



Awards and Recognition Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel are required to adhere.

Procedure Statement

This procedure will set out the process for the awards/recognitions that are available, together with the nominations and presentation processes. This procedure sets out the mechanisms for recognising employees, volunteers, and staff as well as members of the public.

Overarching Policies:

None

Procedures:

None

Other Documents:

[Link to Annual Awards Nominations Form](#)

[Link to Commendations Nominations Form](#)

Summary

North Yorkshire Police (NYP) believes that all police officers, police staff, special constables and volunteers should be recognised for their long service, good conduct, or commendable work.

This policy outlines the process and eligibility for awarding the different medals, awards, and commendations. The Force ensures that officers and staff are recognised at the appropriate level for work that is considered commendable.

Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to North Yorkshire Police must be aware of, and are required to comply with, all relevant policy and associated procedures. This policy particularly applies to managers and supervisors at all grades and ranks as they have corporate responsibility for successful deployment of the policy.

Human Rights issues and relevant equalities legislation have been considered in the development of this policy.

This Policy and associated procedures will be reviewed within three years or as otherwise required by legislative and organisational changes. In these circumstances full consultation with the Staff Associations and Trade Unions will take place.

Awards and Recognitions that can be awarded:

The awards and commendations that can be given are as follows:

1. Annual Awards
2. Commendations
 - a) Chief Constable's commendation.
 - b) Chief Officer Team commendation; or
 - c) Senior Leader Commendation (Chief Superintendent, Superintendent or Head of Function Level Commendation)
3. Long Service and Good Conduct
4. Sovereign's Awards and Garden Parties
5. External Awards and Recognition

Annual Awards

It is really important that our colleagues feel recognised, valued and motivated. Annually, all business areas are encouraged and invited to highlight their excellent achievements and consider whether there are any other individuals or teams who deserve to be nominated under one of the award categories.

Nominations will be judged by the shortlisting panel and the shortlisted nominees under each category will be put forward for the consideration of the Decision-Making panel.

All winners will be invited to attend the Annual Awards Ceremony, to celebrate and recognise their achievements in the manner they deserve.

Decision Making Panel	Awards Shortlisting Panel
Chief Constable/Deputy Chief Constable (Chair) Deputy Mayor or representative Corporate Communications representative Awards Sponsors Executive Support	ACC (Chair) Supt and Hof Reps (or their representatives) Corporate Communications representative Executive Support

Once the winners have been chosen by the Decision-Making Panel, they will be notified and invited to attend the Annual Awards ceremony. The list of winners will also be sent to the OPFCC

so that they may shortlist nominees for the Public Choice Vote which is also awarded at the ceremony. This award is voted for by the public.

Awards Categories

1. Leadership award
2. Innovation award
3. Problem Solving Award
4. Equality Diversity and Inclusion award
5. Team of the year award
6. Volunteer of the year award
7. Staff Member of the year award
8. Officer of the year award
9. Lifetime Achievement
10. PC Rosie Prior Award for Bravery
11. Unsung Hero award
12. Investigator of the year award
13. Student Officer of the year award
14. PCSO of the year award
15. Glenn Goodman Trophy

Leadership Award

The award is for a leader who is inspirational and promotes a positive workplace and ethos. Nominations need to show how they drive their team forward to bring out the very best in them. Nominations should demonstrate how the leader has made an impact not only on their direct team, but the wider organisation. All nominees should embody and display the values of the organisation.

Innovation Award

This award is focussed on innovation which is new and different from existing approaches and demonstrates imaginative and creative thinking. Nominations should be for finding innovative solutions which have been successfully implemented. Nominations need to clearly define what the issue is, what innovative solution was implemented and the positive impact or success of a project this innovation has had on either the organisation or local communities. All nominees should embody and display the values of the organisation.

Problem-Solving Award

This award is focussed on problem solving, in early intervention, not just reactive to demand but then goes on to prevent further or future harm for an individual or a community. Nominations should be for those forward-thinking individuals or teams who are adaptable and open-minded in their approach to new ideas, develop or embrace a creative idea, find solutions to solve problems and whose innovative ideas to problem solving have been successfully implemented. Nominations can be for an internal process or for issues within the local communities. Nominations need to clearly define what the issue is, what solution was implemented and the

positive impact this solution has had on either the organisation or local communities. All nominees should embody and display the values of the organisation.

