



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 112	COMMENDATIONS AND FORMAL RECOGNITION	
	Effective: 8/15/2024	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: DPS Commendation Guide	

112.100 INTRODUCTION

The Department of Public Safety has established the following formal commendations and formal recognition. The recipient of each commendation, except for the Letter of Commendation, will receive a plaque commensurate with the commendation and a ribbon for uniform wear as appropriate. Commendation and service ribbons are to be worn only as set out in OPM 102.

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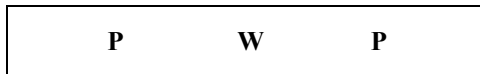
A. *Commendation for Valor.* Diligent performance of duty by an employee of the Department in a perilous situation in which a life is saved, a serious crime prevented, a serious violent violator is arrested, or other similar event occurred as a result of the employee's actions. The deed performed must have been one of personal bravery or self-sacrifice beyond the call of duty, so conspicuous as to clearly distinguish the individual above his fellow officers and which involved the voluntary risk of the employee's own life. The commendation ribbon is a multicolor ribbon of gold, blue, silver, and red with a bronze "V" centered on the ribbon in a gold band. This commendation is the only ribbon awarded where employees may wear multiple ribbons on the formal uniform.



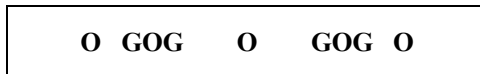
B. *Commendation for Bravery.* Diligent performance of duty by an employee of the Department in a hazardous situation in which the employee was exposed to perils beyond the call of duty. The deed, while of lesser degree than that required for the Commendation for Valor, would also demonstrate conspicuous bravery involving personal hazard or danger. The commendation ribbon is a multicolored ribbon of gold, blue, red, and white.



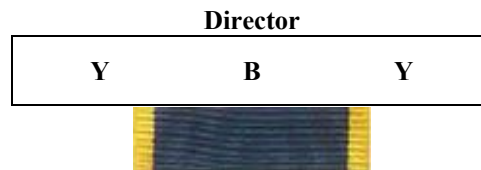
C. *Purple Heart.* During the performance of duty, an employee is seriously injured or killed as a result of the actions of another person. The commendation ribbon is a purple bar with a white stripe.



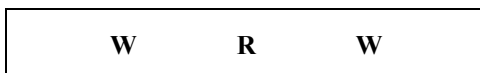
D. Commendation for Meritorious Service. Performance of duty by an employee of the Department in a hazardous situation whereas a result of the employee's action a crime is prevented, life or property is protected, or criminals apprehended. The commendation ribbon is orange and gold.



E. Commendation for Honorable Service. Performance of duty or service by an employee of the Department which does not fall into the above classifications but which distinguishes the employee by exceptional duties of great responsibility. This applies to a narrower range of positions and requires significant achievement and exceptional dedication to performance of normal duties. It is awarded to those who "go the extra mile." The commendation ribbon is yellow and blue. If it is issued by the Commissioner it has double gold bands and if issued by the Division Director has single gold bands.



F. Lifesaving Commendation. This commendation is awarded to an employee for the ACTUAL SAVING OR PRESERVATION OF a human life or lives that otherwise would have IMMEDIATELY EXPIRED without the employee's DIRECT INVOLVEMENT in providing first aid, medical, or physical intervention. An employee may receive only one Lifesaving Commendation per incident regardless of the number of victims involved. Subsequent commendations will have a gold star added to the ribbon. The commendation ribbon is white and red.



G. Commendation. Services rendered by an employee of the Department, other agency, or citizen which do not fall within the above classifications, but which are worthy of mention for recognition of services by a Division Director or the Commissioner. The commendation shall be in writing, and the presentation may be in the form of a letter, certificate, or other similar document.

H. Division Supervisor of the Year. The Division Director may select a division employee of the supervisory ranks who best typifies service to the citizens of the state of Alaska based on

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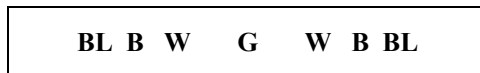
consistent performance throughout the year. The multicolor commendation ribbon is gold, white and blue.

If the employee has earned more than one Division Supervisor of the Year commendation, the ribbon will be worn with a bronze star attached to the center.



I. Division First Line Supervisor of the Year. The Division Director may select a division employee of the first line supervisory ranks (sergeant/corporal/equivalent civilian rank) who best typifies exemplary service to the citizens of the state of Alaska based on consistent performance throughout the year. The multicolor commendation ribbon is blue, black, white, and gold.

If the employee has earned more than one Division First Line Supervisor of the Year commendation, the ribbon will be worn with a bronze star attached to the center.



