

## 1.442 AWARDS & COMMENDATIONS

The agency's awards and commendations program is established to honor individuals, units, groups, or other entities who make outstanding contributions toward fulfilling the mission of the agency through their acts of valor or merit and do so at levels beyond that which is normally expected of employees or citizens.

### 1.442.02 Awards Committee

- A. The Awards Committee is established as a standing committee of the agency.
  1. Committee membership will include, at a minimum:
    - a. An administrative ranked officer selected by the chief as committee chair;
    - b. A minimum of One sworn and two non-sworn employees from the Support Services Bureau; and
    - c. Three sworn employees from the Police Services Bureau;
  2. The chief may solicit volunteers for committee membership or request unit commanders provide names of prospective committee members.
- B. Committee members are appointed by the chief for terms of at least one year.
  1. Committee membership terms will ordinarily run July through June.
  2. Promotions or transfers of committee members will not affect the status of their committee memberships unless they are transferred to different bureaus in which cases their committee memberships will end.
  3. Vacancies on the committee will be filled at the discretion of the chief.
  4. Committee members will be compensated for committee activities in accordance with their FLSA status.
- C. The committee reports to the Office of the Chief. In addition to serving as liaison from the committee to the chief, the Office of the Chief has awards committee duties and responsibilities that include, but are not limited to:
  1. Overseeing administrative and fiscal aspects of awards programs;
  2. Ensuring adequate and appropriate logistical, proofreading, and support staff resources are made available to the committee;
  3. Providing repository space for committee documents;
  4. Ensuring all correspondence, programs, plaques, photographs, etc. are prepared and disseminated appropriately; and
  5. Ensuring documents corroborating awards and commendations are placed in employees' personnel files.
- D. Duties and responsibilities of the committee chair include, but are not limited to:
  1. Calling, coordinating, scheduling, and announcing committee meetings;
  2. Ensuring award and commendation nominations are actively solicited from the agency and the community;
  3. Presiding over committee meetings;
  4. Ensuring the results of deliberations are accurately recorded and reported to the chief.
  5. Ensuring a quorum of at least 66% of committee members is in attendance in order to take action on award nominations;
  6. Ensuring nominations are considered based narrowly and specifically on published award criteria;
  7. Ensuring that nominations coming from within the agency are submitted in appropriate form and through the chain of command in order to be considered for recognition by the committee;
  8. With concurrence of the chief setting dates, times, and locations of award programs;
  9. Ensuring proper planning and coordination of award programs; and
  10. Ensuring agency award plaques are updated.

### 1.442.04 Submitting Nominations

- A. In order to be considered by the committee, all award nominations submitted by agency personnel must be submitted on the agency's award nomination format that is found in the UMDPS **Portal** application **AWARD NOMINATIONS**.
- B. All supervisory and administrative personnel, to include committee members, who have direct knowledge of meritorious actions are responsible for submitting award nominations.
  1. Employees with direct knowledge of meritorious actions may submit award nominations.
  2. Employees may submit nominations on their own behalf.
  3. Nominations should contain information that includes, but is not limited to:
    - a. Detailed statements of fact applicable to the acts, including those that may not be contained in original reports;
    - b. Diagrams, drawings, photographs, or other depictions if writers believe such additions would be useful to the committee;
    - c. Brief statements as to why persons submitting nominations believe nominees should earn awards; and
    - d. Attachments of any corroborating reports, newspaper articles, witness statements, or reports from other agencies.
  4. Incident reports must substantiate award criteria.
  5. Facts as stated in incident reports cannot be changed or altered by verbiage contained in award nominations.
  6. Excessive uses of superlatives in award nominations is inappropriate.
- C. Nominations must be submitted within one year of incidents.
- D. Award nominations received from persons outside the agency may be referred to nominated employees' unit commanders for investigation, documentation, and submission to the committee.
- E. The deadline for submitting award nominations for any calendar year will be established by the committee chair with the consent of the chief and announced to all personnel.

### 1.442.06 Committee Actions & Deliberations

- A. The Awards Committee is responsible for reviewing all award nominations and supporting documents and comparing information contained therein with award criteria in order to make award recommendations to the Chief of Police.
- B. Excepting discretionary authority granted to the chief, committee members are the sole judges as to the meanings and interpretations of award criteria and the applicability of the criteria to particular award nominations.
- C. The committee will consider duty assignments, assignment requirements, and nominees' specialties and expected or required performance when deliberating award nominations.
- D. The committee will attempt to arrive at commendation recommendations on a consensus basis. However, if consensus cannot be arrived at, simple majority votes will ratify all commendation recommendations excepting the Medal of Honor which can be ratified only on votes of at least two-thirds of those committee members present and voting.
- E. Committee members will be excused from discussions and votes when they are nominated parties. Committee members need not be excused from discussions and votes when they are nominating parties.
- F. The committee will notify makers of nominations whether submitted nominations will not receive further consideration or are meritorious and warrant formal recommendations to the chief.
- G. The actions, deliberations, and files of the Awards Committee are confidential and will be released only on a need to know basis to the chief and bureau commanders.

