



<u>Policy Title</u>	CERTIFICATES
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Secretariat

1.0 Rationale

Thames Valley Police produces a number of certificates for different purposes. In order that these certificates retain their value, are appropriately designed and represent value for money, a force policy has been developed.

2.0 Intention

This policy is designed to provide guidance for BCU/LPA Commanders, Heads of Department and Secretariat as to the eligibility, criteria and procedures for all of the current force-wide certificates.

3.0 General Principles

All certificates which are used on a Force-wide basis must have the approval of the Chief Constable's Management Team. Certificates are designed by the Force graphic designers in a corporate style and no other versions are permitted.

4.0 Challenges & Representations

Head of Secretariat
Thames Valley Police
Headquarters
Kidlington OX5 2NX

5.0 Guidance, Procedures & Tactics

Below is a list of current certificates, with links to eligibility, criteria and procedures. Nominations are made **in confidence** and recipients are contacted either by LPA Commanders, Head of Department or the Secretariat when the nomination has been approved.

[Internal Awards](#)

1. [Chief Constables Higher Commendation](#)

2. [Chief Constables Standard Commendation](#)
3. [BCU/Head of Department/Directorate Commendations](#)
4. [Shrievally Merit Awards](#)
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External or National Awards

13. [Judges Commendation](#)
14. [Provincial Police Awards](#)
15. [Royal Humane Society Awards](#)
16. [Police Bravery Awards](#)
17. [The Queens Awards for Gallantry](#)
 - [The George Cross](#)
 - [The George Medal](#)
 - [The Queen's Gallantry Medal](#)
 - [The Queen's Commendation for Bravery](#)
18. [Jane's Police Review Gala Awards](#)

Internal Awards

Chief Constable's Higher Commendation

Purpose:

Recognition for exceptional acts of courage or bravery. These awards are relatively rare and are only awarded when the individual's life was placed at risk.

Who is eligible:

These can be awarded to members of the public, or any member of Thames Valley Police, including police officers, police staff, PCSO's, Special Constables and Volunteers.

How nominations are made:

Nominations should be submitted on the attached form [blanknom.doc](#)
Completed forms should be signed by the BCU/LPA Commander or Head of Department and forwarded to Ann Moore, Secretariat, HQ, in the first instance, for review by a Chief Officer.

Presentation of certificates:

Certificates will be awarded by the Chief Constable at a formal ceremony organised by HQ Secretariat and will be publicised via HQ press office unless there are operational reasons for not doing so, or if the individual requests no publicity.

Chief Constable's Standard Commendation

Purpose:

Recognition for acts which are above and beyond the call of duty or involve some risk to the personal safety of the individual concerned.

For the actual criteria, please refer to [criteria.doc](#)

Who is eligible:

These can be awarded to members of the public, or any member of Thames Valley Police, including police officers, police staff, PCSO's, Special Constables and Volunteers.

How nominations are made:

Nominations should be submitted on the attached form [blanknom.doc](#)

Completed forms should be signed by the BCU/LPA Commander or Head of Department and forwarded to Ann Moore, Secretariat, HQ, in the first instance, for review by a Chief Officer.

Presentation of certificates:

Certificates will be awarded by the Chief Constable at a formal ceremony organised by HQ Secretariat and will be publicised via HQ press office unless there are operational reasons for not doing so, or if the individual requests no publicity.

Any queries, please contact Ann Moore 700 6266.

BCU / Head of Department / Directorate Commendations

Purpose:

To reward Thames Valley Police staff who have performed to a high standard.

For the actual criteria, please refer to [criteria.doc](#)

Who is eligible:

These can be awarded to members of the public, or any member of Thames Valley Police, including police officers, police staff, PCSO's, Special Constables and Volunteers.

Directorate Commendations can be awarded by an Assistant Chief Constable in unusual circumstances, eg, to recognise all staff involved in a particular operation (but where the circumstances do not match the criteria of a Chief Constable's Commendation).

How nominations are made:

Nominations can be made by any member of Thames Valley Police, to the relevant LPA / BCU Commander or Head of Department.

Presentation of certificates:

Certificates will be awarded by the BCU Commander or Head of Department at a ceremony organised locally by the Area or Department. Presentations should be publicised via the Communications Manager or HQ press office unless there are operational reasons why not, or if the individual requests no publicity.

Shrievalty Merit Awards

Purpose:

This award is one of the most prestigious in TVP and is presented annually to the individual and team, who in the opinion of the Chief Constable, has brought great credit upon the service.

Who is eligible:

These can be awarded to any member of Thames Valley Police, including police officers, police staff, PCSO's, Special Constables and Volunteers. The award is not necessarily restricted to activities or actions carried out in the current year and nominations can be put forward in respect of past actions.

How nominations are made:

Nominations are requested by HQ Secretariat in September each year and can be made by any member of Thames Valley Police, to the relevant LPA / BCU Commander or Head of Department, who should authorise the nomination and forward to the Secretariat by the beginning of November.

