

GWENT POLICE
AWARDS AND COMMENDATIONS
PROCEDURE



Heddlu
Gwent
Police

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1.0 Procedures Identification Page

This policy has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved.

Procedure Title: AWARDS AND COMMENDATIONS

Procedure Reference: 118/1 b issue 2

Underlying Documentation: National Awards within the Police Service and those awarded by external organisations. A full list of all Awards is set out in Appendix A to these Procedures together with the criteria. Similar information is also available on the Force Intranet site.

Ownership: ACPO Operational Support

Portfolio/Business Area Owner: Head of Central Administration .

Written By: Head of Central Administration

Department Responsible: The Department/Division proposing the Award

Policy Lead: Head of Central Administration

Links to other Policies: Force Appraisal System

Policy Implementation Date: 15th April 2005 Personnel Strategy Group
Review Date: 3 years from date of implementation.

Statement & Intentions

2.1 Principle & Scope :

The Force and other external organisations acknowledge that acts of bravery in saving or attempting to save life merit recognition and may recommend those who perform such acts for national awards by various societies and associations.

Similarly cases of exceptional work by officers/police staff or assistance by members of the public, to police in the execution of their duties, should be brought to the attention of the Chief Constable who will consider them for awards or commendations.

2.2 Aims

To ensure that processes are in place to identify and reward good work and other acts of meritorious conduct which falls outside the normal course of duty. This is also extended to include members of the public who are identified as good citizens by their assistance to Police Officers or who have carried out acts which may be considered to be of merit or brave and warrant recognition.

Introduction

3.1 Origins/Background Information

Development of Force Procedure to recognise both internally and externally meritorious conduct. for Police Officers, Police Staff and members of the public. National Police awards have their origin with ACPO. Those awards presented within Force exist to recognise meritorious conduct of a lesser nature and support the ethos promulgated by ACPO

3.2 Motivators/Driving Forces

This procedure exists to recognise and reward meritorious conduct which is deemed to be beyond that which may be expected in the normal course of duty. The Service is focused on working in partnerships with the Community and encouraging members of the Community to assist the police with their role of promoting public safety and reducing the fear of crime.

3.3 The Legal Basis and Legitimate Aims

The legal basis is the Police Act 1996 promoting an efficient and effective service.
Legitimate aims are in accord with ECHR and the procedure seeks to promote public safety, prevention and detection of crime, protection of health and safety and protection of the rights of others including fair and equal treatment for all.

4.0 Implications of the Policy

4.1 Financial Implications/Best Value

Best Value will be achieved through recognising and rewarding staff for meritorious conduct. This will have positive benefits for the organisation if the process applied is fair, transparent and open.

4.2 Human Resources/Training

Managers and supervisors are required, to ensure that they consider situations where this procedure could be applied in recognising and rewarding meritorious conduct. This may encompass positive reinforcement through management and supervisory training courses in addition to the day to day management, supervision and appraisal of staff.

4.3 Strategic Plan Links

In rewarding and recognising meritorious conduct this will contribute to the promotion of public safety and the reduction and fear of crime by motivating staff and building community relations.

4.4 Partnership Links

Gwent Police recognises and values multi agency partnership working in the delivery and achievement of its organisational strategic aims and objectives.

4.5 Diversity

In the application of this Procedure consideration must be given to the possible social impact of this Procedure on the community. A social impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Social impact assessments must be undertaken before and after the application of this Procedure.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this procedure must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act 1976
- Race Relations Amendment Act 2000
- Disability - Disability Discrimination Act 1995
- Gender – Sexual Discrimination Act 1975
- Equal Pay Act 1971
- Age – Article 13 Treaty of Amsterdam (2006)
- Sexual Orientation – Article 13 Treaty of Amsterdam (2003)
- Religion – Article 13 Treaty of Amsterdam (2004)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

4.6 Links to Other Policy/Procedures

Equal Opportunities, Race Equality Scheme, Appraisal System

4.7 Consultation

Police Authority
ACPO
Divisional Departmental Heads
Staff Associations
Gwent Women Police Association
Gwent Black Police Association
Gwent Disability Network
Freedom of Information Officer

5.1 Auditing for potential interference and discrimination

Q1. What articles of the Human Rights Act 1998 may be engaged?

