



**CANADIAN ASSOCIATION OF CHIEFS OF POLICE**  
**DECORATIONS AND AWARDS COMMITTEE**

**Regulations governing the award of the Police Exemplary Service Medal (PESM)**

**Application rules adopted by the Board of Directors of the CACP**

**Recommended best practices**

**Chair:**  
**Chief Joël Chéruet (ret.)**  
**Gatineau Police Service**

**Vice chair :**  
**Chief John M. Janusz**  
**House of Commons Security Service**

**Executive Director**  
**Peter Cuthbert CACP**

## **Police Exemplary Service Medal (PESM)**

The Police Exemplary Service Medal, created on August 12, 1983, recognizes police officers who have served in an exemplary manner, characterized by good conduct, industry and efficiency.

Since its creation, some 1,200 medals, including the Bars recognizing 30 and 40 years of service, are accepted each year by the Decorations Committee and forwarded to the Chancellery of Canadian Honours and Decorations, a valuable contributor to this initiative.

Over the years, various Decorations and Awards Committees have been called upon to collaborate with the Chancellery of Canadian Honours and Decorations, as provided for in the *Regulations*. This collaboration has led to adoption of rules of practice based on the *fair reward* principle.

The Board of Directors of the CACP also called upon the Committee on several occasions to clarify certain sections in order to ensure a uniform interpretation of the Regulations. The main topics reviewed were:

*The confirmation of the Chief of police's authority in determining what constitutes exemplary service*

*The mandatory minimum of 20 years of exemplary service required in order to be considered eligible*

*The establishment of uniform disciplinary procedures*

*The establishment of uniform guidelines pertaining to a break in service*

*The development of rules governing the award of posthumous Medals*

*The determination of what persons or groups can be considered eligible*

*Lastly, the Committee recommended the implementation of improved practices intended to facilitate the uniform application of the Regulations*

These rules of practice were approved by successive Boards of Directors of the Association over the years. The Regulations per se were never amended; however, rules of practice were adopted and communicated to the Chancellery of Canadian Honours and Decorations.

This document is designed to inform Chiefs of Police and those responsible for the medal award process of the rules to be followed and of the best practices to follow. It should be noted that these practices are effective and have been applied fairly over the past 28 years.

Directeur Joël Chéruet (Ret)

Police de Gatineau

Chair, Decorations and Awards Committee of the CACP

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# REGULATIONS GOVERNING THE AWARD OF THE POLICE EXEMPLARY SERVICE MEDAL (PESM)

## Short title

### 1. *Police Exemplary Service Medal (PESM) Regulations* **Interpretation**

### 2. In these Regulations,

"Bar" means the Bar described in section 4; (*Barrette*)

"Committee" means the Decorations Committee of the Canadian Association of Chiefs of *Police*; (*comité*)

"Exemplary *Service*" means service characterized by good conduct, industry and efficiency that serves as a *model* for others; (*services distingués*)

"Medal" means the *medal* described in section 3; (*Médaille*)

"*Police Officer*" means any individual duly sworn as such by a recognized Canadian *Police* force; (*agent de police*)

"Recognized Canadian *Police Force*" means a *police* force established in Canada by an Act of Parliament or by or under an Act of legislature of a province. (*Corps de police canadien reconnu*)

#### ***The following were recognized in 1983:***

***The Canadian National Railway Police Force***

***The Canadian Pacific Railway Police Force***

***The Ports Canada Police Force***

## **Description**

3. (1) The *Police Exemplary Service Medal* shall consist of a circular medal, on the obverse a *stylized maple* leaf bearing the Scales of Justice, circumscribed with the words "*Exemplary Service-Services distingués*", on the reverse the Royal Cipher. The medal is suspended by a ribbon of five equal stripes, two *gold*, three *blue*.

(2) The Medal shall be awarded *only* for *exemplary* service.

