



Police Commissioner's Special Order

Number: SO 25-40

Date: 11/6/25

Post/Mention: Indefinite

SUBJECT: RULE 305 AWARDS – REVISED

Rule 305 Awards, is hereby amended and reissued superseding all previous rules, special orders, memos and directives on this subject.

In addition to codifying current awards, procedures and practices, two new awards have been approved:

Sec. 4.11 The Boston Police Community Service Award

Sec. 4.16 The Military Service Award Ribbon

Commanding Officers shall ensure that this order and the attached Rule are posted on Department bulletin boards.

Michael A. Cox
Police Commissioner

Rule 305 – AWARDS

This rule is issued to establish the system by which the Department rewards sworn and civilian members for outstanding performance. It is effective immediately, superseding all previously issued rules, orders, bulletins, and other directives regarding awards given by the Department.

Sec. 1.0 GENERAL CONSIDERATIONS: One of the most important ways in which the Boston Police Department establishes policy is through rewards. The most meaningful way the department can say that a certain kind of behavior is important is to reward people who engage in that behavior.

Traditionally, rewarding police officers fairly and equitably has been extremely difficult. Most awards in the past have been given for single acts of heroism, a practice which fails to take into account the many police officers who consistently do good work but never happen upon that unique situation requiring conspicuous bravery.

The system of awards set forth in this rule is designed to encourage the department to consistently recognize and reward the kinds of behavior that are the basis of high-quality police service.

Sec. 2.0 Policy Considerations:

Sec. 2.1. Authority to Establish Awards. Rule 305 authorizes Boston Police Departments sworn personnel to be awarded medals, ribbons, and emblems under provisions of Rule 305 issued by the Commissioner of the Boston Police Department or their designee.

Sec. 2.2. Unauthorized Disposition and Wearing of Awards. Rule 305 prohibits unauthorized wearing of any decoration, medal, or ribbon, which has or may be authorized by the Boston Police Department, except when authorized by the Boston Police Commissioner or their designee.

Sec. 2.3. Boston Police Awards Board. The Boston Police Awards Board was established to determine criteria and eligibility for department awards higher than the level of District Awards. The board consists of a Board President and contains up to twelve board members with various backgrounds throughout the department. The senior members are appointed by name and the remaining members are volunteer appointments. The Awards Board is responsible for considering, reviewing and making recommendations to Bureau of Field Services (B.F.S) for Commissioners (Awarding Authority) approval. The Board reviews ribbons, medals, and unit awards for those persons and units in the service of the Boston Police, other law enforcement agency personnel, and to civilians in the case of awards that exceed the level of District approval.

The Board makes recommendations to B.F.S. on such matters regarding designs of medals, ribbons, and attachments, and policy related to the medals and awards program. The Awards Board shall meet a minimum of once every three months in order to determine quarterly awards and the timely completion of awards below Medal of Honor.

Sec. 2.4. Change to Rule Recommendations. Suggested changes to award policy will be submitted via memorandum (Form 26) through the chain of command and through the Bureau of Field Services. Suggested changes for grammatical errors do not have to be forwarded through the chain of command. All suggestions should be submitted electronically to bpdawards@pd.boston.gov.

Sec. 2.5. New Award Proposals. All proposals for the establishment of a new award must be addressed to the Bureau of Field Services, and the recommending unit/district's chain of command. The recommendation must contain full justification for the new award, proposed criteria, and eligible personnel.

Sec. 2.6. Non-Department Awards. Policy, regulations, and information concerning shall be directed to the governing body of the accepted award.

Sec. 2.7. Awards as Recognition. Department decorations are awarded in recognition of individual and/or sustained acts of heroism, meritorious achievement, or meritorious service above and beyond that ordinarily expected, and which distinguish an individual or unit from among those performing similar acts or services. The judicious and timely use of personal decorations and unit awards provides an effective means of fostering high morale, incentive, and esprit de corps.

Sec. 2.8. Meritorious Service and/or Acts. Awards will be made for either a period of meritorious service or for performance of a specific meritorious achievement or act.