Articles 8, 9, 10,14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

As well as details of the potential to discriminate, the policy should include a generic statement.

" In the application of this policy the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

5.2 Key Human Rights Principles

Q1. What is the legal basis for your policy?

See section 3.3

Q2. Does the policy provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this policy? Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals
4. The prevention of disorder or crime; and
5. The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

See section 6.2

Q4. What are the minimum standards of documentation in relation to decision making?

See section 6.2

Q5. How does your policy provide guidance on the justification for actions and assessment as to whether the action is the least intrusive?

See section 6.2

5.3 Rights, Publication, Audit and Inspection

Q1. Are there any sections of the document which should not be disclosed?

This procedure can be disclosed to the public.

Q2. What rights to make representation and appeal process are available?

Persons affected by this procedure will have recourse to both formal, informal and organisational police complaints procedures.

Q3. What internal review and audit process is in place or is proposed?

This is outlined in section 6.2

Q4. What external independent scrutiny is recommended?

This procedure can be made available for scrutiny by the HMI, Best Value and approved auditors.

5.4 Certification of Compliance

Consideration has been given to the compatibility of this policy and related procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

5.5 Legal Vetting

There are no issues in this procedure under ECHR which cannot be resolved.

Policy Officer

This policy has been legally vetted.

5.6 Policy Review Date

Three years from date of implementation

6.0 Guidance, Procedures, Tactics

6.1 Risk Assessments and Health and Safety Considerations

Consideration will need to be given to the impact or potential impact of this procedure in relation to the giving of the reward, publicity and promotion of awards. An example may be that some individuals may wish to secure a degree of anonymity against intrusion into their private lives.

6.2 Specific Instructions, tactics, methods, practices and procedures

Nomination for Awards

There are three levels of internal awards:

- a) thanks from a supervisor for a job well done; to be recorded in the individual's P.D.R.
- b) a divisional commander/head of department's award;
- c) Forcewide or national recognition.

It is not possible to specify absolutely when an award should be given. It must be acknowledged that high standards of performance are expected from all staff as part of their daily jobs. The Police Long Service and Good Conduct medal is an acknowledgement of meritorious service and Chief Constable's Commendations will not be given simply because of good police work over a long period.

However, where an officer or police staff member 's performance is well above average or that person performs particularly well when dealing with an exceptionally difficult situation, that person should be considered for an award.

Additionally, where the performance is of an exceptional level or where particular courage, resourcefulness or bravery has been shown, he/she should be considered for a higher award.

Where team awards or where a number of individuals are being considered for an award, it is the responsibility of the Divisional Commander/Departmental Head to ensure that due consideration has been given to all.

All nominations for Awards both external and internal will initially be considered by the Divisional Commander/Departmental Head. Those nominations which are considered to be worthy of Forcewide and/or national recognition are to be forwarded to the Head of Central Administration for consideration by the Awards Nomination Group. This Group will be comprised of the Chief Officer (Support), a Divisional Commander, Chief Constable's Staff Officer, the Head of Central Administration, Head of Corporate Communications and representatives from the Staff Associations. It will determine the appropriate award and will meet quarterly. The Awards Nomination Group in making its decision, will take account of representations made which should accompany the application for the award.

Where it is considered that an individual merits recognition for an award, details should be forwarded to the Head of Headquarters Administration as soon as possible. Included in this category are acts of bravery in saving or attempting to save life (by police officers, police staff, or members of the public) and assistance given to police officers, by members of the public.

Recommendations should be submitted using the prescribed form (**See Appendix B**) via supervisory officers and must include full name, address, date of birth and details of the assistance given. Copies of witness statements (where applicable) in support of the nomination should also be included. These details must be accurate, as they may be given to other organisations and often form the basis of a press release.

Where a court case connected with the incident is pending, recommendations for awards should be submitted *after* its conclusion.