**1983** - The Exemplary Service Medal is not awarded on the basis of the length of service, but on the basis of the quality of exemplary service that is confirmed in the first instance by the Chief or Director of the police service and the local Awards Committee.

4. (1) the Bar to the Medal shall consist of a plain bar with a *stylized* maple leaf centred.

(2) A Bar shall be awarded *only* for *exemplary* service.

### **Eligibility for Medal and Bar -**

5. (1) Subject to section 6, a person *is eligible* to be awarded the *Medal* if the person

a) is a serving *police* officer; and

b) has completed a minimum of twenty years of full-time *service* with one or more Recognized Canadian *police* forces, including full-time police-cadet training, of such good standard as to warrant an award, if such period of service, in *whole* or *in part*, has not been recognized by any other *official, national long* service, good conduct or efficiency decoration or medal.

**1997 (April 30) – For the purpose of calculations, length of service shall be calculated in months, notwithstanding of the number of days**

**1997 (October 7) – Chaplains**  
**Chaplains are not eligible to receive the PESM**

**2004 (January) - Board of Directors - correspondence addressed to D.G. Dougall : teaching staff at police training institutions, who are not active members of a recognized police force, are not eligible to receive the PESM; e.g. Institut de police du Québec.**

**2004 (November 8) – The time served on the police force of a Commonwealth country or other may not be considered. The only time recognized is that served as a police officer sworn in Canada in a recognized Canadian police force. Ref. Halton Reg.; Peel Reg.**

**2010 Referencing Article 5 (b) - CACP Board of Directors recognized “job-share time worked”**

**(for time worked e.g.: if the officer works 6 months of a one-year job share, then 6 months and not one year will be credited toward the 20-year required minimum ). The nominated officer must also meet all other eligibility requirements. In other words a job-share scheme would not render a member ineligible, but it could take 21,22,23 or more years for that officer to become eligible to receive the PESM. (2010) Ref. Edmonton Police Service and Halton Regional Police Service.**

(2) Subject to section 6, a person is *eligible/e* to be awarded the Medal *if* the person

a) was a serving officer on August 1, 1980; and

b) had completed a minimum of twenty years of full-time service with one or more recognized Canadian *police* forces; *including* full-time police-cadet training, of such good standard as to warrant an award, if such period of service, in whole or in part, has not been recognized by any other official, national *long* service, good conduct or efficiency decoration or medal.

## **Break in service**

**1998 (February 23) - Thomas B. O'Grady, Commissioner OPP, Chair, Decorations Committee, decision approved by the CACP Board of Directors.**

**1998 (March 18) – Danielle G. Dougall of the Chancellery of Canadian Honours and Decorations acknowledges receipt of the Policy on future directions. .**

**A break in service of 2 consecutive years or more is subtracted from the accumulated time in service; this includes breaks due to long-tem illnesses or work-related injuries.**

**2008 (August 23) Ref. Board of Directors**

**However, an authorized parental or educational leave of less than three (3) years, is not credited against the 20-year minimum.**

**This interpretation replaces that of February 27, 1998. Consequently, any authorized maternity or parental leave of less than three years will not impact on eligibility.**

6. (1) Members of the Royal Canadian Mounted *Police* or the Canadian Forces are *ineligible/e* to be awarded the Medal.

(2) Full-time *exemplary* service of former members of the *Royal Canadian Mounted Police* may qualify as exemplary service for the purpose of the award of the *Medal* where that service has not been recognized by the award of the *Royal Canadian Mounted Police* Long Service and Good Conduct *Medal* and bars thereto.

***Members of recognized police forces integrated into the RCMP at the time of the amalgamation 2006 (March 9) – Agreement between Mrs. Mary de Bellefeuille-Percy, the Commissioner of the RCMP, and the CACP: Upon recommendation of the Commanding Officer, these officers may become eligible to receive the PESM by combining their years of service within a municipal police force and those within the RCMP.***

(3) Full-time exemplary service of former members of the Canadian' Forces with the *Military Police* of the Canadian Forces may qualify as exemplary service for the purpose of the award of the Medal where that service has not been recognized by award of the Canadian Forces Decoration and clasps thereto.