Sec. 2.9. Extraordinary Heroism. Only department awards, the Medal of Honor or above, to include the Lifesaving Award, may be considered for extraordinary heroism. The Bureau of Field Services retains approval for all cases of extraordinary heroism. Recommendations for extraordinary heroism will be forwarded through the chain of command to the Awards Board for consideration. These awards must be documented in the summary of action, where the awarding authority is convinced the act, compared with other acts of heroism, stands alone in comparison. Criteria that Awards Boards and awarding authorities must also consider for "extraordinary heroism" include:

- a) Was the heroic act performed necessary and worthwhile?
- b) Did the individual performing the act know the potential danger and risks involved?
- c) Was the act performed voluntarily? A person who is carrying out orders and goes beyond that which could be expected under the circumstances should not be disqualified.

- d) Did the individual choose not to seek cover or safety, or leave a place of comparative safety, to perform the act without direct orders, or without being forced into a more dangerous situation by uncontrolled circumstances?
- e) If the act had not been performed, would there be reason for censure or blame?
- f) Was the individual motivated by a desire for recognition or solely for self-reservation?

Sec. 2.10. Posthumous Awards. If an individual dies before receiving an award, the award nevertheless may be given posthumously and the decoration, certificate, and citation presented to the primary next of kin with appropriate ceremony. When a decoration is presented to the surviving spouse or their children, duplicate elements of the decoration may be furnished without cost to the parent(s) of the deceased.

Sec. 2.11. Privacy Considerations. Award recommendations and supporting documentation should be considered privileged information and should be made available only to those individuals involved in the award decision process. Originators and officials who review or approve personal award and lifesaving award recommendations must not discuss them with nominees until the award has been approved and is ready for presentation.

Sec. 2.12. Revocation of Awards. Any Boston Police decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

Sec. 3.0 ACTIONS FOR WHICH AWARDS ARE GIVEN: The Department will give awards for exemplary performance in a variety of categories, among them:

- Extraordinary bravery in performance of duty
- Meritorious police service
- Apprehension of offenders
- Crime prevention activities
- Assisting individuals in danger of physical harm
- Protecting constitutional rights of individuals or groups
- Traffic services
- Assisting people who cannot care for themselves
- Resolving group conflicts
- Identifying potentially serious law enforcement or governmental problems
- Providing extraordinary community service
- Exceptional service to the department
- Responsible for innovative suggestions for improvement in department functions or skillful implementation of new programs
- Exemplary proficiency

Sec. 4.0 AVAILABLE AWARDS: There are a number of department and outside agency awards available for different types of commendable behavior all of which are made through the process established in this rule.

Sec. 4.1 The Schroeder Brothers Memorial Medal is the highest award given by the Department. It is awarded once a year at the Annual Awards Presentation Ceremony to an officer whose conduct in some situation is judged by the Department Awards Board to be the highest form of valor exhibited by an officer during the previous year. It is awarded to only one officer or group of officers involved in a single incident during a year and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award. Because this award is the highest recognition of valor which the department can make it may not be awarded every year but will be reserved for those particular acts of valor which are outstanding.

Sec. 4.2 The Walter Scott Medal is awarded once a year at the Annual Awards Presentation Ceremony to distinguish an officer(s) for valorous conduct in some situation during the previous year. Ordinarily, it is awarded to only one officer a year; however, upon recommendation of the Department Awards Board, more than one medal may be awarded. This should be the case only when the medal is being awarded to officers whose conduct in the same situation was equally valorous. The medal is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3 The Medal of Honor is given once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring during the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.1 The Sergeant Richard F. Halloran Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.2 The Detective Thomas J. Gill Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.3 The Detective Sherman C. Griffiths Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.4 The Detective Roy J. Sergei Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.5 The Detective John J. Mulligan Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.6 The Police Officer Louis H. Metaxas Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.7 The Police Officer Jeremiah J. Hurley Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.8 The Police Officer Thomas F. Rose Memorial Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

Sec. 4.3.9 The Police Officer Berisford Wayne Anderson Medal of Honor will be awarded once a year at the Annual Awards Presentation Ceremony to officers cited for outstanding valor in situations occurring in the previous year. The medal is awarded upon recommendation of the Department Awards Board is accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the award.

NOTE: This award shall only become effective following the official release and implementation date of this rule revision. No awards will be granted retroactively for actions occurring prior to the rule's release.