Presentation of certificates:

The High Sheriffs of Berkshire, Buckinghamshire and Oxfordshire present the winners with a hand written and decorated certificate, at a ceremony organised by HQ Secretariat. The ceremony usually takes place in March each year. The winners' details are also entered in the Shrievalty Merit Award Book by a calligrapher. Results will be publicised via HQ press office unless there are operational reasons for not doing so, or if the individual requests no publicity.

Thames Valley Police Awards

Purpose:

To recognise members of the public who, at some risk (or potential risk) to themselves, go out of their way to assist Thames Valley Police.

Who is eligible:

Any worthy member of the public of any age and recipients do not have to be residents of the Thames Valley.

How nominations are made:

Nominations should be submitted on the attached form [blanknom.doc](#). Completed forms should be signed by the BCU/LPA Commander or Head of Department and forwarded to Ann Moore, Secretariat, HQ.

Presentation of certificates:

The certificates are signed by the Chief Constable and will be presented either at a local BCU Commander's Ceremony organised by Area or at a Chief Constable's Ceremony organised by HQ Secretariat.

Any queries, please contact Ann Moore 700 6266.

Certificate of Achievement

Purpose:

To recognise staff who have demonstrated a consistently high level of commitment, dedication and professionalism in relation to performance.

Who is eligible:

These can be awarded to any member of Thames Valley Police, including police officers, police staff, PCSO's, Special Constables and Volunteers who have contributed to excellent performance. Examples could be a team achieving sanction detections or making a difference in reducing crime in a particular neighbourhood.

How nominations are made:

By BCU Commander or Head of Department, usually in consultation with SMT.

Presentation of certificates:

Certificates will be presented by the BCU Commander or Head of Department at a Performance Group meeting.

Any queries, please contact Jo Needs 701 3716

Community Policing Awards

Purpose:

To recognise the most outstanding contribution in the following community roles; Community police officer of the year, Probationer of the year, Special Constable of the year, Volunteer of the year and Police Community Support Officer of the year.

Who is eligible:

These can be awarded to any member of staff who is performing one of the above roles.

How nominations are made:

Corporate Information run a media campaign to generate nominations from individual members of the community, partner agencies and TVP colleagues. There is a standard nomination form which is circulated to all Parish, County and District Councils, Libraries and all police stations.

Presentation of certificates:

Certificates and prizes will be awarded by the Chief Constable at a formal ceremony, usually in November, organised by HQ Secretariat and will be publicised via HQ press office unless there are operational reasons for not doing so, or if the individual requests no publicity.

Please contact either Ann Moore 700 6266 or Annie Tysom 700 6350 with any queries.

Secured by Design / Safer Parking Award

Purpose:

To recognise organisations which design new buildings or car parks in such a way as to assist in preventing crime in and around those buildings or areas.

Who is eligible:

Organisations in the public and private sector who have developed within the Thames Valley area. The developments can be residential properties, commercial buildings and car parks. The Force Crime Prevention Design Advisers (CPDAs) will decide whether or not the design of a building is such that it assists in preventing crime.

Nominations:

Any organisation developing a new building or car park operator in Thames Valley can apply for the award and does so directly to the CPDAs at the design stage.

Presentation of certificates:

The certificates are presented by the Force CPDAs to the recipient at the new building as soon as possible after the building is complete. The CPDA will organise the presentation and notify the Home Office Crime Prevention College once the award has been made.

Any queries, please contact Roger Hampshire 763 3875

Certificate of Service – Police Officers

Purpose:

To recognise the service of police officers on retirement - issued automatically.

Criteria:

There are two certificates issued, one which is produced by external printers and includes name of officer, number of years service, date of leaving and is signed by the Chief Constable. The other is produced by HR department and includes name of officer, details of all Forces served and dates, rank when leaving and conduct during service, and this is signed by the Head of Personnel.

Presentation of certificates:

There is no formal presentation; certificates are sent by post to the home address after the officer has left.

Purpose:

To recognise the service of police officers upon resignation - issued automatically.

Criteria:

There are two certificates issued, the first is produced by HR department and includes name of officer, details of all Forces served and dates, rank when

leaving and this is signed by the Head of Personnel. The second is produced by external printers and is issued to all officers who resign **after two years service**. This includes name of officer, number of years' service, date of leaving and it is signed by the Chief Constable.

Any queries, please contact Jo Gordon 700 6807

Certificate of Service – Special Constabulary

Purpose:

To recognise the service of Special Constables on retirement/resignation – issued automatically.

Criteria:

The certificates are produced by external printers and include name of officer, date of joining and date of leaving. If an officer has served over three years but less than nine years the certificate is signed by the chief Officer of the Special Constabulary, or if an officer has served nine years or more, it is signed by the Chief Constable.

Presentation of certificates:

There is no formal presentation; certificates are sent by post to the home address after the officer has left.

Any queries, please contact 700 6322

Certificate of Loyal Service

Purpose:

To recognise the commitment and loyalty of police staff who are retiring or resigning from the Force after ten or more years service – issued automatically.