#### **Former Military Police Officers .**

***1983 – Time served as a military police officer is recognized and may be applied against the minimum requirement for the PESM, provided that officer was not awarded the Canadian Forces Decoration (CFD)***

***1983 – Documented evidence of service within a military police service is required. The DND form must provide detailed information about the years of service as a military police officer. The original document provided must clearly state "military police".***

***Note: When the Medal was established, it was agreed the military police officers who had not received the CFD could apply the time served within a military police service toward the PESM, providing evidence of their service. In return, it is deemed those having received a CFD as military police officers have already been recognized for their exemplary service as police officers.***

7. A person who has been awarded the *Police Exemplary Service Medal* is *eligible* to be awarded a Bar in respect of each ten-year period of *full-time* service with one or more recognized Canadian police forces, following the twenty-year period in respect of which he or she was awarded the Medal if his or her exemplary service is of such good standard as to warrant an award.

#### **Nomination Procedure**

8. (1) a nomination of a person for the Medal or a Bar shall be made to the Director, Chancellery of Canadian Orders and Decorations, by the chief or the director of the police force in which the nominee has served or by the chairman of the authority in charge of the police force.

***1983 – The Chief or Director of the police service, his local Decorations Committee, or the person responsible for the nominations process is considered the first authority involved in the nomination process and the person empowered to make the determination of what constitutes exemplary service. In other words, the initial decision belongs to the Chief or Director, or to the recognized police force. Ref. Cst. Stanley A. White, SPCUM (June 9, 1998).***

(2) A person making a nomination referred to in subsection (1) *shall* submit the nomination together with a recommendation in respect of the nominee.

a) setting out the date on which the required period of service for the Medal or Bar was completed by the nominee;

b) stating that, during that period of service, no serious disciplinary action has been taken or is pending in respect of the nominee;

## DISCIPLINARY

**1990 (May 14) - Ref. 3.2/1**

***It is incumbent upon the Chief or Director, or his local Committee, to make a determination about disciplinary sanctions, taking into account the various provincial Police Acts and their provisions relative to disciplinary records. In such cases, the award of the PESM may be denied or postponed for disciplinary reasons or based on the appreciation of what constitutes exemplary service. This time prolongs the 20-year eligibility period.***

**2003 (September 15) – A letter from Mrs. Danielle Dougall ratifies this possible practice and makes it retroactive by 5 years to January 15, 2000.**

***Should the practice be challenged by a member of the police force, the Chief or Director must inform the Committee of the reasons for which the award was denied, so that the Committee can make a determination and, if need be, forward its advice and recommendations to the Chancellery.***

c) Affirming that the conduct and performance of the nominee have been judged as being exemplary and deserving of recognition by the award of the *Medal* or Bar; and

d) signed by the person making the nomination.

***1983-1990-2010 - On-line registration has not relieved police forces of the duty to provide a letter accompanying the nomination form. It is not necessary to provide a letter for each form, but one for all the forms presented.***

## Decorations Committee

9. On receipt of nominations for Medals or Bars, the Director, Chancellery of Canadian Orders and Decorations, *shall* submit the nominations to the Committee and the Committee *shall*

a) consider whether a person nominated is eligible to receive a Medal or Bar; and

b) compile and submit to the Governor General a *list* of those nominees who, in the opinion of the Committee, are so eligible.

(1) In addition to its responsibilities under section 9, the Committee *shall* advise the Governor *General* on such other matters concerning the award of the *Medal* or a Bar as he or she may refer to the Committee for consideration.

(2) Notwithstanding sections 5 and 8, the Committee may recommend to the Governor *General* an extraordinary award of the Medal, including a posthumous award to a police officer who died in the performance of his or her duties, where the *police* officer is not entitled to any other *official* award.