### 1.442.08 Authority of the Chief

- A. The chief has the right to recognize any officer, unit, or group

with any agency award or commendation without the consultation or approval of the Awards Committee.

- B. Final authority to act on award committee recommendations is vested in the chief.

#### 1.442.10 Medal of Honor

- A. The awarding of the Medal of Honor must be strictly limited in order to protect the integrity of the commendation.
- B. Medals may be awarded posthumously if employees suffer death in the line of duty when:
1. Engaged in law enforcement activities or enforcing criminal laws;
  2. Answering calls for service;
  3. Attempting to rescue other persons from imminent death or great bodily harm; or
  4. Directly enforcing criminal laws and suffer heart attacks, strokes, or other manners of death proximally related to their activities.
- C. Medals will not be awarded posthumously if deaths result from:
1. Routine traffic accidents or accidents in police facilities;
  2. Illness from heart attacks, strokes, or other illnesses not directly related to police activities; or
  3. Personal disagreements with others.
- D. Medals may be awarded to living employees who:
1. Unavoidably, and with knowledge of risks, find themselves in danger so extreme that death or serious injuries are predictable or reasonably expected;
  2. Place themselves in danger or jeopardy, wherein any alternative courses of action would not have caused criticism for lack of courage or dedication to duty;
  3. Commit themselves to action and were successful in completing their objectives; and
  4. Act when there were no other reasonable, safer ways to accomplish their objectives.
- E. Medals will not be awarded to living employees when:
1. They were placed in jeopardy solely as the result of surprise attacks;
  2. They were not successful in completing their objectives if physically able to do so;
  3. Reports do not contain facts supporting nominations;
  4. They deliberately violated safety procedures or directives by their conduct;
  5. They exposed themselves to danger without due care; or
  6. They irresponsibly endanger the lives of others by their actions, or caused injuries to innocent, uninvolved persons.
- F. Recipients will receive Medals of Honor, citation bars or appropriate designated awards, and certificates.
- G. Citation bars/Designated Awards are left half dark blue and right half red.

#### 1.442.12 Medal of Bravery

- A. Medals of Bravery may be awarded to employees who:
1. Were engaged in law enforcement activities or enforcing criminal laws;
  2. Had no other readily apparent recourses for successful performance of their activities;
  3. Knowingly and voluntarily exposed themselves to danger; and
  4. Were in danger so extreme that death or serious injuries, while not expected, was highly probable.
- B. Medals will not be awarded to employees when:
1. Reports do not contain facts supporting nominations;
  2. They deliberately violated safety procedures or directives by their conduct;
  3. They expose themselves to danger without due care; or
  4. They irresponsibly endanger the lives of others by their actions, or caused injuries to innocent, uninvolved persons.

- C. Recipients will receive Medals of Bravery, citation bars or appropriate designated awards, and certificates.
- D. Citation bars/Designated Awards are left half dark blue and right half gray.

#### 1.442.14 Medal of Valor

- A. Medals of Valor may be awarded to employees who:
1. Had no other readily apparent recourses for successful performance of their activities;
  2. Knowingly and voluntarily exposed themselves to danger; and
  3. Were in danger such that their death or serious injuries, while not expected, was realistically possible.
- B. Medals will not be awarded to employees when:
1. Reports do not contain facts supporting nominations;
  2. They deliberately violated safety procedures or directives by their conduct;
  3. They expose themselves to danger without due care; or
  4. They irresponsibly endangered the lives of others by their actions, or caused injuries to innocent, uninvolved persons.
- C. Recipients will receive Medals of Valor, citation bars or appropriate designated awards, and certificates.
- D. Citation bars/designated awards are left half dark blue and right half white.

#### 1.442.16 Executive Corps Award

- A. The Executive Corps Award may be awarded by the Executive Corps to employees or units for the purpose of recognizing outstanding, meritorious achievement which reflects credit on the recipients or the agency.
- B. Nominations will be accepted from all agency employees who would like to recommend another employee for this award.
- C. The Executive Corps will then vote on the potential recipients of the Executive Corps Award.
- D. Recipients will receive medals, citation bars or appropriate designated awards, and certificates.
- E. Citation bars/designated awards are solid Green.