Criteria:

The ten or more years service must be continuous. This certificate is printed by external printers and includes name, number of years' service, date of leaving and it is signed by the Chief Constable.

Presentation of certificates:

There is no formal presentation; certificates are sent by post to the home address after the member of staff has left.

Any queries, please contact Jo Gordon 700 6807

Independent Patrol Certificate

Purpose:

To formally recognise when a special constable reaches independent patrol status.

Who is eligible:

Any Special Constable who has completed the competency based assessment and evidenced their suitability through completion of the Personal Development Portfolio (PDP). The PDP is currently reviewed by specials supervisors, area trainers and ultimately authorised by the Liaison Inspector or Sector Inspector. The certificate will be signed by the LPA Commander.

Presentation of certificates:

The certificate will be presented by the LPA Commander at a suitable training session or meeting where a number of the officer's peers would be present.

Any queries, please contact Eddie Mahoney 700 6322

External or National Awards

Judges Commendations

Judge's Commendations are sometimes awarded to police officers and police staff who in the opinion of the judge hearing the case, have conducted themselves in a manner worthy of note. Upon receipt of the transcript from the court, BCU Commanders or Head of Department should decide whether a nomination for a Chief Constable's Commendation is appropriate, and submit the nomination to HQ Secretariat on the attached form [blanknom.doc](#), or if not, whether the officer/staff are worthy of a BCU / Departmental Commendation.

Provincial Police Awards

Members of the Association of Chief Police Officers recognise outstanding assistance to the police by members of the public and acknowledge such actions by the presentation of an award. HQ Secretariat reviews all cases where a Thames Valley Police award or Chief Constable's Commendation has been made to identify possible candidates for this national award. Awards are presented during the ACPO Summer Conference.

Royal Humane Society Awards

These awards are medals and testimonials for bravery and skill in saving or attempting to save human life. The awards are either Silver or Bronze Medals, Testimonials on Vellum or Parchment, Certificates of Commendation, Resuscitation Certificates, or 'In Memoriams'.

HQ Secretariat will submit applications if nominations for Chief Constable's Commendations match the criteria, and the award will be presented by the Chief Constable at a ceremony organised by the Secretariat.

Police Bravery Awards

The Police Federation, in conjunction with the Sun newspaper instigated this national award in 1995 in an attempt to publicise outstanding acts of bravery by police officers. The nomination from Thames Valley Police is selected from recipients of Chief Constable's Commendations, (which come via HQ Secretariat) by a local Staff Association Committee during January. The nominations are then considered by the National Selection Board from which eight regional finalists and one national winner are chosen. Presentations are made at a VIP ceremony usually held at a London hotel during July.

The Queen's Awards for Gallantry

There are four levels of award for civilian gallantry:

- **The George Cross** – This award is granted only for acts of gallantry of the greatest heroism or courage in circumstances of extreme danger.
- **The George Medal** – This award is granted for gallantry of an extremely high order, where the act was one of great bravery.
- **The Queen's Gallantry Medal** – This award is granted for gallantry of a high order, where the act was one of exemplary bravery.
- **The Queen's Commendation for Bravery** – This award is granted for gallantry not up to the standards described above, but entailing risk to life and meriting national recognition.

Jane's Police Review Gala Awards

The overall winner of TVP Community Police Officer of the Year and the winner of TVP Probationer of the Year will be entered into this national competition. Jane's Police Review has four categories of awards:

- Community Officer of the Year
- Student Officer of the Year
- Lifetime Achievement Award
- Diversity in Action Team

The awards are presented, usually by the Home Secretary, at a Gala Award Dinner in London which takes place in November each year. The winners are presented with a medal and a bursary?

Please contact Ann Moore 700 6266 with any queries relating to Awards from any of the above organisations.

6.0 Communication

6.1 Links to Police National Legal Database Other

There are no links.

6.2 Communications Strategy

This policy will be published on the policy and procedures intranet and internet site. It will be publicised through Managers Briefing and an All User E-mail.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

There is no legal basis for this policy, it is designed to ensure an internal corporate approach to certificates.

(ii) Human Rights Articles Engaged

This policy does not engage any of the Human Rights Articles.

(iii) Prohibition of Discrimination

This policy does not have the potential to discriminate.

7.2 Diversity Equality Impact Assessment

A Diversity Impact Assessment has been carried out and this policy has been assessed as having a low impact on the six strands of diversity.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Data Protection

Personal data processed as a result of this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.5 Freedom of Information Act

This policy can be made available to the public.

7.6 Protective Markings

This policy has been assessed as NOT PROTECTIVELY MARKED.

7.7 Health & Safety at Work

There are no health and safety issues. The Force does issue awards for acts of bravery, however, Thames Valley Police does not encourage any reckless disregard by police officers and staff of established safe working practices.

8.0 Monitoring and Review

8.1 Links to Best Value/PPAF/Priorities/Performance Indicators

There are no links.

8.2 Review Process

A full review will be carried out every 2 years by the policy author and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant diversity data