the day, uniformed officers shall bring their complete Class A uniform and have an updated official photograph taken and identification card made. Additionally, uniformed officers shall report to the Distribution Center for any necessary uniform adjustments if they had not already done so.

19.1.7. LONGEVITY RECOGNITION

Members, who have served 30 years with this department, and their families, will be invited to a recognition ceremony for presentation of a longevity service award. Lunch will be furnished at the Training Academy. Longevity recognition will also be given to members completing five-year increments beyond 30 years.

19.2 GERSTACKER AWARD FOR COMMUNITY SERVICE – “TROOPER OF THE YEAR”

In 1961, Dr. Carl Gerstacker, an official of the Dow Chemical Company of Midland, established an award to honor outstanding community service performed by a trooper. The award shall be given annually to the trooper who exemplifies outstanding service, accomplishment, and achievement contributing to community life. The recipient shall be recognized as “Trooper of the Year.”

19.2.1. CRITERIA FOR SELECTION OF GERSTACKER CANDIDATES

- A. Officers of the rank of trooper, sergeant, and detective sergeant are eligible for nomination.
- B. Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.
- C. Nominees shall display the following duty-related attributes:
 - (1) Outstanding work performance
 - (2) Initiative
 - (3) Leadership
 - (4) Effective interpersonal relations
- D. Nominees shall also display a positive image of the department both on and off duty.

19.2.2. ACTIVITIES WHICH QUALIFY FOR CONSIDERATION

- A. Membership and extensive participation in civic organizations.
- B. Exemplary personal performance and/or leadership that typifies the values, goals, and objectives of the department.
- C. Motivation for, and devotion to, enhancing community life.
- D. Demonstrated patrol or general police knowledge resulting in saving one or more lives, apprehension of criminal suspects, recovery of a significant amount of property, or other noteworthy law enforcement achievement.
- E. Outstanding investigative ability.
- F. Heroic action.

19.2.3. NOMINATION PROCEDURES

- A. During the second week of July, the Training Division shall disseminate correspondence to the field announcing the award nomination process.
- B. Nominations shall be made on the Gerstacker Award Nomination, TD-041, and may be submitted by any member of the department.

- C. Each post or team shall select one officer from the work site as its nominee for "District Trooper of the Year." Division commanders should also encourage their staff to nominate candidates for "Division Trooper of the Year."
- D. Each Field Services Bureau district commander shall screen all nominees from his or her district and select one officer as the "District Trooper of the Year." This officer shall then serve as the district's nominee for the Gerstacker Award.

19.2.4. SCREENING PROCEDURES

A. Post/Team Nominating Committee

- (1) During the month of August, each post/team commander shall convene a committee composed of him or herself, and one sergeant and one trooper from the work site. The post/team commander shall serve as the committee chairperson and shall select the officers to serve on the committee.
- (2) The work site nominee for "District Trooper of the Year" shall be selected by a majority vote of the committee based on the defined criteria.
- (3) The post/team commander shall then nominate the selected officer for "District Trooper of the Year" using the Gerstacker Award Screening form, TD-042. This information shall be forwarded to the respective district commander by September 1.

B. Field Services Bureau District Screening Committees

- (1) During the month of September, each district shall convene a committee composed of the district commander or district inspector, one post commander, and one trooper from the district. The district commander or the inspector shall serve as the committee chairperson and shall select the officers to serve on the committee.
- (2) The "District Trooper of the Year" shall be selected by a majority vote of the committee members, based on the above listed criteria.
- (3) The District Commander shall then nominate the selected officer for "Trooper of the Year" using a Gerstacker Award Screening form, TD-042. This information shall be forwarded to the Training Division by October 1.

C. Other District Screening Committees

- (1) One additional "district" has been created solely for the purpose of the Gerstacker Award program. This district is the "Headquarters District" and includes all eligible officers assigned to the following Lansing area Headquarters bureaus/offices/divisions:
 - a. Office of the Director
 - b. Field Services Bureau
 - c. Administrative Services Bureau
 - d. State Services Bureau
 - e. Specialized Services Bureau
- (2) Division commanders of those work units comprising the Headquarters district are strongly encouraged to nominate an officer to represent their divisions.

- (3) Upon receiving a nomination, the division commander shall convene a committee of himself or herself and two additional enlisted members of the division to evaluate the nominees for "Division Trooper of the Year." Selection shall be based on the defined criteria and by a majority vote of the committee. The officer selected shall be the division's nominee for "Trooper of the Year."