***Ref. August 1993-March 1994 – Board of Directors: CACP POL-35***

***The posthumous award of the Medal is strictly limited to honouring a police officer having died in the line of duty. It excludes deaths resulting from illness. In addition, the Committee does not recommend retroactive awards. Potential applicants must abide by the established policy (see appended section on best practices).***

## Awards

11. An award of the Medal or a Bar *shall* be made, on the recommendation of the Committee, by Instrument signed by the Governor General.

12. Notwithstanding sections 5 and 8, the Governor General on the recommendation of the Committee, may award the *Police Exemplary Service Medal*.

13. Nothing in these Regulations *limits* the right of the Governor General to exercise all powers and authorities in respect to the Medal.

#### **Presentation**

14. Unless the Governor General otherwise directs, the Medal or a Bar shall be sent to the person who nominated the police officer or former police officer for award of the Medal or a bar for formal presentation, on behalf of the Governor General, to the recipient.

2003 (May 13) – Danielle G. Dougall

Once the Committee has forwarded the list of candidates to the Governor General in the form of an instrument signed by the Chair of the Committee, the Medal becomes the property of its recipient. The fact of refusing to receive the Medal or to attend the presentation ceremony does not warrant the cancellation of the award and the recipient's name is not deleted from the Register.

#### **Wearing of the Medal and Bars**

15. (1) The *Medal* or Bar shall be worn in the sequence prescribed in the "Canadian Order of Precedence of Orders, Decorations and Medals" and in the manner described in "A guide to the Wearing of Orders, Decorations and Medals".

(2) When the ribbon of the Medal is worn alone and the wearer has been awarded a Bar, a small silver maple leaf shall be attached to the center of the ribbon.

16. A person to whom the Medal has been awarded may wear a miniature of the Medal, to be one-half the size of the Medal, on all occasions when the wearing of miniatures is customary.

#### **Cancellation and Reinstallation**

17. (1) The Governor General may, on the advice of the Committee,

a) *cancel* or annul the award to any person of the Medal or bar;

b) restore the award of the Medal or Bar that has been cancelled or annulled under paragraph (a).

(2) Where the award of the Medal is cancelled or annulled under subsection (1), the name of the person to whom the Medal was awarded shall be deleted from the Register referred to section 18.

#### **2010**

***In the case of withdrawals, the Committee must advise the Chancellery. In order to avoid further delays, it is recommended that a copy of the request for a cancellation or a new award be forwarded to the CACP.***

#### **Administration**

18. The Director, Chancellery of Canadian Orders and Decorations, shall:

a) maintain a Register containing the name of each person to whom the Medal or a Bar is awarded and such other records relating to the award as the Director *considers* necessary;

b) arrange for award ceremonies or for Medals and Bars to be sent *in* accordance with section 14, for presentation to the recipients;

c) have the names of recipients of Medals engraved on their Medals;

d) issue a certificate to accompany the *Medal* or the Bar;

e) arrange for the names of recipients to be published in the *Canada Gazette*,

and

f) perform such other functions in respect of awards of the Medals and Bars as the Governor General may require him or her to perform.



## ***BEST PRACTICES AND FREQUENT MISTAKES***

Over the past 28 years, the selection process was delayed in many cases due to a lack of local planning with regard to the case preparation relative to the Police Exemplary Service Medal.

### **FREQUENT MISTAKES**

For instance, if a person has previously received the Medal or a Bar, inappropriate research efforts will ensue.

It is pointless to submit a person's nomination, if the 20-year minimum period has not yet been reached at the time of his/her nomination.

If a mistake is made relative to the nominee's name or surname, errors will result in the engraving of the Medal and the issuance of the certificate.

### **BREAK IN SERVICE**

Twenty (20) years of full-time service are mandatory for a person to be eligible.