Sec. 4.4 The William J. Taylor Meritorious Service Award is the highest award available other than those awarded for valor and heroism. It is given once a year at the Annual Awards Presentation Ceremony to distinguish a member whose performance over the previous year is in the highest traditions of Boston Police service. The award is given to a police officer or officers each year, upon the recommendation of the Department Awards Board. It is accompanied by a Letter of Commendation from the Commissioner explaining the reasons for the award.

Sec. 4.5 The Mayor's Medal of Excellence was established on June 26, 1989 by the Police Commissioner. It is awarded annually at the Annual Awards Presentation Ceremony to a police officer or officers who, in the previous year, distinguished themselves and are judged for the highest form of superior merit in any form of police duties.

Sec. 4.6 The Trooper George L. Hanna Memorial Awards for Bravery program consists of two levels. Nominations may be made for an individual or for a group award involving multiple officers, if each individual officer meets the following criteria.

NOTE: This award is issued by the Commonwealth of Massachusetts's Executive Officer of Public Safety and Security. Each recipient of the Schroeder, Walter Scott, and Medal of Honor award may be nominated for the Hanna Memorial Award.

Sec. 4.6.1 Medal of Honor awarded to a police officer who demonstrates actions above and beyond the call of duty, exhibiting extraordinary bravery and courage in the face of extreme risk and certain and imminent danger to life or limb. The police officer's actions are performed in the course of a dangerous incident to protect or save the life of a colleague or citizen, in selfless disregard for the officer's own safety and often result in great cost to the officer, including loss of life. Medal of Honor recipients should display exceptional levels of professionalism, competence, leadership, and clear thinking during a dangerous incident while on or off duty. The officer's actions must be so outstanding that they clearly distinguish heroism from lesser forms of bravery. The award may be made to an officer who has lost his or her life in the line of duty under conditions in which the officer displayed professional law enforcement actions and duties consistent with good police practices. Recipients will be allowed to wear a "H" device on the ribbon.

Sec. 4.6.2 Medal of Valor awarded to a police officer who demonstrates actions above and beyond the call of duty, exhibiting valor, courage and bravery while disregarding the potential for danger or great risk to him or herself and whose actions do not rise to the level of Medal of Honor, during the course of an individual incident. Recipients will be allowed to wear a "V" device on the ribbon.

Sec. 4.6.3 Medal of Merit is awarded to law enforcement officers who demonstrate exceptional initiative, professionalism, and judgment in the performance of their duties. To be considered for this honor, the officer must have voluntarily risked personal safety to protect others, with actions that go beyond the normal expectations of duty. The act should reflect outstanding initiative, courage, or skill, even if it was not necessarily life-threatening. The incident must involve noteworthy service or performance that brings credit to both the officer's department and the law enforcement profession. Recipients will be allowed to wear a "M" device on the ribbon.

Sec. 4.7 The Theodore Roosevelt Award honors hometown heroes who experience serious injuries or illnesses but continue to render praiseworthy service to their departments.

Sec. 4.8 The Life Saving Award, when appropriate, to be awarded at the Annual Awards Presentation Ceremony to a police officer or officers whose actions either valorous or otherwise prevent a life to be lost i.e. fire, drowning or cardiac arrest. The Life Saving Award is awarded upon recommendations of the Department Awards Board and is accompanied by a Letter of Commendation from the Commissioner setting for the reasons for the award.

Sec. 4.9 The Commissioner's Special Citations Ribbon is the highest District Level personal award given to members of the department or other persons whose conduct is laudable but who do not meet the criteria for submission to the Awards Board. Citations are awarded upon recommendation of the District or Unit's Commanding Officer and are accompanied by a Letter of Commendation from the Commissioner setting forth the reasons for the citation

Sec. 4.10 The Letter of Commendation Ribbon is the basic award of the department and must be awarded before higher awards can be made. It is given for actions that, in the context of the particular district or unit, are exemplary or exceptional. When awarded at the district or unit level, by the District or Unit Awards Board, the Letter is signed by the Chairman of that Board and an original copy is given to the commended officer. The Letter of Commendation is issued also in conjunction with all higher awards given by the Department Awards Board. In such cases, it reiterates the reasons for the award and is signed by the Police Commissioner. The letter is typewritten on standard Boston Police letterhead. A copy of every Letter of Commendation will be place in the commended Officer's personnel file

Sec. 4.11 The Boston Police Community Service Award recognizes sworn and civilian members who demonstrate exceptional dedication to fostering trust, collaboration, and partnership within Boston's neighborhoods. Nominees must show outstanding service beyond normally assigned duties through meaningful community engagement, innovative problem-solving, and sustained participation in programs that strengthen relationships between the Department and the public. Recipients are selected based on: measurable impacts such as improved quality of life, reductions in crime and fear of crime or other documented outcomes; sustained commitment over time; and recognition by peers or community members as role models for service.