J. Division Employee of the Year. The Division Director may select a division employee (civilian and/or commissioned below the rank of Lieutenant) who best typifies exemplary service to the citizens of the state of Alaska based on consistent performance throughout the year. The Division Employee of the Year is generally selected from recipients of the following commendation – 112.300 J. The multicolor commendation ribbon is red, blue, and white.

If the employee has earned more than one Division Employee of the Year commendation, the ribbon will be worn with a bronze star attached to the center.



K. Detachment/Bureau and Judicial Services Employee of the Year. This commendation is presented to the employee (civilian, CSO and/or commissioned below the rank of Lieutenant) who commits to doing the best possible job every day of the year. It is not intended to recognize exceptional performance during one particular incident. Commanders should select an employee (one civilian, one commissioned officer, and one CSO) from their command every year who best typifies exemplary service to the citizens of the state of Alaska. See attached [guide](#) for selecting a candidate. Factors to be considered: the quality and completeness of investigations and reports; ability to interact with the public in a positive manner; consistent quantity and quality of work; willingness to accept and complete assignments; and special

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expertise and professionalism displayed during performance of duty. The Division Employee of the Year is generally selected from recipients of this commendation.

The multicolored commendation ribbon is gold, blue, white, and red. If the employee has earned more than one Detachment/Bureau Employee of the Year commendation, the ribbon will be worn with a bronze star attached to the center.



L. Village Public Safety Officer of the Year. The VPSO Division Director may select a VPSO who best typifies exemplary service to the citizens of the state of Alaska based on consistent performance throughout the year. See attached [guide](#) for selecting a VPSO candidate. The multicolored commendation ribbon is gold, blue, white, and red. If the VPSO has earned more than one Village Public Safety Officer of the Year commendation, the ribbon will be worn with a bronze star attached to the center.

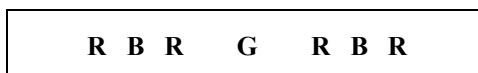


112.310 DEPARTMENT SERVICE RIBBONS

The Department of Public Safety has established the following service ribbons to recognize service to the state of Alaska. Service ribbons are to be worn only as set out in OPM 102.

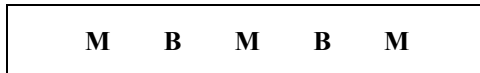
Service Ribbons are not commendations and do not require the nomination procedure laid out in 112.320. Supervisors should work with their employees to determine if the employee has qualified for an appropriate service ribbon. It is highly encouraged this be done during the annual performance evaluation. If an employee believes they meet the requirements of a Service Ribbon, upon supervisor approval, the ribbon may be requested from the DPS Procurement Section. No other approvals are required.

A. Bush Service. This ribbon is earned after twenty four (24) months of uninterrupted service to a bush community. For the purpose of this service ribbon a bush community is defined as having a population of less than 7,000 and that is not connected to the state road system. The multicolored service ribbon is red, blue, and gold. If the commissioned officer has five years of continuous service, one bronze star will be attached to the center of the ribbon. If the commissioned officer has 10 years of service, two bronze stars will be attached to the center. If the commissioned officer has 15 years of service, three bronze stars will be attached to the center. If the commissioned officer has 20 years of service, one gold star will be attached to the center.



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B. Longevity. This ribbon is earned after completion of 10 years or more service as a commissioned officer with DPS. If the employee has 15 years of continuous service, one bronze star will be attached to the center of the ribbon. If the employee has 20 years of service or more, two bronze stars will be attached to the center. If the employee has 25 years of service or more, three bronze stars will be attached to the center. If the employee has 30 years of service or more, one gold star will be attached to the center. An additional gold star will be added for every five year increment after 30 years. The service ribbon is maroon and blue.



C. Region/Specialized Unit Service. This ribbon is earned by Troopers, CSOs and VPSOs after twelve (12) months of uninterrupted service in a region and/or specialized unit. For example, a trooper assigned to Fairbanks area would wear the Interior ribbon; a trooper assigned to the same area but in drug enforcement would wear the Interior ribbon as well as the Drug Enforcement ribbon. Multiple assignments to the same region or unit do not earn multiple service ribbons. The service ribbons for the regions and units are:

Region:

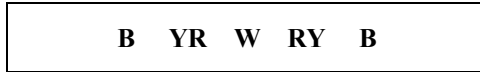
Southeast	Red	
Southcentral	Royal Blue	
Western AK / Kodiak	Light Blue	
Interior	Gold	
Kenai Peninsula / PW Sound	Gray	
Director's Office, Commissioner's Office, Academy, Anchorage Judicial Services	Red/Blue	

Specialized Unit:

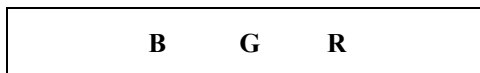
Drug Enforcement	White/Green	
Highway Patrol	Black/Royal Blue	
Investigations – AST/AWT	White	
Judicial Services	Royal Blue/Gray	
Fire and Life Safety	Red/Blue/Red	
Wildlife Troopers North	Brown	
Wildlife Troopers South	Green	

- If the commissioned officer has five years of aggregate service in any region or specialized unit, one bronze star will be attached to the center of the ribbon. If the commissioned officer has 10 years of service, two bronze stars will be attached to the center; 15 years of service, three bronze stars will be attached to the center; 20 or more years of service, one gold star will be attached to the center.*

D. Honor Guard Service Ribbon. This service ribbon is presented to employees who have volunteered to be part of the Department Honor Guard team. To be eligible for this service ribbon the individual must be an active employee of the Honor Guard for at least six months and have participated in at least two details. The multicolored service ribbon is blue, yellow, red, and white.

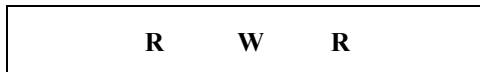


E. AST/RCMP Competitive Shoot Participant. This service ribbon is presented to employees who have participated in the annual AST/RCMP shooting competition. To be eligible for this service ribbon, the individual must have competed during the annual shoot or served as team coach. The multicolored ribbon is royal blue, gold, and red.



F. Safe Service Ribbon. This service ribbon is presented to employees who have remained accident free while on duty. To be eligible for this service ribbon, the individual must have five years of full time service to the department as a Trooper, Court Service Officer, Fire Marshal, or Village Public Safety Officer. The employee must also have no reasonably preventable department owned or leased motor vehicle collisions within the previous five years, and no reasonably preventable personal injuries to themselves or others, causing a loss of work time, within the previous five years. Department vehicles include aircraft, boats/vessels, and off-road vehicles.

The recognition for ten years of continuous safe service is the ribbon with one bronze star attached to the center. The recognition for fifteen years of continuous safe service is the ribbon with two bronze stars attached to the center. The recognition for 20 years of continuous safe service is the ribbon with three bronze stars attached to the center. The recognition for twenty five years of continuous safe service is the ribbon with one gold star attached to the center. The Safe Service Ribbon is red and white.



G. Field Training Officer Service Ribbon. The Field Training Officer ribbon is presented to Field Training Officers (FTO) who has successfully completed 960 hours (six full FTEP phases) of field training with recruits. The FTO must also have five years of DPS service as a Trooper, Court Service Officer, or Fire Marshal. The FTO must have successfully completed a basic 40 hour, department approved FTEP course. If the FTO has completed one full cycle as a detachment FTEP Supervisor, the ribbon will be worn with a bronze star attached to the center. The multicolored ribbon is navy, red, and yellow.

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H. SWAT Service Ribbon. This ribbon is presented to members who have served on SWAT. To be eligible for this service ribbon the individual must have been an active member of SWAT for at least one year, have completed and earned a Basic SWAT or SWAT certification and must have left the team in good standing. If the member did not complete and receive a basic SWAT or SWAT certification, due to circumstances beyond their control, but served for one year, it is at the discretion of the SWAT Statewide Operations Commander whether the member may be awarded the ribbon or not. This ribbon is intended to be worn by current and former members of SWAT. If a SWAT member has five years of continuous service, one bronze star will be attached to the center of the ribbon. If a SWAT member has 10 years of service, two bronze stars will be attached to the center. If a SWAT member has 15 years of service, three bronze stars will be attached to the center. If a SWAT member has 20 years of service, one gold star will be attached to the center.

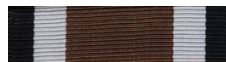
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I. K9 Handler Service Ribbon. This ribbon is presented to members who are current or former department K9 handlers and K9 instructors, in recognition of the dedication and commitment required of these assignments. To be eligible for this service ribbon, the individual must have been an active handler or K9 instructor for at least one year of uninterrupted K9 service, have completed an AST sanctioned patrol and/or detector academy, and earned at least a PSD 1 patrol and/or PSD 2 detector certification. This ribbon is intended to be worn by current and former members of an AST K9 team. If a K9 handler/instructor completes five years of continuous K9 service, one bronze star will be attached to the center of the ribbon. If a K9 handler/ instructor completes 10 years of K9 service, two bronze stars will be attached to the center. If a K9 handler/instructor completes 15 years of K9 service, three bronze stars will be attached to the center. If a K9 handler/instructor completes 20 years of K9 service, one gold star will be attached to the center.

The service ribbon is black, white and tan in recognition of our K9 partners who have worked their entire life in service to our communities.