Equality, Diversity and Inclusion Award

This award is for any individual or team who promotes pro-inclusion, and champions and embeds equality and diversity within the organisation. Nominations should be for those who are challenging views, driving Diversity Equality & Inclusion forward and want to positively change North Yorkshire Police to be a completely inclusive organisation. The nomination can be for work which is on a force/Service wide scale or on a more departmental, smaller scale.

All nominees should embody and display the values of the organisation

Team of the Year Award

This award is for any team across the Force/Service who truly embodies the values of the organisation and demonstrates the value of great teamwork. The team need to have shown outstanding work as a collective to problem solve and deliver an exceptional service. This can be an existing team or one that has come together during an incident/daily role/investigation/operation.

Volunteer of the Year Award

Nominees should have made an original contribution to volunteering, demonstrated through involvement in a successful community initiative or having resolved a long-standing problem. While nominees should demonstrate commitment to their role, this is not an award for the most hours completed by a volunteer, it is about the positive impact they have created. All nominees should embody and display the values of the organisation

Staff member of the Year Award

This award is for an individual member of staff who truly encompasses and understand the values of their organisation. The nominee must have done something outstanding to be nominated for this award. Nominees are passionate about their role and show determination and integrity in everything they do. Nominees need to show they are supportive towards everyone, whether that is victims/members of the public or colleagues and do their utmost to get the best outcome from a situation/incident/daily role

Officer of the Year Award

This award is for an individual who truly encompasses and understands the values of their organisation whether on or off duty. The nominee must have done something outstanding to be nominated for this award. Nominees are passionate about their role and show determination and integrity in everything they do. Nominees need to show they are supportive towards everyone, whether that is victims/members of the public or colleagues and do their utmost to get the best outcome from a situation/incident/daily role

Lifetime Achievement Award

These awards to recognise contributions over the whole of a career, rather than, or in addition to, single contributions;

- **NYP Lifetime Achievement OFFICER**
- **NYP Lifetime Achievement STAFF**

Anyone can nominate and there is no limit in terms of how many years someone has served or in what capacity. However, it is recognised that awards are for EITHER operational/frontline OR staff/enabling services, therefore the nomination would recognise the **current** position of the individual. A combination of service as both operational/frontline and staff/enabling services, cannot apply to one nomination. *E.g., If you have worked as a police officer and now work as staff, your nomination as a member of staff which is your current role, will not take into account the previous years worked as an officer.*

PC Rosie Prior Award for Bravery

This award is dedicated in memory of PC Rosie Prior who was sadly killed in the line of duty, in a road traffic collision on 11th January 2025.

The PC Rosie Prior Award is for an individual or a team, who have risked their own safety and wellbeing to save or protect. Nominations are for anyone who has truly put themselves in harm's way to protect the public or their colleagues. Nominees need to have shown outstanding courage, placing themselves at risk in order to resolve a situation. All nominees should embody and display the values of their respective organisations

Unsung Hero Award

Modesty and dedication are the watchwords of an unsung hero; they go about performing important tasks with great effectiveness, a minimum of fuss and a sharp dedication to the delivery of the organisation's ambitions. Where would we be without them?

All nominees should embody and display the values of their respective organisations

Investigator of the Year

This award is open to Police Officers, Police Staff and Volunteers regardless of rank and is not confined to those in an investigative role. Nominees should have demonstrated an outstanding ability in an investigation and displayed the highest standards of skill.

All nominees should embody and display the values of their respective organisations

Student Officer of the Year

This award is for an individual student officer who truly encompasses and understand the values. The nominee must have done something outstanding to be nominated for this award. Nominees are passionate about their role and show determination and integrity in everything they do. Nominees need to show they are supportive towards everyone, whether that is victims or colleagues and do their utmost to get the best outcome from a situation/incident

PCSO of the Year

This award is for an individual PCSO who truly encompasses and understand the values

The nominee must have done something outstanding to be nominated for this award. Nominees are passionate about their role and show determination and integrity in everything they do. Nominees need to show they are supportive towards everyone, whether that is victims or colleagues and do their utmost to get the best outcome from a situation/incident

Glenn Goodman Trophy

This Trophy was donated by members of the Cleveland Special Constabulary in memory of Special Constable Glenn Goodman who was murdered, whilst on duty, by IRA terrorists near Tadcaster in 1992.

This trophy is for an outstanding or meritorious act or contribution to Policing in North Yorkshire, undertaken by a member of the Special Constabulary, which provided support and assistance to regular officers.