February 1998

A break in service of two consecutive years or more is subtracted from the accumulated years of service; this includes long-term illnesses, work-related injuries, and other absences.

April 2001

It is incumbent upon local authorities to make sure that nominees have completed 20 years of full-time service.

August 2008 – Break in service

Authorized leaves of less than three years – maternity, parental or educational leaves – have no bearing on eligibility.

2010 Job-share

A job-share is not considered a break in service and each job-share will be considered on a case by case basis. In other words, the Chief of Police will be required to submit a request outlining the details of each job-share, and attach this information to the application form. The time worked as part of a job-share scheme will be recognized as follows:

***2010 Referencing Section 5 (b) - CACP Board of Directors recognized “job-share time worked” For example, if the officer works 6 months of a one-year job share, then 6 months will be assessed toward the 20 years required minimum; not one year). The nominated officer must also meet all other eligibility requirements. In other words a job share would not render a member ineligible , but it could take 21,22,23 or more years for that officer to become eligible to receive the PESM. (2010) Ref. Edmonton Police Service and Halton Regional Police Service***

## **ISSUANCE OF THE MEDAL**

Once the Committee has forwarded the list of recommended nominees to the Governor General in the form of an instrument signed by the Chair of the Committee, the Medal becomes the property of its recipient.

Fortunately, the old practice of not awarding the Medal to a recipient who does not attend the presentation ceremony has practically come to an end, as it was contrary to the directives pertaining to delegation inherent to award presentation ceremonies, as provided for in the Regulations .

The current and widespread practice within police forces is to advise a police officer that a Medal will be presented to him/her on a given date and a request is made for him/her to confirm his/her presence. If problems arise, it is incumbent upon the person who nominated that officer to ensure that the Medal is officially presented to him/her one way or another. Ref. Sections 14 and 18 b.

That process was ratified on October 22, 2008 in a letter addressed to Mrs. Gabrielle D. Lappa, Director of Honours.

## **AWARD CEREMONIES**

Prior to choosing a date for a ceremony, make sure that the required records are complete and comply with the regulations, and that none of them can be challenged or denied.

The Committee is under no obligation to give in to requests that Medals be sent by such or such a date. It is incumbent upon the local Committee to prepare the applications and to account for the three-month delay.

## **POSTHUMOUS AWARDS**

The following exceptional practice was ratified in August 1993 with a view to honouring police officers having died in the line of duty.

The following procedure should be followed in the case of posthumous nominations:

Forward the usual nomination form to the CACP using the quickest means, including by fax. Following its assessment of the circumstances, the Decorations and Awards Committee shall then forward all the information gathered to the Chancellery of Canadian Honours and Decorations.

It is also recommended that the form requesting that the recipient's name be engraved on the Police and Peace Officer Memorial be filled out immediately. The details of the event must be provided, along with a photograph so that this nominee can be included in the Virtual Register of Heroes, maintained by the CACP.

## **FORMER MEMBERS OF THE ARMED FORCES**

1983, Roger de C. Nantel, Director, Chancellery of Canadian Honours and Decorations and LCol. E.A. Spearing, Canadian Bankers Association, Montreal, Committee Chair, representing the CACP

*When the Medal was established, it was agreed the military police officers who had not received the CFD could apply the time served within a military police service toward the PESM, providing evidence of their service. These officers are recognized upon presentation of a detailed record of service provided by the Department of National Defence at the request of the candidate.*

*In return, those having received a CFD as military police officers and join a recognized police service are deemed to have been previously recognized as police officers having an exemplary service record.*

It is incumbent upon the police force making the nomination to get the facts straight.

**Remember** that in the case of former members of the RCMP, or former military police officers or in the case where years of exemplary service have not been recognized by another exemplary service award, *documented evidence of those years of service must be provided.*

### **Information or inquiries:**

Please direct your questions to: [cacp@cacp.ca](mailto:cacp@cacp.ca)

To the attention of the Decorations and Awards Committee