If only one officer is nominated, the screening committee shall determine, by majority vote, if a candidate's achievements merit recognition as "Division Trooper of the Year."

- (4) Officers selected as "Division Trooper of the Year" from the divisions comprising the Headquarters district shall be submitted to the Headquarters Screening Committee by September 1. This committee shall consist of three officers of the rank of captain or inspector.

Selection of the committee members shall be made first by a random draw from those divisions not nominating an officer for the award. If fewer than three divisions do not nominate an officer, the selection of the remaining committee members shall be made by a random draw from those divisions which submitted nominations. No division shall have more than one representative on the Headquarters Screening Committee.

- (5) Officers selected to represent the Gerstacker districts defined in this section shall be added to the seven from the Field Services Bureau District Screening Committees. All names shall be forwarded to the Training Division by October 1.

D. Gerstacker Award Screening Committee

- (1) The committee to select the Gerstacker Award recipient shall be comprised of the Director and two leading citizens of the state appointed by the Director.
- (2) This committee shall choose the best nominee from among those nominated by the districts, based on the above selection criteria. This officer shall be the Michigan State Police "Trooper of the Year."
- (3) The Director shall release the name of the Trooper of the Year during the month of December.

19.2.5. AWARD

- A. The award shall be presented to the Trooper of the Year at the first recognition ceremony held in the following year.
- B. The winner of the Gerstacker Trooper of the Year Award shall be presented with a plaque and a cash award of \$3,000 sponsored by the Midland Area Community Foundation. There are no restrictions on the use of the money by the recipient.
- C. The winner shall also be presented with a ribbon to be worn on the uniform and a lapel pin.
- D. The name of the winner shall be affixed to the Trooper of the Year Award plaque, which is displayed at the Training Academy.
- E. Each district representative for the award shall be presented with a plaque which shall be displayed at their district headquarters.

- F. For a one-year period, the winner's name will be displayed outside the Trooper of the Year Conference room in the Headquarters building and they will be recognized on the department website.

19.3 MOTOR CARRIER OFFICER OF THE YEAR AWARD

The Motor Carrier Officer of the Year Award is an annual award presented to a motor carrier officer who exemplifies outstanding service, accomplishment, and achievement.

19.3.1. SELECTION CRITERIA

- A. All officer level enforcement members and investigators of the Commercial Vehicle Enforcement Division (CVED) are eligible for nomination.
- B. Nominees shall display the following duty-related attributes:
 - (1) Outstanding work performance.
 - (2) Appearance and demeanor which projects an image that serves as a role model for other officers.
 - (3) Initiative.
 - (4) Leadership.
 - (5) Effective interpersonal relations.
 - (6) Motivation and sincerity of effort.
- C. Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.
- D. Nominees must also display a positive image of the department both on and off duty.

19.3.2. ACTIVITIES WHICH QUALIFY FOR CONSIDERATION

- A. Involvement in traffic safety public relations.
- B. Membership/leadership and extent of participation in civic activities.
- C. Motivation for, and devotion to, enhancing community life.
- D. Use of motor carrier enforcement knowledge resulting in saving one or more lives, apprehension of criminal suspects, recovery of significant amounts of property, or other noteworthy motor carrier enforcement achievements.
- E. Outstanding investigative perseverance or skill.
- F. Heroic action on or off duty.
- G. Exemplary personal performance and/or leadership that exemplifies the values, goals, and objectives of the department.

19.3.3. NOMINATION PROCEDURES

- A. In September, the Commercial Vehicle Enforcement Division commander shall disseminate correspondence to the field announcing the award nomination process.
- B. Nominations shall be made on the Motor Carrier Officer of the Year nomination form, MC-036.
- C. The completed nomination form shall be submitted by October 31, through channels, to the Commercial Vehicle Enforcement Division commander.
- D. Each motor carrier district lieutenant shall ensure that one or more officers are nominated from their district.