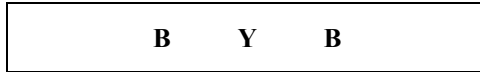
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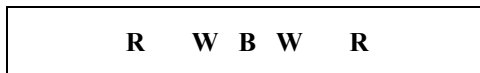
J. Crisis Negotiation Team Ribbon. This ribbon is worn by members of the department who have actively served on a crisis negotiation team (CNT). To be eligible for this ribbon (and the CNT skill insignia) the individual must have been an active member of CNT for at least one year, have completed a department approved Basic Negotiator training, participated in an actual deployment with the CNT in an active role, and remained on the team or left the team in

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good standing. If a CNT member has five years of continuous service, one bronze star will be attached to the center of the ribbon. If a CNT member has 10 years of service, two bronze stars will be attached to the center of the ribbon. If a CNT member has 15 years of continuous service, three bronze stars will be attached to the center ribbon. If a CNT member has 20 years of service, one gold star will be attached to the center of the ribbon.



K. Command School Achievement Ribbon. This ribbon is worn by members of the department who have graduated from an advanced education command school such as the Federal Bureau of Investigation's National Academy, the Southern Police Institute's Administrative Officers Course, or the Northwestern University's School of Police Staff and Command. If a member has graduated from an additional advanced education command school, a bronze star will be worn on the ribbon for each additional school completed. The multicolored ribbon is red, white and blue.



L. DPS Training Academy Staff Instructor Service Ribbon. This ribbon is presented to members who have served as a full-time staff instructor assigned to the DPS Training Academy. To be eligible for this service ribbon the individual must have been an Academy staff instructor for at least one year. This ribbon is intended to be worn by current and former Academy staff instructors. A single bronze star will be awarded for each additional position held at the Academy.



M. Retired Service Ribbon. Retired Service Ribbon. The ribbon is presented to those who have retired as commissioned members of the Department of Public Safety. To be eligible for this ribbon the member must be retired from state service with twenty or more years of honorable law enforcement service with at least ten years of service with the Department of Public Safety (DPS). This ribbon can be presented on the member's retirement plaque and with the gold border to be worn on the retired member's tunic.



112.320 COMMENDATION NOMINATION

A. Nomination for Commendation. The commendation nomination process is available under the [DPS intranet online reporting system](#) and allows for routing of the nomination

appropriately through the chain of command. The recommendation for commendation or recognition must include all pertinent details and names of witnesses. The supervisor may approve or disapprove the commendation as presented, may amend the commendation, or may recommend the nominee for a higher commendation or recognition. See the [DPS Commendation Guide](#) for more details.

B. *Commendation Recommendation Due Dates.* Recommendations for “Of the Year” commendations shall be submitted to the appropriate Director no later than January 31st. Other than “of the year” commendation, DPS employees are encouraged to submit commendation nominations contemporaneous to the event or performance which caused the consideration for the commendation rather than wait until the end of the year. Excluding unusual circumstances, nominations should not be submitted more than 3 years past the originating event.

112.330 COMMENDATION REVIEW BOARD

A. *Appointment of the Board.* Each year, the Division Directors shall appoint a Commendation Review Board consisting of five DPS employees. The Office of Professional Standards supervisor will act as the board chair and as a non-voting member. The remainder of the board will consist of one member from AST, AWT, FLS, and Statewide Service (SWS). For any commendation submission that was recommended by the Commissioner’s Office, the Deputy Commissioner or his/her designee will also vote on that particular commendation recommendation.

Board members will recuse themselves from a vote if they recommended an employee for a commendation that is being considered, or they are the intended recipient of the recommended commendation. The OPS chairperson will vote in his/her place in the conflict of interest.

B. *Responsibility of the Board.* The responsibility of the board will be to review recommendations for commendations for Valor, Bravery, Meritorious Service, Purple Heart, Honorable Service, and/or Lifesaving and determine the appropriate commendation to be given. The board will convene throughout the year as needed to allow for timely review and submissions.

C. *Authority of the Board.* The Board has the authority to interview witnesses or request additional information to determine if the commendation is warranted.

112.340 AWARDS EVENT

Purpose of an Awards Event. The purpose of an Awards Event is to recognize commissioned or civilian personnel who have performed in a special manner; recognize civilians in the community who have made a special contribution to the department's mission; or to make any other special presentation appropriate to the occasion. It is expected that awards will be distributed by the respective Division Director or designee.

112.350 OTHER AWARD OR RECOGNITION

Nothing in this chapter precludes or supersedes the nomination of an employee for the annual Governor's Peak Performance Award.

The Commendation Review Board, on a case by case basis, may consider anyone outside of the agency for any of the aforementioned listed Department Commendations.