Commendations

Nominations for commendations can be submitted all year round to ensure that exceptional work is rewarded and recognised in a timely manner.

A commendation may be withheld or withdrawn if the nominee has had any disciplinary punishments imposed or has any outstanding complaints and are the subject of any misconduct inquiries.

The commendation process does not allow for self-nomination.

Those nominees that receive a commendation throughout the year can also be nominated for an annual award, for the same piece of work if this meets the criteria for the category nominated against. This nomination should be resubmitted, clearly identifying the category nominated against, during the annual award nominations period.

a) Chief Constable's Commendation.

The Chief Constable's Commendation is awarded personally by the Chief Constable to police officers, police staff and special constables of the force **in recognition of outstanding acts of bravery or courage, outstanding policing or investigatory ability, consistent high levels of commitment and professionalism, or where the individual's actions are far beyond what would normally be expected.** This may apply in cases where the actions concerned deserve the highest possible recognition at local police level.

When submitted, the nomination is automatically forwarded for Head of Function authorisation and if authorised, is forwarded to the Executive Support team for production and arranging for the Chief Constable to personally present to the nominee/s.

b) Chief Officer Team Commendation

This award will be made to serving officers, special constables, police staff and on rare occasions, partnerships in recognition of **outstanding and meritorious quality work, or community work in developing partnerships for policing initiatives.**

When submitted, the nomination is automatically forwarded for Head of Function authorisation and if authorised, is forwarded to the Executive Support team for production and arranging for the COT member to personally present to the nominee/s.

c) Senior Leader Commendation (Chief Superintendent, Superintendent or Head of Function)

In recognition of **actions in connection with good work** but not sufficient to merit a higher award, a Senior Leader Commendation (Chief Superintendent, Superintendent or Head of Function) may be awarded.

The award will be made at the discretion of the awarding Senior Leader and presented locally.

When submitted, the nomination is automatically forwarded for Senior Leader authorisation and if authorised, is forwarded to the Executive Support team for production and sending onto the Senior Leader for local presentation.

Long Service and Good Conduct

A review of eligible officers, special constables, police staff members and volunteers for long service awards will be undertaken automatically every quarter by the Executive Support Services team.

- There is no absolute right to receive a medal, award, or other form of recognition.
- The Chief Constable will authorise the issue of the medal, award, certificate, or commendation and confirm the suitability of the recipient.
- Police officers and special constables will receive a medal ribbon with their long service medal, to be worn on their uniform.
- Individuals who are on long term sickness absence will be written to at their home address by the Events and Ceremonies PA to invite them to a presentation ceremony or will be given the opportunity to receive the medal in another way.
- Individuals who leave North Yorkshire Police through TUPE transfer may be eligible for a certificate. The Chief Constable will look at these on a case-by-case basis regarding eligibility.
- It is the responsibility of the Events and Ceremonies PA to organise and manage both long service and good conduct presentation ceremonies and Commendation presentations on behalf of the Chief Officer Team.

- Certificates of Service are produced by the People Services Team.
- There is a right to appeal against the decision not to award a police long service and good conduct medal/special constabulary long service medal. This must be made in writing to the Chief Constable, however the Chief Constable is not able to overturn the eligibility criteria set out in Medals: campaigns, descriptions and eligibility - GOV.UK. The reason for the appeal must be outlined and submitted through the relevant District Commander/Head of Department, who will add any comments in relation to whether the appeal is supported or not. The Chief Constable's decision will be final, and the individual will be notified in writing of the decision.
- Any other medal will be issued in line with relevant guidance.

Police Officers

- Police officers who have completed 20 years' part time or full-time police service "pensionable" or "approved" service, during which time their character and conduct has been very good, will be nominated for the award of a long service and good conduct medal. This is by authorisation of a Royal Warrant dated 14 June 1951.
- Police officers who have completed 30 years' part time or full-time police service, during which time their character and conduct has been very good will receive a bar to be added to their long service and good conduct medal. This is by authorisation of the Royal Warrant dated 11 March 2022.
- Police officers who have completed 40 years' part time or full-time police service, during which time their character and conduct has been very good will receive a second bar to be added to their long service and good conduct medal. This is by authorisation of the Royal Warrant dated 11 March 2022.
- Previous service with another police force, including Ministry of Defence Police, will be included for the purposes of reckoning qualifying service however this does NOT include RAF Police.
- Previous service with RAF (including RAF Police), Army, Navy and Specials service does **not** count towards the Police Long Service and Good Conduct Medal.
- Time spent on a career break does not qualify as reckonable service for the long service and good conduct medal, however time served before and on return from career break will be included for the purposes of reckoning qualifying service.
- Providing the period of maternity leave is pensionable, e.g., as defined in the Police Pensions (Amendment) Regulations 2004, it should count as qualifying service for the police long service and good conduct medal.
- Police Cadet Service: Police cadet service is **not** considered as pensionable and approved service for eligibility for the Police Long Service and Good Conduct Medal.