19.3.4. SCREENING PROCEDURES

- A. Division Screening Committee
 - (1) During the first week of November, the Commercial Vehicle Enforcement Division commander shall convene a division screening committee comprised of a district motor carrier lieutenant, a motor carrier sergeant, and a motor carrier officer. The division commander shall serve as chair of the four-person committee.
 - (2) The screening committee shall review and consider the merits of each nomination according to the above standards. The Division Screening Committee shall select no more than three nominations to be presented to the Selection Committee by November 15.
- B. Selection Committee
 - (1) The Deputy Director of the Specialized Services Bureau shall serve as chair of the four-person Selection Committee. The deputy director shall appoint one leading citizen of the state and the Michigan Trucking Association shall appoint two industry representatives.
 - (2) The Selection Committee shall personally interview the three candidates. Based on the officers' qualifications and the Committee's interview with each officer, one officer shall be selected to be honored as the Motor Carrier Officer of the Year.
 - (3) The Director shall release the name of the winner during the month of December.

19.3.5. AWARD

- A. The award shall be presented to the Motor Carrier Officer of the Year at the first recognition ceremony held in the following year.
- B. A cash award of \$500 shall be presented to the Motor Carrier Officer of the Year. The cash award shall be funded by contributions in the amount of \$250 each from the Canteen Fund and the Hardship Fund.
- C. The winner shall be presented with a ribbon to be worn on the uniform and a lapel pin.

- D. The name of the winner shall be affixed to the Motor Carrier Officer of the Year Award plaque displayed at the Training Academy, the plaque displayed at the Commercial Vehicle Enforcement Division Headquarters, and on the traveling plaque displayed at the winner's district/post location.
- E. For a period of one year, the winner's name will be displayed outside the Motor Carrier of the Year Conference room in the Headquarters building and they will be recognized on the department website.

19.4 FLOYD R. BELL, JR., MEMORIAL AWARD - "CIVILIAN OF THE YEAR"

This award is named in memory of Floyd R. Bell, Jr. During his 42 years as a member of this department, Mr. Bell demonstrated continuous commitment and dedicated service exemplifying excellence, integrity, and courtesy in the proud tradition of the Michigan State Police.

This award is given annually to recognize superior employment performance and/or community dedication by civilian members. Recipients of this award shall be recognized as the "Civilian of the Year."

19.4.1. ELIGIBILITY

All full-time civilian members, including state properties security officers and emergency dispatchers, are eligible. Excluded from eligibility are motor carrier officers and assistant division commanders or higher level members.

Unsuccessful nominees from a previous year are eligible for re-nomination if they again meet the award criteria. Previous recipients of the award shall be ineligible to receive the award again.

19.4.2. ACTIVITIES WHICH QUALIFY FOR CONSIDERATION

A. Exemplary Work Performance

This might include demonstrated qualities such as initiative, leadership, teamwork, innovative work methods, positive interaction with fellow employees, and willingness to assume added responsibility.

B. Exemplary Personal Performance

This might include activities such as participation in civic, religious, or community organizations, and pursuing personal education or training.

C. Positive Personal Image On or Off Duty

This might include qualities such as honesty, integrity, positive interpersonal relations, physical fitness, and an overall demeanor which projects a positive role model for others.

19.4.3. NOMINATION PROCESS

- A. During the first week of September, the Administrative Services Bureau shall disseminate correspondence to the field announcing the award nomination process.
- B. Nominations shall be made on the Floyd R. Bell, Jr., Memorial Award Nomination form, ADM-083, and shall be accepted from any member of the department. The ADM-083 must be submitted in Microsoft Word format. PDFs will not be accepted. The ADM-083 shall not

be completed using identifying references such as name, gender, post, city, etc., with the exception of the first page of the form.

- C. Nomination forms shall be completed and returned through the nominee's district or division commander to the Administrative Services Bureau by October 31.
- D. One or more qualified candidates shall be nominated from each district and division.

19.4.4. SELECTION PROCESS

- A. The Deputy Director of the Administrative Services Bureau shall appoint the Selection Committee and serve as its chairperson.

The committee shall be composed of three civilian members and one enlisted member.

- B. Selection will be based on the activities described in Section 19.4.2 of this Order.
- C. The Director shall release the name of the winner during the month of December.

19.4.5. AWARD

- A. The Civilian of the Year shall be recognized at the first recognition ceremony held in the following year.
- B. A cash award of \$500 shall be presented to the Civilian of the Year. The cash award shall be funded by contributions in the amount of \$250 each from the Canteen Fund and the Hardship Fund.
- C. The winner shall be presented with a commemorative plaque and a lapel pin.
- D. The name of the winner shall be affixed to the Civilian of the Year Award plaque, which is displayed at the Training Academy.
- E. For a period of one year, the winner's name will be displayed outside the Civilian of the Year Conference room in the Headquarters building and they will be recognized on the department website.

