

Awards, Honours and Commendations

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Summary

Introduction

New Zealand Police Employees (Constabulary and Police Employees) may be eligible for externally or internally granted awards or honours recognising:

- acts of bravery
- meritorious or distinguished service
- long service to Police and Ministry of Transport (prior to 1 July 1992).

Members of the public may also be eligible for awards or honours recognising:

- acts of bravery assisting Police
- services or assistance provided to Police.

This policy outlines:

- the types and levels of awards and honours available, including those granted by:
 - offices or organisations external to Police, including but not limited to: Department of the Prime Minister and Cabinet
 - the Commissioner of Police
- procedures for recommending, presenting and publicising awards' presentation
- circumstances in which awards may be forfeited
- how awards are worn.

External awards for bravery and service

External honours and awards available to New Zealand Police Employees (Constabulary and Police Employees) include:

- New Zealand Royal Honours
- New Zealand Bravery Awards
- Royal Humane Society of New Zealand awards.

New Zealand Royal Honours

The New Zealand Royal Honours system, administered by the Department of the Prime Minister and Cabinet (DPMC) Honours Secretariat, consists of several awards for gallantry, bravery and meritorious or distinguished service.

Honours for meritorious or distinguished service

Three New Zealand Royal Honours recognise meritorious or distinguished service:

Award	Given for...
Order of New Zealand	outstanding service to the Crown and people of New Zealand in a civil or military capacity
New Zealand Order of Merit	people in any field of endeavour who have: <ul style="list-style-type: none">- given meritorious service to the Crown and nation, or- become distinguished by their eminence, talents, contributions, or other merits.
King's Service Order and Medal	service to the community and service through elected and appointed office.

For more information about these awards see [New Zealand Honours](#) on the Department of the Prime Minister and Cabinet website.

New Zealand Bravery Awards

New Zealand Bravery Awards are designed to recognise the actions of people who save or attempt to save another person's life and while doing that place their own safety or life at risk.

There are four bravery awards in New Zealand:

- New Zealand Cross
- New Zealand Bravery Star
- New Zealand Bravery Decoration
- New Zealand Bravery Medal.

For more information about these awards see [New Zealand Bravery Awards](#) (SR 1999/317) or [New Zealand Honours](#) on the DPMC website.

Royal Humane Society of New Zealand Awards

The Royal Humane Society is a charity that grants awards for Acts of Bravery in the saving of human life. It has been in existence in the UK since 1774 and a chapter in New Zealand since 1898.

The assessment of bravery by the Royal Humane Society Committee considers a range of factors including, the degree of risk to the nominee's life, the duration of the event, persistence, the impact of physical surroundings such as darkness and the weather conditions.

An award may be awarded posthumously at such a level as would have been warranted, had the nominee not survived the attempted rescue.

To receive this award is a reflection of the recipient's dedication and willingness to save a life.

The Society's awards are:

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- Gold Medal
- Silver Medal
- Bronze Medal
- Certificate of Merit
- Letter of Commendation
- 'In Memoriam' Certificate.

New Zealand Police awards and commendations

Commissioner's merit awards and commendations

This table describes the Commissioner's awards and commendations for New Zealand Police Employees (Constabulary and Police Employees) and the conduct justifying the award.

Employee award or commendation	Can be awarded for...
Gold merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in gilt and red enamel, and - A certificate detailing the reasons for the award. 	Conduct involving a high degree of physical or potentially life-threatening risk to the employee.
Silver merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in silver and blue enamel, and - A certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to the employee, or - meritorious performance of duties: <ul style="list-style-type: none"> - requiring special knowledge, skill, or aptitude, and - where performance of duties reflects an exceptional level of professionalism and dedication.
Bronze merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in bronze and blue enamel, and - A certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to an employee or - meritorious performance of duties and conduct that does not merit a gold or silver merit award.
Certificate of commendation	Any act of service, that does not warrant higher recognition.

Note: New Zealand Police Employees (Constabulary and Police Employees) are not eligible for Police merit awards if their conduct has already been recognised by a Royal Honour, or a New Zealand Bravery award or a medal from the [Royal Humane Society](#) of New Zealand.