Sec. 4.12 The Officer of the Quarter is granted to a sworn member or each sworn member of a team whose performance of duty during a specific quarter was characterized by such exceptional professional skill that it merits recognition by the entire department. This award is approved by the appropriate District or Unit commander and will be presented in the form of a ribbon and paper certificate.

Sec 4.13 The Unit Citation may be awarded to groups, teams or units within the Boston Police Department. To justify this award, the individual members of the group must have performed service that made a significant contribution to the group's overall outstanding accomplishment of a performance of duty, procedural accomplishment, mission success, etc. The service performed as a group, team, or unit must be comparable to that which would merit the award of the special citation or higher to an individual. The award of the Unit Citation does not preclude individuals from being recognized with a personal award for the same action/period recognized.

Sec. 4.14 The Thomas Sullivan Award is no longer awarded. Any member of the department who has been awarded this ribbon may continue to display it.

Sec. 4.15 The Years of Service Ribbon is granted to any sworn member in good standing for a period of five consecutive years. Members will be awarded hourglass devices for extended periods of service. Periods of service denoted by devices:

Bronze Hourglass – 10 years of service
Silver Hourglass – 20 years of service
Gold Hourglass – 30 years of service
Gold and Bronze – 40 years of service (only time two devices can be worn simultaneously)

Sec. 4.16 The Military Service Award Ribbon is granted to any Department member who is currently a member of any branch of the United States Armed Services or was honorably discharged from any branch of the United States Armed Services. Members with prior military service before employment with the Department are also eligible. Current members will submit their application through HRD. This award is approved by HRD and will be presented in the form of a ribbon bar with the initials of the appropriate services as a device. Sworn members awarded the Military Service Award Ribbon will be awarded a 5/16-inch bronze star (5/16-inch silver star in lieu of 5th award) to be placed on the ribbon if they were deployed or activated (under Title 10 or 14 orders) to full military service during the time of conflict or war, with the exception of training, whether voluntary or involuntary.

Sec. 4.17 The Education Ribbon is awarded to any sworn member in good standing that has achieved a graduate level degree in any field. Members will be awarded devices associated with the level of their degrees. Only the highest level of academic achievement shall be represented by a service device. In cases where a recipient holds multiple qualifying degrees, the highest degree will be denoted by the appropriate device, with an oak leaf cluster added for each additional degree earned.

“A” Device – Associates Degree
“B” Device – Bachelor's Degree
“M” Device – Master's Degree
“D” Device – Doctorate Degree

Sec. 4.18 The Department Honor Guard Ribbon will be temporarily awarded to any member in good standing who holds the qualification of Honor Guard Member for a period of one year. The ribbon will become permanent upon three cumulative years of certified Honor Guard service.

Sec. 4.19 The Certified Instructor Ribbon will be temporarily awarded to any member in good standing who holds the qualification of MPTC Instructor for a period of one year. The ribbon will become permanent upon three cumulative years of certified MPTC Instructor service.

Sec. 4.20 The Entry and SWAT Team Ribbon will be temporarily awarded to any member in good standing who holds the qualification of SWAT Team Member for a period of one year. The ribbon will become permanent upon three cumulative years of certified SWAT Team Member service.

Sec. 4.21 The Hostage Negotiator Ribbon will be temporarily awarded to any member in good standing who holds the qualification of Hostage Negotiator for a period of one year. The ribbon will become permanent upon three cumulative years of certified Hostage Negotiator service.

Sec. 4.22 The Democratic National Convention Ribbon will be awarded to any sworn member of the department that served in good standing during the time period of July 26, 2004 till July 29, 2004.

Sec. 4.23 The Boston Marathon 4/15 Ribbon will be awarded to any recruit or sworn member of the department that served in good standing during the time period of April 15, 2013 till April 19, 2013.