- There is no discretion to vary the terms of the Royal Warrant and the Home Office is not permitted to authorise awards for less than 20 years' service. and Good Conduct Ceremonies will be held, and the officers will be notified.

PCSO/Staff/Support Services

- Police staff on completion of 20 years' part time or full-time service will be nominated for a police staff long service ceremonial coin.
- Police staff are entitled to receive a police staff ceremonial coin if they have already received a police officer long service and good conduct medal, but they must have accrued a further 20 years' service as a police staff member.
- Applications for consideration of other types of service must be sent via their District Commander or Head of Department or equivalent to the People Services Team.
- Time spent on a career break does not qualify as reckonable service for the long service medal, however if an individual meets the criteria for continuous, then this will be considered at the discretion of a member of the People Directorate SLT.
- Maternity leave: all maternity leave whether paid or unpaid counts towards continuous service.

Special Constabulary

- Special constables on completion of nine years' service, since the date of attestation rather than start date, during which time their conduct is deemed to have been very good, will be entitled to be awarded a long service medal.
- They will then be entitled to a bar every five years. Note: There is no back record conversion for those that received 10-year bars before June 2022.
- In order to receive a long service medal or bar, the special constable's liaison officer must provide confirmation that the special constable has completed the required minimum average of 16 hours policing duty per month during the previous 12-month period.
- Providing the period of maternity leave is pensionable, e.g., as defined in the Police Pensions (Amendment) Regulations 2004, it should count as qualifying service for the police long service and good conduct medal.

Volunteers

- Long service Ceremonial Coins are awarded to Volunteers with 20 years' police service and are accompanied by certificates.
- Volunteers are awarded a Long Service Pin badge and certificate after 7 Years of service and then a gold bar is printed on the certificate after every 5 years of service thereafter.
- Volunteers who have completed 7 years' service and thereafter every 5 years of service, will be invited to attend a Long Service ceremony.

Review of Conduct

- All eligible police officers, special constables and police staff members will have their service records reviewed in line with the Standards of Professional Behaviour by the Professional Standards Directorate (PSD) prior to receiving their medal or award.
- If no issues are identified, then the Events and Ceremonies PA will be instructed to continue with the issuing of the medal or award.
- If there are misconduct issues then this may affect whether the medal or award is awarded, deferred, or withheld permanently.
- PSD will recommend a temporary deferment where an officer is subject to a live complaint and ongoing investigation and until it is concluded.
- If the awarding of a medal or award is officially deferred as a result of a disciplinary sanction imposed, the Chief Constable will notify the individual them of the reasons for the decision and confirm the details of any period of deferment.
- Any previous disciplinary sanctions will be taken into consideration when assessing officers' suitability to receive the medal, including spent sanctions, because the award covers good conduct for the duration of their service.

Forfeiture of Medal

- Where the misconduct is deemed to be of an extremely serious nature PSD will review the outcome of the investigation and the level of any sanction imposed before deciding to refuse the awarding of the medal.
- If a medal is to be refused, the individual will be notified in writing by the Chief Constable of the reasons for the decision. A copy of the letter will be placed on the individual's file.
- Forfeiture of the medal will follow any conviction, unless the offence is one which would not ordinarily be thought disgraceful, and forfeiture will also be considered when there has been discipline.

Sovereign's Awards and Garden Parties

North Yorkshire Police receive an annual invite to nominate individuals to attend a Royal Garden Party and receive requests to submit nominations for the King's Birthday Honours List and/or King's New Year Honours List.

The single point of contact for each service will receive the official nomination form during the nominations period and will arrange for the nominees to be submitted. Senior leaders will be encouraged to nominate deserving individuals and provide supporting information for the citation.

The criteria for nominating an individual may include someone who has demonstrated exceptional service or a significant contribution.

The list of nominees and the citations will be considered by the Chief Constable to confirm nominations. The Chief Constable's Staff Officer or other nominated SPOC will then progress the nomination.