District Commander's and Workgroup Directors commendation

District Commander's and Workgroup Directors may present a certificate of commendation or send a letter of appreciation to New Zealand Police Employees (Constabulary and Police Employees) for meritorious conduct which does not warrant Commissioner level recognition.

District Commander's and Workgroup Directors must be certain the conduct does not warrant higher recognition when making these awards, and that the circumstances have been as fully documented as reasonably practicable to ensure the best basis for decision making.

Long Service and Good Conduct Awards (LSGC)

The Minister of Police may grant awards to Constabulary Employees, and the Commissioner may grant awards to Police Employees, recognising long service and good conduct.

Award	To be eligible, the employee
Long Service and Good Conduct Medal for Constabulary Employees	- must have completed 14 years continuous service in the New Zealand Police and/or New Zealand Traffic Services, and/or New Zealand Ministry of Transport (TSS), and/or Local Authority Traffic Enforcement.
Long Service and Good Conduct badge for Police Employees	- their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Clasps for Long Service and Good Conduct medals for Constabulary Employees	- must have completed an additional seven years of continuous service, and - their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Additional Long Service badges for Police Employees.	Note: New Zealand Police Employees (Constabulary and Police Employees) are eligible for these awards at the completion of each additional seven years of continuous service.

Rules

The rules governing the Police LSGC Medal are set out in a Royal Warrant issued by the King of New Zealand.

In the event a Police Employee becomes a Constabulary Employee, their service is reset as per the Royal Warrant.

For example, if you worked in Emergency Communications as a Police Employee for three years and became Constabulary Employee, your eligibility would reset to zero.

In the event a Constabulary Employee becomes a Police Employee their service does continue but they will be awarded the Police Employee badge.

In the event a New Zealand Police Employee (Constabulary and Police Employee) leaves New Zealand Police for more than 28 days, their long service gets reset to their most recent milestone. If a New Zealand Police Employee (Constabulary and Police Employee) worked for less than 14-years, their long service would get reset to zero, more than 14-years but less than 21-years would get reset to 14 etc.

Note: Long Service Good Conduct and Long Service Leave are treated separately and don't follow the same rules. If you have any questions about your Long Service Leave, you will need to contact your HR advisor.

Misconduct delays eligibility

A Constabulary Employee's eligibility for a Long Service and Good Conduct Medal may be delayed if during the qualifying period of continuous service the Constable:

- Was convicted in a court.
- Pleaded guilty to or was found guilty of a disciplinary offence of misconduct or neglect of duty under the Code of Conduct 2008.
- Was reprimanded under Police investigation of complaints and notifiable incidents or the Code of Conduct.

Recognising services provided by the public

The Commissioner, Deputy Commissioner, Assistant Commissioners or District Commanders may issue certificates or letters of appreciation to members of the public or community groups recognising services provided to the community or assistance provided to Police.

Inquiring about Eligibility for a Citation Ribbon

If you believe you are eligible for a citation ribbon from a previous Operation, then email: awardsandhonours@police.govt.nz and provide the following:

- Name
- Rank
- QID
- Posting location + Length of posting + Contribution
- Any supporting documents

It is recommended you talk to your District Commander or Workgroup Director first as they may have information regarding your citation. Should you have not been recognised, we will proceed with all checks and processes as quickly as possible.

Please be aware that this only applies to Police issued citations. Government issued awards may require more details and may take longer to process.

For the proper procedure on how to wear your citations please see the ceremonial section in Operations Support on Ten One.

2019 Operation Deans Citation

The 2019 Operation Deans Citation ribbon is 32 mm in width and comprises a black ribbon with three green stripes surrounded by a silver metallic frame, 2mm in width.

Eligibility

The following criteria includes, but is not limited to, New Zealand Police employees, (Canterbury, Police National Headquarters (PNHQ) and Districts), emergency, local and central government, external agencies, including non-government organisations and overseas jurisdictions, who contributed to the overall success of Operation Deans.

Areas of Response:

Critical Response: 15 March 2019 from time of the incident 12 pm to end of shift, Monday 19 March 2019 - essentially Canterbury District. Includes but not limited to New Zealand Police (NZP) staff, members of the public and other Emergency services, including overseas jurisdictions.