Sec. 5. Preparation of the Award Recommendation:

Sec. 5.1. Initiation of Recommendation. A commanding officer, officer-in-charge, or any Sergeant or above senior to the individual being recommended may initiate a recommendation for an award. The originator, if other than the commanding officer or officer-in-charge of the individual concerned, must forward the recommendation to the appropriate commanding officer for comment and/or endorsement prior to forwarding via the chain of command.

Sec. 5.2. Timeliness and Time Restrictions. To be meaningful, award recommendations must be timely. Therefore, recommendations for department decorations and awards must be initiated promptly after the act or period of service being recognized (ideally within 30 days), in sufficient time to ensure presentation before the recipient detaches from the unit at which the award was earned. For oversight purposes, recommendations for unit awards and personal decorations must be submitted within one year from the date of the act or service; the Awards Board may have authority to waive the one-year time limitation. All award recommendations outside of the one-year time limitation will be reviewed by the Awards Board, with the exception of the Schroeder, Walter Scott, Medal of Honor, Purple Heart, Lifesaving Award, for which no time limitations exist. If an award recommendation is lost or accidentally destroyed, certification by competent authority, accompanied by a copy or reconstruction of the recommendation, will be considered.

Sec. 5.3. Boston Police Award Recommendation Form #1645. All personal award recommendations must include the Boston Police Award Recommendation, Form #1645.

Sec. 5.4. Commendation: Fundamentally, a commendation is an account of heroic acts or an enumeration of meritorious services or achievements. A citation is laudatory and formalized; it should highlight the primary action(s) for which the award is proposed; it must be factual; it must not contain sensitive information; it should be concise, straightforward and easy to read aloud; and it should be adaptable to publication by the media. A proposed citation will be prepared by the first-level awarding authority for presentation, or for forwarding to the next-level awarding authority, as appropriate. Units with the capacity and capability to produce acceptable citations are required to do so when initiating award recommendations.

Sec. 5.5. Forwarding Award Recommendations: Personal award recommendations will be addressed and forwarded via the chain of command to the “first level” delegated awarding authority with jurisdiction over the individual at the time the act or service was performed and who is authorized to approve the recommended award (see Table 1-1 at the end of this Rule).

Sec. 5.6. Processing Award Recommendations: Awards will be acted upon by the lowest-level awarding authority as defined in Table 1-1. Awards requiring approval by the Awards Board must be received at a minimum of 60 days in advance of the scheduled presentation date. An Awards Board will be held on a quarterly basis, tentatively scheduled for March, June, September, and December.

Sec. 5.6.1. Approval Authority Responsibilities

Sec. 5.6.1.1. Establish an Awards Board. To more effectively exercise responsibility to recognize heroic or meritorious performance, an Awards Board must be established by the Bureau of Field Services with awarding authority responsibilities. Membership on the board will be determined by the awarding authority (Boston Police Commissioner) and must include the Superintendent or Deputy Superintendent of B.F.S. The board will be chaired by the Superintendent,

Deputy Superintendent, or Board President as appropriate. The board recommendations to the awarding authority and the awarding authority's final actions must be in writing and will be retained permanently. Responsibilities of the board include, but are not limited to, the following:

Sec. 5.6.1.1.1. Reviewing, evaluating, and screening all recommendations and providing comments to the awarding authority so that he or she can more effectively consider recommendations for decorations and awards; including instances where extraordinary heroism is indicated in accordance with Section 2.9.

Sec. 5.6.1.1.2. Ensuring that decoration and award recommendations, and award elements, are properly prepared in accordance with this Rule.

Sec. 5.6.1.1.3. Ensuring that all information that may support the recommendation for an award, such as assistance reports and statements of witnesses, if applicable, is carefully considered and recommendations resulting from such information are forwarded for consideration of the awarding authority.

Sec. 5.6.1.1.4. Carefully considering each case on its own merits. The board may recommend:

- A. Approval of the award,
- B. Upgrading to a higher award.
- C. Downgrading to a lower award or returning through the chain of command to the lowest-level awarding authority
- D. Return of the recommendation for clarification or justification; and
- E. Disapproval of the award

Sec 5.6.1.1.5. Each award packet will be read in front of board members, which will be immediately followed by a vote. For an award to progress to the awarding authority, it must obtain a majority vote of approval by the Awards Board.