External Awards and Recognition

There are many externally organised awards and schemes through which individuals can receive recognition for their actions. Some of these are listed below for reference:

- **Lord Ferrers Awards**
- **High Sheriff's Awards**
- **Police Federation Awards for Bravery**
- **Royal Humane Society** awards for acts of bravery in the saving of human life and for effecting successful resuscitations. The Chief Constable's Staff Officer is responsible for all RHS nominations.

The awards of the society are made to those who save, or endeavor to save life by rescue from the following dangers:

- Drowning
- Accidents on ships or aircraft, cliffs or other heights
- Asphyxia in confined spaces, such as wells, sewers, blast-furnaces and other places where gas may endanger life
- Electrocution

Awards may also be made for reviving those rendered unconscious from the effects of any of the above

Posthumous awards may also be made in the above circumstances. The degree of risk, whether appreciated or unknown at the time, and the consequent degree of bravery by rescuers are the determining factors.

Nomination(s) must be completed within two months of the incident and forwarded to executivesupport@northyorkshire.police.uk The final decision will be made by the Royal Humane Society.

- **Society for the Protection of Life from Fire** awards for acts of bravery in rescuing others from fire. Application forms can be obtained from: www.splf.org.uk

The Society grants rewards to persons who have distinguished themselves or received injury while engaged in the rescue of life from fire. Nominations must be completed within two months of the incident and forwarded to executivesupport@northyorkshire.police.uk The final decision will be made by the Society for the Protection of Life from Fire.

- **Order of St John Life Saving Medal** to honour those who saved or attempted to save the life of another, and who placed themselves at imminent personal risk doing so. Application forms can be obtained from: www.splf.org.uk
- **Criminal Justice Alliance Awards** to acknowledge organisations or individuals who've helped transform the criminal justice pathway or perceptions of it
- **Police Public Bravery Awards** which recognise the assistance provided by members of the public who have intervened to foil criminal acts and come to the assistance of others
- **Humanitarian Medal** 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.
- **Carnegie Hero Fund Trust** recognise acts of civilian heroism and give financial assistance and support, if necessary, to: (i) the dependants of persons who have died, (ii) persons who have been injured, and (iii) who have incurred appreciable financial loss through performing acts of heroism in peaceful pursuits.
- **Court Awards/Judge's Commendations**; at the discretion of the individual courts, commendations will be made by judges, coroners, or magistrates for outstanding contributions by police officers, staff, or members of the public. In these cases, the letter of commendation is sent to the Executive Support Team so that an appropriate presentation can be made to the individual(s) concerned and the commendation publicised internally and externally.
- **NPCC Police Staff Recognition Awards**

These awards recognise the significant impact that police staff have in policing and celebrate where that work is helping to deliver policing priorities.

The categories for the national awards are:

- Police Staff Member of the Year Award
- Police Staff Lifetime Achievement Award
- Police Staff Team of the Year Award
- Police Staff Unsung Hero Award
- New Police Staff Member – Exceptional Contribution Award
- Police Staff Bravery Award
- Police Staff Ally of the Year Award

Nominations are requested during a specific nominations period and will be communicated and managed through the Executive Support Office.

Nominations need to meet the category criteria and will be assessed by a panel of judges from across policing. Winners will be presented with their award at the in-person National Senior Police Staff Event

- **BAWP Awards (British Association of Women in Policing)**

The awards recognise the achievements of women officers, staff and volunteers across eleven categories including lifetime achievement, volunteer of the year and investigation of the year, amongst others. The Special Recognition award is open to men and women who have made a significant contribution and commitment to the advancement of women in policing. Full criteria can be found on the BAWP website.

Nominations are requested during a specific nominations period and will be communicated and managed through the Executive Support Office.

This list is not exhaustive; however all external awards and recognition are managed by the Chief Constable's Staff Officer. For further information on external awards and recognition, including how to put forward nominations, please access the awards and recognition site or email Executive Support executivesupport@northyorkshire.police.uk.

Acts of Gallantry, Higher Honours and Distinguished Service

Nomination forms can be obtained from <https://www.gov.uk/honours>. Once completed the nomination should be forwarded to the Chief Constable's Staff Officer.

Responsibilities

If applicable, list clearly the responsibilities of individuals in order to comply with the application and monitoring of this procedure. Under the following headings:

Operational Officers/Police Staff

First Line Supervision

Safer Neighbourhood Commanders/Heads of Department

Command Team