19.5 ERNEST W. BANNING MEMORIAL AWARD - "RETIREE OF THE YEAR"

This award is named in memory of Ernest W. Banning, whose career with the department spanned nearly 50 years. During that long career, he earned an exemplary reputation for professionalism and made significant contributions to the department's proud tradition of service through excellence, integrity, and courtesy. After his retirement as Director of the Business Administration Division and until he passed away at the age of 99, he remained active in promoting the interests and vitality of the Michigan State Police family, as well as the broader law enforcement community with which he was so proud to be associated.

This award is given annually to recognize enforcement and civilian retirees who continue to exemplify the department's noble values and traditions through their outstanding achievements, activities, or contributions. Recipients of this award shall be recognized as the "Retiree of the Year."

19.5.1. ELIGIBILITY

- A. Retired civilian or enforcement members of the department, including motor carrier and state properties security officers, shall be eligible for nomination.
- B. Nominees must have received a regular, duty disability, non-duty disability, or fully vested retirement from the department, including members who bought military or other service time or participated in an "early out" program to qualify for retirement.
- C. Nominees shall be considered ineligible for nomination if their retirement was precipitated by or connected with any department disciplinary proceedings (such as termination), civil litigation, or criminal prosecution.
- D. Unsuccessful nominees from a previous year shall be eligible for re-nomination if they continue to meet the award criteria.
- E. Previous recipients of the award shall be ineligible to receive the award again.

19.5.2. ACTIVITIES WHICH QUALIFY FOR CONSIDERATION

- A. Active leadership or extensive participation in civic organizations.
- B. Motivation for, and devotion to, enhancing community life.
- C. Charitable, humanitarian, or volunteer service activities.
- D. Significant voluntary or uncompensated contributions to public safety, law enforcement, or homeland security.
- E. Significant efforts to maintain retirees' connection with, and the overall vitality of, the MSP "family."

19.5.3. NOMINATION PROCESS

- A. During the month of June, correspondence will be sent to retirees regarding nominations for the Retiree of the Year. Announcements to retirees shall also be made prior to that through the MSP Retiree Update and through the MSP Retiree Listserv announcing that nominations for this award for the following year shall be accepted from September 1 of the current year until July 15 of the year in which the award will be presented.
- B. Nominations shall be made on the Ernest W. Banning Memorial Retiree of the Year Award Nomination form, TD-085. Nomination forms shall be mailed to retirees and may be downloaded from the Internet.
- C. Nominations may be submitted by any active or retired member of the department, as well as a retiree's family members, friends, or associates. Considering that many retirees live in other states with limited contact with other retired or active departmental members, retirees may also nominate themselves.
- D. Nomination forms shall be completed and returned to the State Services Bureau no later than July 15.

19.5.4. SELECTION COMMITTEE

- A. The Selection Committee shall include the State Services Bureau commander, or his or her designee, and three retired members.

- B. State Services Bureau staff shall review the nominations prior to the Selection Committee Meeting to verify the eligibility of the nominees based on the criteria set forth in this Order above. This process will also include confirming with the Human Resource Division all nominated retirees are in good standing.
- C. The State Services Bureau commander or his or her designee shall serve as chair of the Selection Committee and shall appoint the other members of the Selection Committee.
 - (1) The State Services Bureau shall solicit interested candidates to serve on the Selection Committee from the Command Officers Association (COA) and Michigan State Police Troopers Association (MSPTA) retirees group, and through the Retiree Update Newsletter and accompanying email information dissemination system.
 - (2) The names shall be forwarded to the State Services Bureau commander, or his or her designee, who shall choose three retirees to serve.
 - (3) If a retiree member of the Selection Committee is found to be among the nominees, the member shall be excused from participation on the committee and an alternate will be selected to replace them.

19.5.5. AWARD

- A. The Director shall announce the recipient and present the award annually in August to the selected recipient. The recipient shall also have the option of being presented the award at the first recognition ceremony of the year. If the recipient cannot attend either function, the award shall be forwarded to them by other appropriate means.
- B. A commemorative plaque shall be presented along with a cash award of \$500. The cash award shall be funded by a contribution of \$250 each from the Canteen Fund and the Hardship Fund.
- C. In the event the intended recipient of the award should pass away prior to receiving the award, the surviving spouse may accept the award in honor of the recipient. If there is no surviving spouse, the Selection Committee shall submit the name of the first runner-up to the Director so they may be announced.