#### 1.442.17 Employee of the Month and of the Year Awards

- A. Each year, the Executive Staff shall select one sworn member as the Officer of the Year and one civilian as the Civilian of the Year for the previous calendar year. Bureau Commanders may submit nominations for each category of Employee of the Year with the proper supporting documentation based on the following:
1. **Officer of the Year**
    - a. Nominees for this award may be any Officers who are recognized by their supervisors as having outstanding character and integrity and whose actions or performance significantly exceeded expectations during the calendar year from January 1st through December 31st.
    - b. The Chief of Police and the Executive Corps will act as an Awards Board to select the recipient of the Officer of the Year Award.
    - c. The award shall consist of a half red/half black ribbon to be worn as part of his/her uniform and their name engraved on a plaque to commemorate the event which will be displayed at the main station.
  2. **Civilian of the Year**
    - a. Nominees for this award shall be full-time civilian employees whose service with the University of Maryland Police has been outstanding. The manner of recognition will be a plaque with their name engraved on a plaque to commemorate the event which will be displayed at the main station.
    - b. Bureau Commanders who supervise civilian employees should determine if anyone under their command has

exemplified superior service to the Department.

- c. Each bureau may nominate only one civilian employee.
- d. The Chief of Police and the Executive Corps will act as an Awards Board to select the recipient of the Civilian of the Year Award.
- e. The criteria for selection will be:
  1. Exceptional service as identified by the employee's performance evaluations;
  2. A consistent record of such service through their years of employment;
  3. Recognized by their peers and supervisors as having outstanding character and integrity.

### 3. Selection Process Chronology

- a. Bureau Commanders may select Officers and Civilians under their command and nominate them for Officer of the Year or Civilian of the Year.
  - b. To assist the Awards Board in selecting the employee to receive the Officer or Civilian of the Year Award, the commanding officer of each candidate will prepare a written nomination for that employee describing his/her performance in the following areas: specific comments on the work, ethics, attitude, and professional demeanor of the nominee.
  - c. These nominations shall be received by the Office of the Chief no later than February 1<sup>st</sup>.
  - d. The announcement and presentation of the Officer and Civilian of the Year Award will be made by the Executive Corps at an Awards Ceremony.
4. Duplicate Awards
- a. Should the officer or civilian receive the same award more than once, the ribbon will be exchanged for a ribbon containing a star, as appropriate, for each time award is presented.
- B. Each month, the Executive Staff shall select one sworn member as the Officer of the Month and one civilian as the Civilian of the Month for the previous calendar month. Any employee may submit nominations for each category of Employee of the Month with the proper supporting documentation for the purpose of recognizing outstanding, meritorious achievement which reflects credit on the recipients or the agency.
1. Nominations will be accepted from all agency employees who would like to recommend another employee for this award.
  2. Nominations must be submitted by Close of Business at the end of the first week of the next month for which the employee is being considered for recognition.
  3. The Executive Staff will then vote on the potential recipients of the Employee of the Month Award.
  4. Recipients will receive certificates along with an Employee of the Month Award determined by the Executive Staff.

#### 1.442.18 Purple Heart

- A. Purple Heart Commendations may be awarded to agency employees who, in the proper furtherance of the agency's mission both on-duty or off-duty, sustain death, serious injuries, or serious illnesses as result of:
1. Conflicts with dangerous suspects;
  2. Attempts to save lives of others, regardless of the outcomes of the attempts;
  3. Accidents occurring during the direct performance of non-routine duties; or
  4. Cardio-vascular diseases, communicable diseases, or other serious ailments clearly resulting from the direct performance of duties.
- B. Commendations will not be awarded to employees when:
1. Reports do not contain facts supporting nominations;
  2. They are injured as the result of carelessness, ineptness, per-

sonal disagreements with others, or preventable vehicle accidents;

3. They deliberately violated safety procedures or directives by their conduct; or
  4. They exposed themselves to danger without due care.
- C. Recipients will receive medals, citation bars or appropriate designated awards, and certificates.
- D. Citation bars/designated awards are solid purple.