Overall Operation Management: 15 March 2019 from time of the incident 12 pm to end of shift Ramadan, Monday 3 June 2019 (all Police Districts). Includes but not limited to; NZP staff in Canterbury, Police National Headquarters (PNHQ) and Districts, other agencies (including overseas jurisdictions) and staff who contributed to the overall success of Operation Deans.

Operational support: 15 March 2019 from time of the incident 12 pm to end of Ramadan, Monday 3 June 2019 (all Police Districts). Includes but not limited to; NZP staff in Canterbury, Police National Headquarters (PNHQ) and Districts, other agencies (including overseas jurisdictions) and staff who contributed to the overall success of Operation Deans.

Investigative Support: 15 March 2019 from time of the incident 12 pm until sentencing pending the court appearance of the offender (all Police Districts). Includes but not limited to; NZP staff in Canterbury, Police National Headquarters (PNHQ) and Districts, other agencies (including overseas jurisdictions) and staff who contributed to the overall success of Operation Deans.

Intelligence Support: 15 March 2019 from time of the incident 12 pm until sentencing pending the court appearance of the offender (all Police Districts including international jurisdictions). Includes but not limited to; NZP staff in Canterbury, Police National Headquarters (PNHQ) and Districts, other agencies (including overseas jurisdictions) and staff who contributed to the overall success of Operation Deans.

Any other aspect of the work undertaken to ensure Operation Deans was a success.

Police employees and external recipients awarded with the Op Deans Citation must follow its [order of wear](#).

Loss and replacement of awards

If your award has been lost or stolen, then you will need to send a statutory declaration to awardsandhonours@police.govt.nz.

The statutory declaration can be found on the Awards, and Honours intranet page.

In respect of former New Zealand Police Employees (Constabulary and Police Employees), replacement can only be provided upon payment of its cost at the time of replacement, for which the former New Zealand Police Employees (Constabulary and Police

Employees) will be liable.