19.6 OSCAR G. OLANDER FLEET SAFETY PROGRAM

19.6.1. OBJECTIVE

Since 1960, the department has engaged in a Fleet Motor Vehicle Crash Prevention Program with the objective of improving the crash record of our fleet. The program administers individual awards to eligible members who have not been charged with a preventable crash as provided by the program's rules. The objective of this program is to encourage members to practice defensive driving and demonstrate reasonable, prudent, and safe driving skills all times.

19.6.2. PROGRAM DESCRIPTION

- A. The Precision Driving Unit shall administer the Oscar G. Olander Fleet Safety Program. They shall maintain all records and files and prepare all necessary reports and correspondence.
- B. The program shall consist of eligible individuals as defined in Section 19.6.2.F below.

- C. For the purpose of these rules, a program year shall be one calendar year.
- D. Awards
- (1) Awards shall consist of a certificate for civilian members and a ribbon for enforcement members, which shall be worn as outlined in Official Order No. 23.
 - (2) An award is permanent and, once granted, it shall be worn unless replaced by a higher award. A member shall not be eligible to receive more than one award in each category.
- E. Award Categories
- (1) Four-Year Award (Bronze)

The four-year individual award shall be bronze in color. It will be given to each enforcement member who has driven four consecutive program years without having been involved in a crash that has been ruled preventable.
 - (2) Eight-Year Award (Silver)

The eight-year individual award shall be silver in color. It will be given to each enforcement member who has driven eight consecutive program years without having been involved in a crash that has been ruled preventable.
 - (3) Twelve-Year Award (Gold)

The twelve-year award shall be gold in color. It will be given to each enforcement member who has driven twelve consecutive program years without having been involved in a crash that has been ruled preventable.
- F. Persons Eligible to Participate
- (1) All enforcement members of the department and all civilian members who drive department vehicles in the normal course of their duties shall be eligible to earn individual awards.
 - (2) Supervisors of civilian members addressed in the section above shall notify the Precision Driving Unit of their participation in the program by Official Memorandum, UD-040 outlining the civilian member's driving obligations for the department. The Precision Driving Unit shall determine the eligibility of each civilian member nominated for participation in the program.
- G. Program Dates
- (1) An enforcement member's start date for award eligibility is January 1 of the year following their date of enlistment.

A civilian member's start date for award eligibility is January 1 of the year following their supervisor's notification of participation in the program.
 - (2) If a member is charged with one or more preventable crashes, his or her new anniversary date for the purposes of this program shall be January 1 of the year following the date of his or her last preventable crash.

19.6.3. REPORTABLE CRASHES

- A. A reportable crash, as defined in Official Order No. 10, is any collision or incident involving a department vehicle which is driven or under the control of a member of the department that results in death, injury, or property damage.
 - (1) A crash involving a program vehicle that is parked, stopped, or standing shall be deemed to be under the control of the last person to have driven the vehicle.
 - (2) All crashes involving department vehicles shall be reported according to Official Order No. 10.
 - (3) A member involved in a crash while driving or in control of a privately-owned vehicle being used for approved department business shall be considered to have been driving a department vehicle for purposes of this program.
- B. Crashes occurring with privately owned vehicles being driven by off-duty department members are excluded from consideration in the program.
- C. If a crash involving a vehicle under the control of a department member is of a nature that it cannot be determined whether it is a reportable crash, it shall be presented to the Precision Driving Unit for a decision as to whether it is a reportable crash for program purposes.
- D. No reports, other than those necessary to comply with department Orders, shall be required for the purpose of this program.

19.6.4. PREVENTABLE CRASHES

A. Definition

A crash shall be considered preventable when it is determined by the member's work site commander that the crash could have been reasonably prevented or avoided by the department driver.

- B. A crash will not necessarily be considered non-preventable because all laws, ordinances, Orders, rules, and regulations were being obeyed, or because the member had the right of way at the time.
- C. Violation of a law or ordinance will, however, be prima facie evidence that the crash was preventable.
- D. The work site commander shall notify the member of his or her determination of the crash being preventable or non-preventable.
- E. Properly Parked Vehicles
 - (1) A crash involving a properly parked department vehicle shall be considered non-preventable.
 - (2) A vehicle shall be considered properly parked when completely stopped on any part of a roadway where it is legal to park the vehicle. It will also be considered to be properly parked when completely stopped off the main traveled portion of the roadway and parked in accordance with any rules, regulations, or guides governing such parking.