Sec. 5.6.1.2. Take Action on Awards Board Recommendations: The awarding authority (Boston Police Commissioner) may agree or disagree with the recommendations of the Awards Board, and his or her decision is final. Recommendations for all awards not within their delegated authority must be favorably endorsed by the awarding authority on the Boston Police Award Recommendation, Form #1645.

Sec. 5.6.2. Approving Authority Responsibilities for Commanding Officers/District Commanders: Commanding officers who are granted awarding authority for personal awards must establish an appropriate internal screening mechanism and review process to consider awards for approval, disapproval, or for forwarding via the chain of command to the delegated awarding authority that is authorized to approve the level of award being recommended. Forwarding to the Awards Board is mandatory for instances when extraordinary heroism is recommended, as discussed in Section 2.9 of this Rule.

Sec. 5.6.3. Reconsideration of Disapproved Awards: Recommendations for awards previously disapproved by an awarding authority may be reconsidered only upon presentation of new and relevant material evidence that was not available at the time of the original recommendation. One-time reconsideration by the awarding authority will be conclusive.

Sec. 5.6.4. Exception to the Rule: Requests for exceptions to policy established in this Rule must be prepared in memorandum format (Form 26) with supporting documentation and forwarded through the chain of command. Requests may be disapproved and returned to the requestor at any level in the chain of command. The Awards Board will review and route requests, as appropriate, for adjudication. Requests for exception to policy will be approved only in extraordinary circumstances and considered on a case-by-case basis.

Sec. 5.7. Issuance, Procurement, and Wearing of Decorations of Awards

Sec. 5.7.1. Initial and Duplicate Issuance: The awarding authority will provide the initial set of all approved awards and decorations. Subsequent or duplicate disbursement of personal awards and unit ribbon, and their attachments is not authorized, except in instances where they have been lost, destroyed, or rendered unfit for use through no fault or neglect of the person to whom the medals were awarded. When and if applicable, members may make their request via central supply.

Sec. 5.7.2. Award Procurement: The awarding authorities listed on Table 1-1 at the end of this Rule are authorized to procure applicable award elements and issue them in accordance with this Rule.

Sec. 5.7.3. Certificates and Storage: Certificates have been developed for all Boston Police personal awards that have a corresponding medal or ribbon. All awards and certificates will be stored in the personnel file of each recipient.

Sec. 5.7.4. Precedence of Decorations and Awards: Recipients of decorations, service medals, and other awards are authorized to wear them in accordance with the requirements outlined in Section 6.2.

Sec. 5.7.5. Wearing of Decorations and Awards: Active duty and retired personnel are authorized to wear decorations and awards, which are optional to be worn with Class A, B, or C uniforms, except special events (funerals, parades, Annual Awards Presentation), where award ribbons shall be worn. Ribbons shall be worn $\frac{1}{4}$ " above the right shirt pocket and centered. Ribbons will be worn no more than three across before becoming stacked in rows.

Insignias or pins designating membership in official bargaining units may be worn. All such insignias shall be worn above the right breast pocket flap of the uniform jacket or shirt and centered over the button.

A United States flag emblem $1\frac{3}{4}$ "wide by $\frac{5}{8}$ " in height with dual fasteners is authorized to be worn on the uniform. It is authorized as an optional emblem and shall only be worn on the uniform shirt and dress uniforms, centered $\frac{1}{4}$ " above the right breast pocket with the blue field to the outside. No other flag emblem or pin shall be worn on the uniform. Department award ribbons are optional to be worn with Class A, B, and C uniforms, except special events (funerals, parades, Annual Awards Presentation), where award ribbon is shall be worn.

At any time, the department ribbons or pins and devices are worn in conjunction with the United States flag emblem, the flag emblem shall be worn $\frac{1}{4}$ inch above all other ribbons pins or devices on any department uniform and centered.

Sec. 6. Types of Award Criteria and Order of Precedence

Sec. 6.1. Types of Awards

Sec. 6.1.1. Boston Police Relief Association Ball Awards: Highest level of departmentwide personal awards and Unit Citations, which need to be voted on and approved by the Awards Board. Each recommendation is submitted to the Deputy Superintendent of B.F.S. for review and forwarding to the Commissioner for final approval.