#### 1.442.20 Commendation for Excellence

- A. Commendations for Excellence may be awarded to employees or units for the purpose of recognizing outstanding, long-term, meritorious achievement which reflects credit on recipients or the agency through the:
1. Solution of particular crimes;
  2. Apprehension of particular offenders;
  3. Attempts to save the lives of others;
  4. Delivery of critical operations related police services;
  5. Development, initiation, and conduct of innovative operational, administrative, or support programs within the agency; or
  6. Development, initiation, and conduct of successful or innovative policing or problem solving projects directly related to the community or groups of citizens.
- B. Recipients will receive medals, citation bars or appropriate designated awards, and certificates.
- C. Citation bars/designated awards are solid yellow.

#### 1.442.22 Commendation for Merit

- A. Commendations for Merit may be awarded to employees, units, or citizens for the purpose of recognizing specific incidents, situations, or circumstances related performance that demonstrated high levels of expertise, initiative, resourcefulness, or dedication in the:
1. Solution of particular crimes;
  2. Apprehension of particular offenders;
  3. Attempts to save the lives of others;
  4. Delivery of critical operations related police services;
  5. Development, initiation, and conduct of innovative operational, administrative, or support programs within the agency; or
  6. Development, initiation, and conduct of successful or innovative policing or problem solving projects directly related to the community or groups of citizens.
- B. Recipients will receive medals, citation bars or appropriate designated awards, and certificates.
- C. Citation bars/designated awards are solid red.

#### 1.442.24 Educational Achievement Award

- A. Awards are presented to employees who present satisfactory proofs that they have met all the requirements leading to the granting of bachelors, masters, or doctorate or other terminal degrees. Successive awards will be granted only for higher degrees.
- B. Recipients will receive citation bars or appropriate designated awards, and certificates.
- C. Citation bars/designated awards are solid white.

#### 1.442.25 Special Unit Commendations

- A. The chief may award special unit commendations for the purpose of recognizing outstanding, meritorious achievement which reflects credit on the recipients or the agency.
- B. The committee does not act or vote on special unit commendations, but may be consulted by the chief on matters of protocol and citation design.
- C. Recipients will receive medals, citation bars or appropriate designated awards, and certificates.

#### 1.442.26 Certificate of Commendation

- A. Certificates of Commendation may be awarded to employees for

the purpose of recognizing:

1. Intelligence that reflects a highly creditable accomplishment;
2. Perseverance and devotion to duty;
3. Acts which result in the prevention or solution of crimes, but where circumstances do not merit the issuance of other agency awards; or
4. Voluntary resignations after ten years or more of honorable service.

B. Recipients will receive commendation certificates.

#### **1.442.28 Community Service Award**

A. Awards may be presented to employees who, on-duty or off-duty, are involved in youth activities, crime prevention activities, victim-witness assistance, or social, religious, fraternal or other similar activities for the public good.

B. Recipients will receive certificates.

#### **1.442.30 Certificate of Appreciation**

A. Certificates of Appreciation may be awarded to employees and citizens to recognize exceptional efforts or who significantly contribute to the operations, administration, or support of the agency.

B. Recipients will receive certificates.

#### **1.442.34 Driver Safety Certificate**

A. Employees may be awarded certificates for not causing preventable accidents during any consecutive five year period.

B. Only employees who drive in the course of their regular duty are eligible for these certificates.

C. Employees are responsible for tracking their own records and bring their eligibility to the attention of the awards committee.

D. Award recipients will not be eligible to receive this award again until another five-year period has elapsed.

E. Recipients will receive certificates.

#### **1.442.36 Letters of Commendation**

A. Routine citizens' letters appreciating or commending the efforts of agency employees will be responded to by staff in the Office of the Chief without the involvement of the committee. Copies of related correspondence and documents will be forwarded to involved officers and their unit commanders and placed in employees' personnel files by staff in the Office of the Chief.

B. Employees or their unit commanders who believe that citizens' letters appreciating or commending agency employees warrants further consideration by the committee may submit same to the committee as any other nomination.

#### **1.442.37 Military Service Award**

A. Awards are presented to employees who present satisfactory proofs that they have been honorably discharged from military service for the United States of America.

B. Recipients will receive citation bars or appropriate designated awards and certificates.

C. Citation bars/designated awards are designated as follows:

1. U.S. Marine Corps service is a red citation bar;
2. U.S. Army service is a green citation bar;
3. U.S. Navy service is a white citation bar; and
4. U.S. Air Force service is a blue citation bar.

#### **1.442.38 Appurtenance**

A. Stars affixed to citation bars will indicate multiple awards of medals. Each star will represent a successive award.

B. A maximum of three stars may be affixed to each citation bar.

#### **1.442.40 Wearing of Awards & Commendations**

Agency medals and citation bars will be worn consistent with

**1.804.02 Awards and Commendations.**