

Chief's Commendation		Inspection and Enforcement New Brunswick	1.3.2
Policy Title	New or Amended	Division / Branch / Section	Policy #
Chief/Executive Director	September 18, 2019	April 2023	April 2025
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Table of Contents

1. Purpose of Policy2

2. Civilians.....2

3. Chief's Commendations for Peace Officers.....3

4. Nominations3

5. Selection by Commendation Board.....4

6. Commendation Bars.....4

7. Presentation4

8. Appendix5

1. Purpose of Policy

The purpose of this policy is to set guidelines for the Inspection and Enforcement New Brunswick, (IENB) Chief's Commendations, Chief's Letter of Appreciation and Chief's Certificate of Merit. Commendations, Letters of Appreciation and Certificates of Merit will be awarded at the discretion of the Chief of IENB, based on the recommendations of the IENB Commendation Board.

2. Civilians

Criteria: Civilian employees of IENB and members of the public will be eligible for the Chief's Letter of Appreciation and Chief's Certificate of Merit based on the following criteria:

A. Chief's Letter of Appreciation

Signed by the Chief and to be delivered to a civilian employee of IENB or member of the public when:

- i. In the absence of any danger, took the initiative to assist a Peace Officer in preventing a crime, apprehending, or attempting to apprehend an offender, or made a lifesaving attempt; or
- ii. Provided facilities or personal assistance during an IENB investigation or incident; or
- iii. Diligent and sustained effort in the performance of duties well above that which is normally expected, (civilian employees of IENB only).

B. Chief's Certificate of Merit

To be awarded to a civilian employee of IENB or member of the public when:

- i. In the face of actual or anticipated danger, took the initiative to assist a Peace Officer in preventing a crime, apprehending, or attempting to apprehend an offender, or made a lifesaving attempt; or
- ii. Demonstrated, over the course of a project, operation or incident exceptional skill, judgement, dedication, or integrity in the performance of duty, (civilian employees of IENB only); or
- iii. Developed a method or program to increase efficiency that significantly affects the operational ability of IENB, (civilian employees of IENB only).

3. Chief's Commendations for Peace Officers

Peace Officers including members of other Law Enforcement Agencies, will be eligible for the IENB Chief's Commendation at three levels, based on the following criteria:

Bronze

- A. For outstanding performance in relation to a single investigation, operation, or incident where there was minimal or no risk of exposure to actual or anticipated danger, or
- B. For diligent and sustained effort in the performance of duties well above that which is normally expected.

Silver

- A. For demonstrating the highest standards of conduct or humanitarianism in a single investigation, operation, or incident where there was some risk, but limited or no exposure to actual or anticipated danger, or
- B. For demonstrating, over the course of a single investigation, operation or incident exceptional skill, judgement, dedication or integrity in the performance of duty; or
- C. For developing a method or program to increase efficiency that significantly affects the ability of a Unit or Operational Section within IENB.

Gold

- A. For demonstrating the highest standards of conduct or humanitarianism in a single investigation, operation, or incident where there was a high risk or exposure to danger; or
- B. For demonstrating, over a period of time, exceptional skills, judgement, dedication or integrity in the performance of duty; or
- C. For developing a method or program to increase efficiency that significantly affects the operational ability of IENB.

4. Nominations

- A. Nominations may be received from community members, IENB employees or members from other Law Enforcement Agencies.
- B. Nominations for these awards does not preclude Peace Officers, civilian employees of IENB or members of the public from being nominated for any other Honour or recognition.
- C. Written submissions are required for all awards nominations. Peace Officer submissions shall be directed to the nominee's immediate supervisor, before it is reviewed by the Officer in charge, (O i/c) of the Operational Section. Upon the O i/c's approval, the written

submission will then be forwarded to the Professional Standards Unit, (PSU) which will be responsible for implementing a Commendation Board.

- D. Written submissions on civilian employees of IENB and members of the public shall be forwarded to the Professional Standards Unit for review, then to the Chief of IENB.
- E. Submissions must include name(s), dates, times, and all pertinent information on the incident that may qualify the individual for an award. The nominator must also include contact information where they can be reached if further information is required.

5. Selection by Commendation Board

- A. A Commendation Board shall consist of at least three Officers from IENB and may include the following:
 - i. An Inspector from PSU
 - ii. A supervisor from the nominee's Operational Section
 - iii. A peer of the nominee
- B. The chair shall be the highest-ranking Officer, assisted by the two other Officers. This board will review the submission and make the following recommendations to the Chief of IENB:
 - i. If a commendation is recommended or not, and
 - ii. The appropriate level if a commendation is recommended. (See criteria)

6. Commendation Bars

- A. The commendation bar is to be only worn centered on the left breast pocket of the dress uniform or centered on the left breast pocket flap of the work dress shirt.
- B. If an Officer is awarded a second commendation, they are to be worn stacked, (one on top of the other) with the highest-ranking commendation on the top.
- C. In the event an Officer receives two awards for a single occurrence, only the highest-ranking award is to be worn i.e.: Medal of Bravery and IENB Chief's Commendation, only the medal of Bravery is to be worn.

7. Presentation

All awards will be presented at the discretion of the Chief of IENB.

Appendix A

Gold Commendation



Silver Commendation



Bronze Commendation