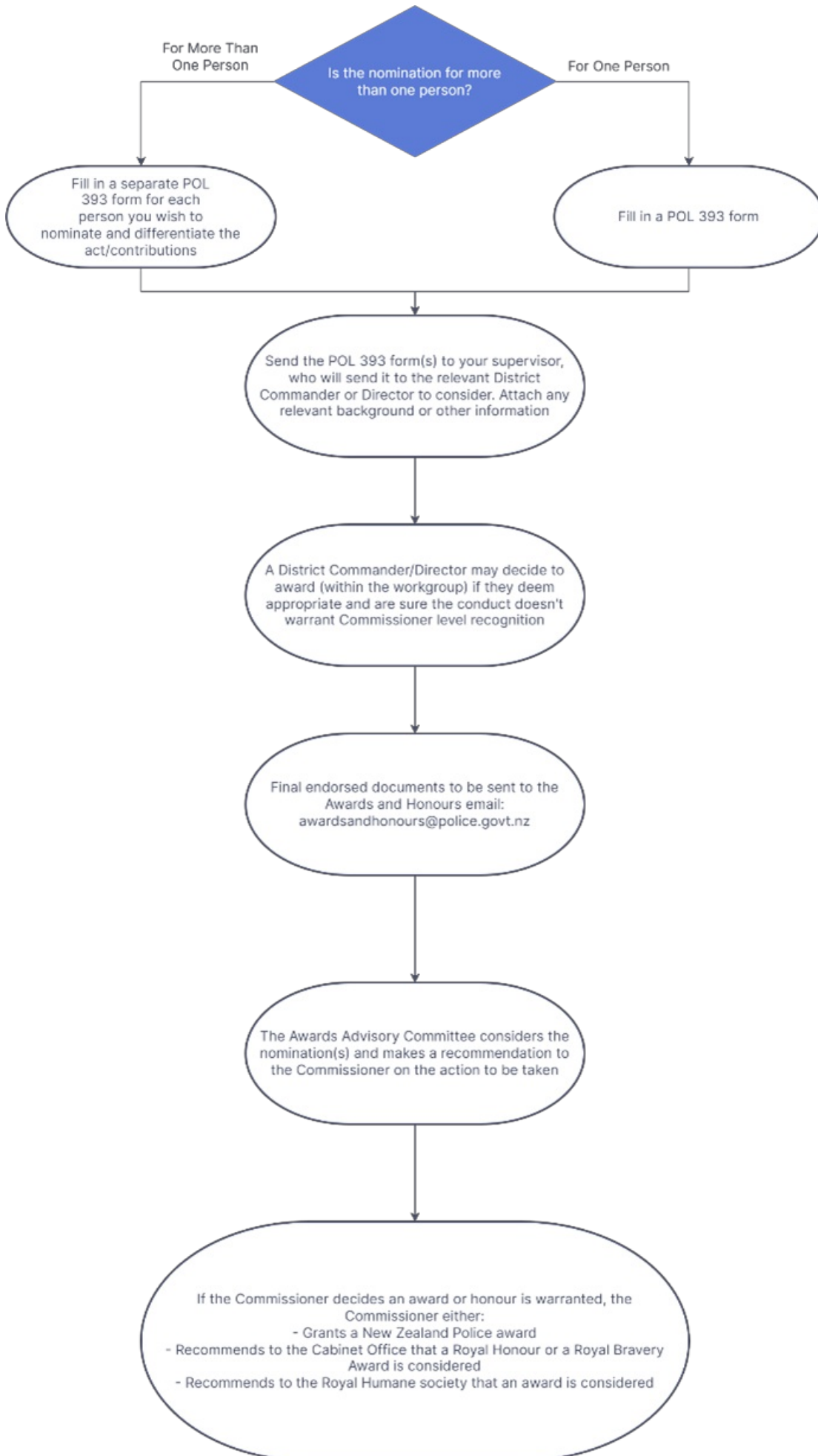
Recommending and receiving awards

Anyone can initiate a recommendation that a New Zealand Police Employee (Constabulary and Police Employee) or member of the public receives:

- a Royal Honour
- a Royal Bravery Award
- a Royal Humane Society of New Zealand Award
- a New Zealand Police merit award (only Police Employees can receive this)

Follow this procedure when recommending any honour or award.

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Awards Advisory Committee

The Awards Advisory Committee (ACC) consists of a chairperson at Assistant Commissioner level and other members appointed by the Commissioner to consider recommendations for Awards and Honours, except for long service awards.

Decisions on Royal Honours and Bravery Awards

The Cabinet subcommittee for Honours decides on advice of the Honours Secretariat at the DPMC, whether someone should receive:

- a New Zealand Bravery Honour and at which level
- a Royal Honour for meritorious or distinguished service and at what level.

Nominations for Royal Honours requested bi-annually

Nominations for recognition by way of Royal Honour can be made at any time. However, the Commissioner formally seeks nominations for recognition of meritorious or distinguished service twice a year (by 1 June for the New Year list and by mid-November for the King's birthday list).

Nominations for New Zealand Bravery Awards are considered by the AAC and can be made at any time. They are submitted to the Honours Secretariat by the Commissioner, where justified.

Presenting Police awards and commendations

District Commanders or other senior officers may present Commissioner's Merit Awards, commendations and Long Service and Good Conduct awards to recipients at a function or other suitable occasion, where practical.

Publicising awards

These awards and commendations must be published in the 'Personnel News' section of Ten-One:

- Royal Honours
- Bravery Awards
- Royal Humane Society of New Zealand awards
- Gold, silver or bronze merit awards
- Commissioner's commendations
- New Zealand Police Long Service and Good Conduct medal or clasps
- Long Service and Good Conduct badges.

Forfeitures and restorations of awards and honours are also published in the 'Personnel News' section of Ten-One.

Forfeiture and restoration of awards

Authorising forfeiture of Long Service and Good Conduct awards

The Minister of Police can, on the Commissioner's recommendation, authorise the forfeiture of a Long Service and Good Conduct award if the award's recipient:

- has been convicted or discharged without conviction in any court of an offence involving violence or dishonesty, a serious traffic offence or an offence under the Misuse of Drugs Act.
- has been dismissed from Police.
- has pleaded guilty or been found guilty of a disciplinary offence of misconduct or neglect of duty as defined in the Code of Conduct 2008.
- ceases to be eligible for the medal or clasp due to character or conduct.