F. Crashes Involving Emergency or Pursuit Operations

Crashes occurring while a department vehicle is in pursuit or operating under emergency conditions shall be given special consideration when making a determination as to whether a crash was preventable or non-preventable. The driver shall provide all information necessary to establish that the department vehicle was involved in a pursuit or emergency operation, which shall be included in the Traffic Crash Report, UD-010, or any other supplemental report.

19.6.5. CRASH REVIEW

A. Review of reportable crashes shall be the responsibility of the member's work site commander.

- (1) Crashes deemed to be "preventable," as defined in Section 19.6.4 above, shall be charged to the member. The Precision Driving Unit will be notified of the preventability determination via Blue Team.
- (2) If a crash involves multiple drivers, responsibility shall be charged to each driver involved, depending on their actions.

B. Appeal Process

- (1) A driver may appeal the determination that a crash was preventable.
 - a. The appeal shall be directed to the district or division commander and shall be made in writing within 30 days after receiving notice of the decision.
 - b. The appeal shall include the driver's reasons why he or she believes the crash should have been found non-preventable.
- (2) The district or division commander may reverse the work site commander's decision at his or her discretion, and if he or she chooses to do so, shall notify the driver and the Precision Driving Unit of the reversal.

19.7 VOLUNTARY FITNESS ASSESSMENT AWARD

The voluntary fitness assessment (VFA) is to promote employee wellness and will be administered annually in September. The VFA is open to all members of the department. It consists of five events: chin-ups, abdominal curls, pushups, seated stretch, and a 1.5-mile run or 3-mile walk. Enforcement members who participate can earn a "Physical Fitness Ribbon" based on their final point score.

19.7.1. VFA EVENTS

- A. Chin-ups: Participants (male and female) are required to grasp an elevated horizontal bar with either a supinated or pronated grip (palms facing in/palms away), and dead hang with a complete arm extension. Males are required to be in a vertical position or traditional chin up or pull up. Females are required to begin at a 45-degree angle with heels on the ground and the bar at waist-level from the ground.

On the command of "go," male participants will pull their body weight to a height where the chin is over the bar. Female participants will pull from the angled position to a point where the collar bone touches the bar. From the up portion of the repetition, the participant lowers

his/her body to a point where the arms are fully extended (starting position). There is no time limit for this event, but the participant is done when they can no longer pull themselves up with proper form.

- B. Abdominal Curls: The participant starts from a supine (on back) position, arms folded on the chest, hands locked under the armpits, chin in chest, knees bent at a 45-degree angle with heels maintaining contact with the surface (unsupported). The participant curls the torso up to the point where the elbows/forearms of the folded arms makes contact with the thigh. The upper body is then lowered to a point where the shoulder blades contact the surface. The participant has 60 seconds to do as many abdominal curls as possible.
- C. Pushups: The participant starts from an up (elbows extended) position with the body flat from the heels to the shoulders. The body is lowered to a point where the sternum is within four inches of the surface (contact is made with a round ball). The second half of the repetition is executed by extending the arms to a full elbow extension, while maintaining a flat "board-like" body from shoulders to heels. The participant has 60 seconds to do as many pushups as possible.
- D. Seated Stretch: The participant begins in a seated position, legs extended, with the test instrument pulled tightly into the groin area. While flexing at the hips, the participant places one hand on top of the other (palms down), and slowly reaches forward by extending the arms toward the toes. The score is based on the distance (in inches) short of or past the sole of the foot.
- E. 1.5 Mile Run or 3 Mile Walk: The participant is asked to complete a pre-measured running course of 1.5 miles or walking course of 3 miles in the least time possible. Participants who choose to run may walk at any point during the event. However, participants electing to perform the 3 mile walk may **not** run at any time during the event. One foot must be in contact with the surface to qualify as a walk.

19.7.2. VFA SCORING

A. VFA Scoring Information

Scoring for the VFA is gender and age specific.

19.7.3. AWARD POINTS

- A. LEVEL 1 (Gold) = 500 points or greater
- B. LEVEL 2 (Silver) = 425 to 499 points
- C. LEVEL 3 (Bronze) = 350 to 424 points

LEVEL 1, 2 and 3 may only be earned if the minimum of 70 points is achieved in each individual event.

19.8 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the State Services Bureau (Training Division) and the Administrative Services Bureau, in cooperation with the Public Affairs Section/Office of the Director.

DIRECTOR