Headquarters Administration Department will, at the earliest opportunity after the Group's decision, inform members of the public that awards are to be made, so that any objections to publicity can be highlighted. Awards to Police Officers, Police Staff will be published in General Orders.

Following consideration and decision of the Group, which will be recorded, the documentation will be retained by the Head of Central Administration for the Staff Officer and the Press Office to make the necessary arrangements for the presentation of the award(s) at the Chief Constable's Award Ceremony. This Ceremony will be held quarterly. Following the Ceremony, all relevant documentation will be retained, stored and then destroyed by the Head of Central Administration in accordance with Force procedures.

For a full list of Awards, both external and internal (See Appendix A).

Personal Records

All divisional commanders', Chief Constable's and external commendations will be recorded on the recipients' personal records and in the Personal Development Review.

6.3 Individual Roles and Responsibilities

Recommendations for awards can originate both from within the Force or from an individual/organisation outside. Recommendations must be in writing and supported by the Divisional Commander. It is then forwarded to the Head of Central Administration for consideration by the Awards Nomination Group. If approved, the recommendation is returned to the Head of Central Administration for the presentation to be made. A Chief Constable's commendation will be published in General Orders. The Head of Central Administration will be responsible for organising an Award Ceremony which will take place on a regular basis dependant on number of awards to be made.

6.4 Related protocols, practices or service agreements with other agencies

This procedure does not seek to interfere with the practice of letters of thanks and appreciation often received regarding staff good work.

6.5 Administration

All applications for awards, both internally and externally are to be made on the prescribed form (**Appendix B**) to the Head of Central Administration. Supporting documents, e.g. witness statements should also be submitted. Many of the external organisations provide pro-formatted application forms with instructions on submission. These forms are available from the Head of Central Administration.

7.0 Promotion and Distribution

This procedure will be promoted through weekly General Orders and the Force Intranet. General Orders will also publicise those awards made by the Chief Constable.

Members of the Police Authority and those members of the public who are related to the award will be invited to attend the Award Ceremony together with members of the press.

8.0 Monitoring / Review

8.1 Monitoring

Monitoring and review will be conducted for all documentation which tracks the progress of the nomination for an award from its origins to the final presentation. Such documentation will be retained, stored and disposed of in accordance with Force Procedures and include details of the ethnicity of the receiver for analysis purposes.

The principles of the Race Relations Amendment Act must be adhered to in that any recognisable adverse impact should be identified and appropriate action taken.

SCHEDULE OF AWARDS

Description of Award	Criteria	To whom awarded	Comments
Chief Constable's Commendation	Award for exceptional work or for assistance given by members of the public to police in the execution of their duty	Police Officers, Police Staff or members of the public.	High standards of performance are expected from all staff as part of their daily jobs. The Police Long Service and Good Conduct medal is an example of meritorious service and the Chief Constable's commendation should not be given simply because of good police work over a long period.
Good Citizens Award	To recognise assistance given to Police Officers in the execution of their duty	Members of the public	Supporting papers and/or witnesses statements to be submitted as soon as possible after event to Central Admin. To be presented at each Ceremony. Nominations to be retained over 12 month period commencing in January each year, for consideration to the Provincial Police Award.
Royal Humane Society Award	All British citizens, plus those of other nationalities who save, attempt to save or successfully resuscitate a British Citizen anywhere in the world.	Any person including close relatives except those members of the Health Care Services who have received formal training in the saving of life.	<ul style="list-style-type: none"> • Reports on incidents should be initiated within two months if occurring in U.K. (18 months for rest of the world). • There should be no overlapping of Awards with other Organisations. • In the case of a Resuscitation Award, it must be successful. • The presentation of the award will take place at the next available Ceremony following notification from the Society.