Sec. 6.1.2. Outside Agency Awards/Medals: The department may authorize sworn personnel to wear ribbons awarded to them by outside agencies/organizations. Awarding criteria will be determined by the awarding authorities of the associated agency/organization.

Sec. 6.1.3. District/Unit Level Personal Awards: Commanding Officers of Districts or Units have the authority to recognize an individual(s) for actions that have not met the criteria for recommendation to the Awards Board. These awards may be given at the discretion and manner that the Commanding Officer deems appropriate.

Sec. 6.1.4. Department Achievement Ribbons: Ribbons awarded to sworn personnel who have reach a level of achievement in three categories (Time of Service, Military Service and Education)

Sec. 6.1.5. Department Qualification Awards: Ribbons awarded to individuals who have achieved a qualification that is recognized within Rule 305. Award criteria requires the member holds the qualification in good standing for a specified time period within the award standard. The award consists of a permanent status at the conclusion of an extended period of job performance while holding the specific qualification, unless otherwise specified by the awarding authority.

Sec. 6.1.6. Historical Awards: Awards given to sworn members who performed their duties within a specific time period where the entire department was faced with a significant event, crisis, or disaster that altered normal working conditions.

Sec. 6.2. Order of Precedence:

Awards	Ribbon	Device
1. Schroeder Brothers Memorial Medal		
2. Walter Scott Medal		
3. Medal of Honor (Including named MOH)		
4. William J. Taylor Meritorious Service Award		
5. Mayor's Medal of Excellence		
6. Trooper George L. Hanna Memorial Awards for Bravery		
7. Theodore Roosevelt Award		
8. Life Saving Award		

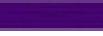
9. Commissioner's Special Citations Ribbon		 
10. Letter of Commendation Ribbon		 
11. Boston Police Community Service Award		 
12. Officer of the Quarter		 
13. Unit Citation		 
14. Thomas Sullivan Award (No longer awarded)		
15. Years of Service Ribbon		  
16. Military Service Award Ribbon		A, N, M, AF, CG, SF
17. Education Ribbon		
18. Department Honor Guard Ribbon		
19. Certified Instructor Ribbon		
20. Entry and SWAT Team Ribbon		
21. Hostage Negotiator Ribbon		
22. Democratic National Convention Ribbon		DNC
23. Boston Marathon 4/15 Ribbon		415

Table 1.1

Award	Awards Board/B.F.S	Commanding Officer	Outside Agency	B.F.S./HRD	Devices
Schroeder Brothers Memorial Medal	X				C, D
Walter Scott Medal	X				C, D
Medal of Honor (Including named MOH)	X				C, D
Boston Police Department Purple Heart Medal	X				C, D
William J. Taylor Meritorious Service Award	X				C, D
Mayor's Medal of Excellence	X				C, D
Trooper George L. Hanna Memorial Awards for Bravery			X		V, H
Theodore Roosevelt Award			X		
Life Saving Award	X				C, D
Commissioner's Special Citations Ribbon		X			C, D
Letter of Commendation Ribbon		X			C, D
Boston Police Community Service Award	X				C, D
Officer of the Quarter		X			C, D
Unit Citation	X				C, D
Thomas Sullivan Award (No longer awarded)					
Years of Service Ribbon				X	E
Military Service Award Ribbon				X	A*, N*, M*, AF*, SF*, CG*, C, D

Education Ribbon				X	M, B, A, C, D
Department Honor Guard Ribbon				X	
Certified Instructor Ribbon				X	
Entry and SWAT Team Ribbon				X	
Hostage Negotiator Ribbon				X	
Democratic National Convention Ribbon				X	F
Boston Marathon 4/15 Ribbon				X	G

Legend:

- V – Valor Device
- H – Honor Device
- M – Masters Device
- B – Bachelors Device
- A – Associates Device
- C – 5/16-inch Bronze Oak Leaf
- D – 5/16-inch Silver Oak Leaf (in lieu of 5th award)
- E - Hourglass Device
- F – DNC Device
- G – 4/15 Device
- A* – Army Device
- N* – Navy Device
- M* – Marine Device
- AF* – Air Force Device
- SF* - Space Force Device
- CG* - Coast Guard Device

Michael A. Cox
Police Commissioner