All New Zealand Police Employees (Constabulary and Police Employees) are subject to the same conditions.

Deputy or Assistant Commissioners, District Commanders and Directors must advise the Commissioner if they believe circumstances indicate a person has forfeited the right to retain an award.

Action after forfeiture

When the Minister authorises forfeiture, the Commissioner must write to the award's recipient and inform them their medals, clasps and ribbons:

- may no longer be worn
- must be returned to a Deputy Commissioner, Assistant Commissioner District Commander or Director.

The Deputy or Assistant Commissioner, District Commander or Director must send the forfeited medal to the Police Awards and Honours Advisor for disposal.

Note: The award(s) must not be recovered until **after** the Minister of Police has authorised forfeiture.

Restoring awards

Any person who has forfeited their Long Service and Good Conduct awards can, after five years since forfeiture, apply to the Commissioner to have their awards restored. They must give full reasons for their application.

The Commissioner will consider the person's application and make a recommendation to the Minister of Police.

Wearing merit awards, orders decorations and medals

Commissioner's merit awards

This table outlines how the Commissioner's merit awards must be worn.

New Zealand Police Employees (Constabulary and Police Employees)	Wears their merit awards on...
Constabulary Employee who is or above the level of position of Inspector	the right breast of uniform tunic or shirt, centred immediately above the name plate.
Constabulary Employee at the levels below Inspector	the right breast of uniform tunic or shirt, directly above the pocket's top hem and centred over the button.
Police Employee who is not Constabulary or an Authorised Officer	a lapel, as a tiepin or in a similar appropriate manner.

Multiple awards

New Zealand Police Employees (Constabulary and Police Employees) are entitled to wear more than one Commissioner's merit award, wear them side by side as detailed above, with the senior award closest to the centre of the chest.

A suitable double crest brooch will be provided to New Zealand Police Employees (Constabulary and Police Employees) awarded a second merit award at the same level as an award already held.

Wearing orders, decorations and medals

Orders, decorations and medals must be worn in accordance with the standards detailed in the New Zealand Police Ceremonial Manual. (This manual is available from Frontline Capability Group PNHQ or from the Police intranet).

New Zealand Police Employees (Constabulary and Police Employees) must not wear:

- their orders, decorations and medals during normal Police duties unless authorised by the Commissioner.
- their ribbons on Police jerseys, duty jackets or on any body armour, BAS.

Police Employees who do not wear a uniform, wear the badge on a lapel or in a similar place.

Wearing Royal Humane Society awards

Royal Humane Society of New Zealand medals and ribbons must be worn centrally above the right breast pocket of the uniform tunic, jacket or shirt.

Loss and replacement of awards

If a New Zealand Police Employees (Constabulary and Police Employees) honour or award has been lost or stolen, the following action needs to be taken:

- Immediately report the loss to a supervisor who shall initiate an enquiry into the circumstances of the loss.
- Provide a completed statutory declaration as per Appendix B on page 11 of the Ceremonial Manual, setting out the full circumstances of the loss.

In respect of former New Zealand Police Employees (Constabulary and Police Employees), replacements can only be provided upon payment of its cost at the time of the replacement, for which the former New Zealand Police Employee (Constabulary and Police Employee) will be liable.

Where a replacement is issued, it will be clearly marked as such, and should the original item be recovered, the duplicate is to be returned to Awards and Honours at Police National Headquarters for destruction.

Mounting orders, decorations and medals

The Police contracts out the provision of this service. The contractors' details can be provided upon request. The contractor is also advised and will provide a mounting service for full-size and miniature medals.

New Zealand Police Employees (Constabulary and Police Employees) are entitled to wear the ribbon of any medal as from the date the medal is awarded. Ribbon bars and miniature medals are available on requisition through the SAP system on the Police Intranet. New Zealand Police Employees (Constabulary and Police Employees) are initially entitled to up to three ribbons. Should they already be wearing the ribbons of any other medals, they are entitled to have ribbon bars made up incorporating both the existing medals and the new medal. They are also entitled to have their full size and miniature medals court-mounted for wear, at Police expense.