NOT PROTECTIVELY MARKED

The Society for the Protection of Life from fire	Person nominated must have exposed themselves to apparent risk by entering an area of fire while attempting to rescue one or more persons	Any person but does not include a fire officer or a close relative. In the case of a Police Officer, it must be demonstrated that the Officer acted beyond the normal call of duty. Must be off duty.	<ul style="list-style-type: none"> • There should be no overlapping with other awards. Submitted as soon as possible after event to Central Admin. • The presentation of the award will take place at the next available Ceremony following notification from the Society.
Provincial Police Award	Granted by ACPO in recognition of outstanding assistance given to Police in the maintenance of law and order.	Members of the public	Awarded annually at ACPO annual conference. Nominations to be considered from Good Citizens Award, the High Sheriff's Award and the Ross Mc.Whirter Award Nominations to be considered by Awards Nomination Group in November each year for forwarding to ACPO.
High Sheriff's Award.	Persons nominated by Police, Fire or Ambulance Service who have helped that Service in an outstanding or practical way.	Members of the Public	Nominations submitted annually by Divisional Commanders. G.O. Entry by Central Admin. Nominations required in March each year. All nominations to be considered for Provincial Police Award
Award for efficiency savings.	Recommendation(s) from Police Officers and Police Staff	N/A	Considered annually by nominated Group chaired by Corporate Services. G.O. Entry by Central Admin.
Her Majesty's Honours	This does not include nominations by outside organisations/individuals	Police Officers/Police Staff	Co-ordinated by Chief Constable's personal assistant who will seek recommendations when required.

NOT PROTECTIVELY MARKED

The Tilley Award	Created by the Home Office to encourage and recognise good practice in problem orientated policing.	Police Forces	Divided into two categories: 1.Organisational Support. 2.Crime and Disorder Reduction. There will also be awards for those projects seen to represent excellence in the Home Office priority areas, vehicle crime, domestic burglary, robbery, violence, anti-social behaviour and fear of crime. Awarded annually, closing dates in May of each year. G.O. Entry by Central Admin..
Ross McWhirter Awards	Awarded for acts of spontaneous or sustained physical and moral bravery	Members of the public	Awarded annually in November at a dinner at Middle Temple Hall, London to commemorate and continue the work of Ross McWhirter who was murdered by the IRA in 1975 G.O. Entry by Central Admin. in September. All nominations to be considered for Provincial Police Award
ROSPA And The Royal Life Saving Society	To recognise the saving of life from drowning	Anyone	Submitted to LifeSavers as soon as possible after event to Central Admin. The presentation of the award will take place at the next available Ceremony following notification from the Society.

Lifetime Achievement in Policing Award	The award seeks to recognise personal qualities that would identify a member of staff as a deserved role model include being a team player, integrity, courage. Initiative, determination and enthusiasm/ He/she will be the epitome of what the public wants as an employee within Gwent Police	In the case of a Police Officer, the nominee must be in his or her last year of service and they must be from the constable, sergeant or inspector rank. They should have remained operational throughout their service primarily in a response or shift based capacity	This award is open both to Police Officers and Police Staff. In the event that the winner of the award is a Police Officer, he/she will be nominated for Jane's Police Review 'Lifetime Achievement in Policing' One nominee per Force. Nominations to be submitted in the autumn of each year. G.O. Entry requesting nominations in September. Each nomination requires evidence of a significant level of operational achievement.
Community Police Officer of the year	This award is designed to emphasize that the traditional British Police Officer still patrols alone, unarmed and on foot yet still has an important part to play in an increasingly high-tech and results driven police service.	The Officer must be community based and not attached to any high profile unit or squad. The award will seek to recognise personal skills, local initiative to combat crime and working relationships with the communities.	The winner of this award will be nominated for Jane's Police Review Community Police Officer of the year award One nominee per Force. Nominations to be submitted in the autumn of each year. G.O. Entry requesting nominations. Nominations also require evidence of community support.
Probationer of the year	Awarded to Officers to recognise their personal skills, their interaction with the public as they police the streets and practical policing skills including crime investigation, making an arrest and dealing with incidents.	Nominee should have completed Stage 2 of their Foundation training and have been authorised by their Force to carry out independent patrol. Must be seen by their tutor and Head of Training to have exceptional skills who will be able to epitomise the concept of policing by consent through partnership with local people.	The winner of this award will be nominated for Jane's Police Review, Probationer of the year award. Each Force is only allowed to nominate one candidate. Nominations to be submitted in the autumn of each year. G.O. Entry requesting nominations.

