

VBPD Humanitarian Ribbon: Given in partnership with the Virginia Beach Human Rights Commission (HRC). Awarded to any member of the Department of Police or any other law enforcement agency for any act(s) or achievement(s), as determined by the HRC, to be above that which is normally required or expected and which materially or conceptually promotes cultural diversity, social awareness, equal opportunity, and human rights in our community.

Nomination and Selection Procedure

Nomination

1. Any member or employee of the Department of Police, or member of any other City agency, may nominate an individual for an award. In order to ensure the qualifications as described in this policy are present, the person nominating a law enforcement agency employee should have knowledge of the event by personal observation or as a result of an investigation of the event. **For informational purposes, and to avoid duplication of effort, if the person submitting the nomination is from outside the Command of the nominee, he or she will forward a copy of the nomination packet to that person's Commanding Officer.**
2. Letters of nomination will include, but are not limited to, the following information:
 - a) In what way(s) has the nominee worked to create a more inclusive community? (Please consider specific professional, religious, cultural and civic contributions.)
 - b) Describe their initiative or action: Was this act(s) self-motivated or part of a mandated and/or leader instructed initiative? Was the action an expected task of the employee's current assignment?
 - c) How has this nominee exceeded his/her mandatory role as an employee or volunteer?
 - d) Provide a resume or biographical information about the nominee.
 - e) The narrative should include a detailed account of the incident and any other pertinent information, to include any witness statements or accounts.
 - f) When relevant and applicable, the nomination may include related news media accounts, and other existing documentary evidence available.
 - g) Two letters of endorsement must be included in the nomination as well.
3. Timely submission of nominations is essential to a successful awards program. A nomination must be submitted through the chain of command to the Chief of Police as soon as possible following the act upon which it is based. All nominations must be appropriately justified and sufficiently detailed to allow for a proper evaluation and decision.

4. Nominations for awards shall not be disclosed to the individual(s) or their family. Premature public disclosure of such information is a potential source of embarrassment to those nominated.

Selection

1. Any nominations for the VBPD Humanitarian Ribbon will be routed to the Human Rights Commission by the Executive Aide to Chief of Police.
2. The Human Rights Award sub-committee will meet no later than the first week in February and the first week in July of each year. The Committee will review all nominations and provide a suggested slate of nominees for the VBPD Humanitarian Ribbon. The February meeting will cover a nomination period for acts that occurred from January through June of the previous year, while the July meeting will cover acts during periods from July to December of the previous year.
3. The Human Rights Commission will vote on each recommendation. A majority vote determines if an award recommendation is to be forwarded to the Executive Aide to Chief of Police.
4. The February meeting of the Human Rights Award sub-committee will also determine the slate of nominees for the Annual Human Rights Awards Ceremony. The Committee, at its discretion, can recommend the presentation of a VBPD Humanitarian Ribbon, in lieu of a Human Rights Award, if they feel it is more appropriate for the act(s).
5. Committee members cannot vote on any recommendation that they themselves have made to the committee. Committee members cannot vote on any recommendation, which involves a relative.