



Honours Policy (1029/2022)

Abstract

This policy describes the different types of internal awards and external honours and the criteria to be fulfilled before a nomination is submitted to the Force Honours committee.

All queries regarding this policy should be directed to Shared Business Services – HQ Operations in the first instance.

Policy

1. Introduction

1.1 This policy is required to explain the types of awards and honours available, to make the award process clear and highlight the fact that anyone is eligible to make a nomination provided the criteria is met.

2. Scope

2.1 This policy lists the different awards and honours available and the criteria that must be met before a nomination is submitted to the Force Honours Committee or to the Divisional / Departmental awards panel.

3. Policy Statement

3.1 Sussex Police fully support and encourage the recognition by peers and managers alike, of the good work, commitment, enthusiasm and professionalism of all police officers and police staff in whatever role they perform.

3.2 Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Making Model (NDM).

Procedure

1. Types of Awards

1.1 There are two strands of awards that police officers, police staff and the extended police family can be nominated for or nominate colleagues throughout the year:

- Internal Awards
- External Honours

2. Internal Awards

2.1 The criteria for awards, and review processes that have been agreed with the Sussex Police Chief Officers, Unison and Staff Associations are detailed below.

2.2 The following internal awards are reviewed and decisions taken at the Force Honours Committee:

- Chief Constable's Commendation: An exceptional action or piece of work, or one that involves significant risk or danger. Well above and beyond the normal duty
- Certificate of Merit: An innovative, original or outstanding piece of work or action. Above and beyond the expected personal capabilities
- Divisional / Departmental Commendation: Recognition of the work, efforts and achievements of police officers, police staff, special constables, volunteers and cadets who:
 - a. Have gone above and beyond what is required of them to provide a service to the community;
 - b. Have put the customer first no matter what the situation, whether that customer is internal or external to the organisation;
 - c. Uphold the principles and concept of the Code of Ethics in all that they do.

2.3 Force Honours Committee

- All nominations in the first instance must be sent to the local Secretariat who organise the local Divisional / Departmental awards panel. The panels will review all nominations and agree the submission. All nominations will then be forwarded to the Honours Committee for ratification and approval who will then forward any Chief Constable Commendations or Certificates of Merit to the Force Honours Committee which is chaired by the Deputy Chief Constable (DCC). The committee includes representation from each Division and Department as well as Federation, Unison and Superintendents' Association;
- The Committee meets quarterly;
- The Divisional / Departmental Awards panel should be organised by the local Secretariats in line with the Honours Committee (to take place at least 2 weeks before).

2.4 Divisional / Departmental Awards Panel

The local Divisional / Departmental Awards panel will be chaired by a Command Officer or equivalent senior member of police staff and should comprise of a member from People Services, Divisional / Departmental Communications Manager and whoever else the Division and Department feels relevant.

Each Divisional / Departmental panel should meet on a quarterly basis, with the meeting taking place at least 2 weeks ahead of the scheduled Honours Committee. The Honours

Committee meeting schedule should be published and communicated to Secretariats at the start of each calendar year.

3. External Honours

3.1 In the first instance all Judges commendations on being received should initially be sent to the relevant Division / Department. If it is felt that following the Divisional / Departmental Awards Panel that recognition at Chief Constable Commendation or Certificate of Merit level is appropriate, then the nomination should be sent to the Force Honours Committee on the relevant nomination form. The wording from the Judge should be included in the certificate citation brief.

3.2 Recommendations for Queens's New Year and Birthday Honours will be made purely on the basis of merit. Sussex Police can submit nominations to His Majesty's Inspectorate of Constabulary Fire and Rescue Service (HMICFRS) and the National Police Chiefs' Council (NPCC) Honours Committees, the final decision is that of the Chief Constable who will forward the citation as appropriate for consideration.

4. Recommendations for Internal Awards and External Honours

4.1 All police officers and police staff are encouraged to submit nominations. This can be done by completing the 'Sussex Internal Awards Nomination Form' found on the intranet under Honours and Recognition in Sussex Police.

4.2 There is no appeal against decisions taken regarding recommendations for awards and honours.

5. Employment Data

5.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the force's data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

Team: People Services Department