NOT PROTECTIVELY MARKED

The Giancarlo Tofi Award	Awarded to recognise acts of outstanding bravery in rescuing or protecting a victim or victims in a road traffic accident.	European Citizen	The award is awarded annually in August of each year in Italy. G.O. Entry in March of each year by Central Admin. requiring nominations for previous 12 months. Nominations may also be submitted as soon as possible after event to Central Admin.
Wildlife Law Enforcer of the year.	Sponsored by the Partnership for Action Against Wildlife Crime	Police Wildlife Crime Officers, H.M. Customs Wildlife Officers and Endangered Species Officers	The award is awarded annually and covers the period from October to September. G.O. entry by Central Admin in July. Supported by ACPO and WorldWide Fund for Nature.

NOT PROTECTIVELY MARKED

Employee of the Year*	<ul style="list-style-type: none"> Activity - actions, performance, and contribution to what the Area/Department is attempting to achieve within the Force Strategy. 	Individual members of the organisation.	Awarded annually. Period April to March G.O. entry requesting nominations in February each year to be forwarded to Central Admin. Nominations from Divisions/Departments to be collated by Central Admin. for consideration by Award Nominations Group
Team of the Year*	<ul style="list-style-type: none"> What makes the activity outstanding and particularly praiseworthy. 	Police, Support Staff and Special Constabulary Teams.	Awarded annually. Period April to March. G.O. entry requesting nominations in February each year to be forwarded to Central Admin. Nominations from Divisions/Departments and members of the public to be collated by Central Admin. for consideration by Award Nominations Group
Special Constabulary Awards: a. Bill Styles Memorial Shield b. Foley Shield c. Commandant's Cup	The Special Constabulary will continue to put forward nominations which will be considered and endorsed by the Nominations Group.	Individual members of the Special Constabulary	Awarded annually. Nominations requested from the Commandant, Special Constabulary for endorsement by the Awards Nomination Group. Period April to March.

<p>NACRO Cymru Crime Reduction Awards.</p>			
<p>Individual Awards a. Young person's achievement award</p>	<p>To celebrate the personal achievement of a young person (under 21 yrs) in turning around their life and moving away from crime.</p>	<p>Persistent offenders under 21 years who have reformed their lives.</p>	<p>NACRO Cymru wants to celebrate the contribution and achievements of local people, communities and the agencies that support them by establishing these awards. During June – July of each year NACRO Cymru will advertise the awards in the national press and by circulating information directly to statutory agencies, voluntary organisations and community groups. The advert will invite anyone to nominate members of the public, communities and agencies. Nominations will close in September and each of the nominations will be assessed by a short listing panel comprising representatives from NACRO Cymru and other crime reduction/criminal justice organisations. Four finalists will be chosen for each award and they will be invited to an Award Ceremony in November.</p>
<p>b. Citizen's Neighbourhood Award</p>	<p>The most outstanding contribution by a local individual in making their community safer.</p>	<p>Local individual.</p>	
<p>c. Young Citizen's Neighbourhood Award</p>	<p>The most outstanding contribution by a local young person in making their community safer.</p>	<p>Young citizen under 21 years.</p>	
<p>d. Tackling Crime Award</p>	<p>The most significant contribution by an agency officer in working with a local community to tackle crime.</p>	<p>Individual employed by Local Authority agency.</p>	
<p>e. Preventing Youth Offending Award</p>	<p>The most significant contribution by an agency officer in working successfully with young offenders.</p>	<p>Individual employed by Local Authority agency working successfully with young offenders.</p>	

<p>f. Resettlement Support Award</p> <p>Team Awards</p>	<p>The most significant contribution by an agency officer in helping offenders to rehabilitate.</p>	<p>Individual employed by Local Authority agency.</p>	
<p>g. Community Engagement Award</p>	<p>The most significant contribution by an organisation engaging with communities to create a safer society.</p>	<p>Local organisations.</p>	
<p>h. Community Neighbourhood Award</p>	<p>The most outstanding contribution by a community group or association in improving safety in their neighbourhood.</p>	<p>Local community group or association.</p>	
<p>i. Voluntary Organisation Award</p>	<p>The most significant contribution by a voluntary sector organisation in reducing crime in Wales.</p>	<p>Local voluntary organisation.</p>	
<p>j. Partnership Award</p>	<p>The best example of organisations working in partnership to reduce crime in Wales.</p>	<p>Local organisations.</p>	
<p>k. Working with ex-offenders Award</p>	<p>The most significant contribution by an organisation in working to reduce re-offending.</p>	<p>Local organisations.</p>	

I. Innovation Award	The best example of a new way of working that does or will help reduce crime – could be a policy campaign, research work, design or practical project.	Local individual or organisation.	
Contribution to Neighbourhood Policing*	<ul style="list-style-type: none"> • Public satisfaction in service delivery and enhanced public confidence. • Reduction in Crime and Disorder. 	Individual members of the organisation.	Awarded annually. G.O. entry requesting nominations in March each year to be forwarded to Central Admin. Nominations from Divisions/Departments and members of the public to be collated by Central Admin. for consideration by Award Nominations Group.

APPENDIX B

Nomination Forms

1. Form 107/1 – Internal Use

Form 107/1

GWENT POLICE

Nomination for awards –

1. Nominated person(s)

* Full name
Date of Birth
Address
Post Code
Contact telephone number

* Full name
Date of Birth
Address
Post Code
Contact telephone number

2. Person(s) assisted/saved (If applicable)

* Full name
Date of Birth
Address
Post Code
Contact telephone number

* Full name
Date of Birth
Address
Post Code
Contact telephone number

* Please insert the name by which the person is known. ie, Mr A P Jones may be known as Mr Peter Jones.

a) Statement(s) (where appropriate) from (a) nominated person(s), and (b) assisted/saved person
Signed Rank & No.....
Date.....

7. **Submitted to Supervisory Officer**

Award recommended/not recommended

Signed..... Rank & No.....
Date.....

(Form should be forwarded to Headquarters Admin)

8. **FOR HEADQUARTERS USE**

Awards recommended	1. Good Citizens' Award	<input type="checkbox"/>
	2. Royal Humane Society	<input type="checkbox"/>
	3. Protection of life from fire	<input type="checkbox"/>
	4. Other (please specify)	<input type="checkbox"/>

Approved Date.....
(DCC)

9. **ADMIN USE ONLY**

Date of presentation

Letter to nominated person

Letter to assisted/saved person

Reply to nominating officer

Certificate prepared

10. **SUBMITTED TO PRESS/PUBLIC RELATIONS OFFICER**

Comments: (To include any objections to publicity in the media)

.....
.....
.....
.....

2. Form 107/2 – Members of the public.

Form 107/2

GWENT POLICE

Nomination for awards – Members of the public.

1. Nominated person(s)

* Full name

Date of Birth

Address
.....

Post Code

Contact telephone number

* Full name

Date of Birth

Address
.....

Post Code

Contact telephone number

2. Person(s) assisted/saved (If applicable)

* Full name

Date of Birth

Address
.....

Post Code

Contact telephone number

* Full name

Date of Birth

Address
.....

Post Code

Contact telephone number

* Please insert the name by which the person is known. ie, Mr A P Jones may be known as Mr Peter Jones.

3. Details of incident

Date Time

Location

NOT PROTECTIVELY MARKED

7. Submitted to Supervisory Officer

Award recommended/not recommended

Signed..... Rank & No.....

Date.....

(Form should be forwarded to Headquarters Admin)

8. FOR HEADQUARTERS USE

Awards recommended

- 1. Good Citizens' Award
- 2. Royal Humane Society
- 3. Protection of life from fire
- 4. Other (please specify)

Approved

.....Date.....

(DCC)

9. ADMIN USE ONLY

Date of presentation

Letter to nominated person

Letter to assisted/saved person

Reply to nominating officer

Certificate prepared

10. SUBMITTED TO PRESS/PUBLIC RELATIONS OFFICER

Comments: (To include any objections to publicity in the media)

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