

# FREDERICK POLICE DEPARTMENT GENERAL ORDER

**Section 18:** Personnel Functions **Order Number:** 1885  
**Topic:** AWARDS AND COMMENDATIONS **Issued by:** Chief of Police  
**Approved:** 05/03/19  
**Review:** Annually in December by Support Services Division Commander  
**Supersedes:** G.O. 1885 dated 05/01/19

## **.01 PURPOSE:**

To list the various acknowledgments, awards, and commendations that may be awarded by the Department and to describe the circumstances which merit each one of them.

## **.02 CROSS-REF:**

G.O. [1663](#), Uniforms and Appearance

## **.03 DISCUSSION:**

It is widely known that commending employees for exceptional service promotes good morale, gives incentive, and builds esprit de corps. It is essential to have a system for recognizing such service.

## **.04 POLICY:**

The Frederick Police Department expects a high level of professional conduct from all employees; however, personnel of the Department frequently perform their duties in a manner exceeding the highest expectations of the Department. When such conduct occurs, official recognition will be made. Recommendations for recognition may originate from citizens or from within the Department and are intended to cite exemplary conduct and standards which all personnel of the Department should strive to attain. Additionally, the Department honors allied agencies and their members, and citizens of the community who substantially assist the Department in an extraordinary manner beyond their normal responsibilities.

## **.05 DEFINITIONS:**

### **.20 ELIGIBILITY FOR AWARDS:**

All personnel of the Department are eligible to receive awards within their respective award categories. Other persons eligible to receive awards are described within each award category. For an award to be considered, a "Request for Award/Acknowledgment" Form HR-008 must be received by the Office of the Chief of Police (OCP), through the chain of command within two years of the reported event. However, special consideration may be given to cases in which a member has met the criteria for an award but previously was not recognized.

### **.22 RECOMMENDATIONS FOR AWARDS:**

Any employee may initiate the award review process by submitting a Form HR-008 to the Supervisor, Personnel Unit. Prior to submission, the nomination must be reviewed for accuracy and agreement by the nominee's chain of command, up to and including the Chief of Police.

### **.30 TYPES OF AWARDS:**

Each award has a specific set of circumstances or conditions that must be met in order for an individual or group to qualify.

1. **RIBBON OF HONOR:** (White bar with gold star at center) Awarded to sworn personnel who distinguish themselves conspicuously by gallantry at the risk of their own lives, above and beyond the call of duty, in an extraordinary act of heroism and bravery without jeopardizing the lives of others and without detriment to their sworn oath. A framed certificate accompanies this award.

2. **CITATION OF VALOR:** (Red bar with two narrow, vertical stripes) Awarded to any sworn personnel who sustained a gunshot wound(s), stabbing wound(s), or serious injury under aggravated and hostile circumstances that could result in death or permanent disability while acting in their official capacity. A framed certificate accompanies this award.
3. **BRONZE STAR:** (Red bar with bronze star at center) Awarded to sworn personnel who distinguish themselves by exceptionally meritorious service to the Department and the community. The performance must clearly indicate that the individual displayed abilities and exercised judgment well above the expected standard and thereby materially contributed to the success of a major mission, investigation, or endeavor. It may be awarded for an act involving personal danger under aggravated or hostile circumstances and for protecting or saving the life of another. A framed certificate accompanies this award.
4. **CHIEF'S AWARD:** (Bronze cast statue with engraved glass plaque) Awarded to both a sworn and a civilian member of the Department, at the sole discretion of the Chief of Police, in special recognition of exceptional contributions toward the strategic goals of the Department.
5. **COMMENDATION:** (Lavender bar with two narrow, vertical white stripes) Awarded to an employee of the Department who performs an act or service in a manner above that normally expected. The action must be sufficient to distinguish the individual member above those of comparable position and responsibility, and must reflect a highly credible accomplishment. A certificate in a document holder accompanies this award.
6. **UNIT CITATION:** (Blue and gold vertical, evenly-striped bar) Awarded to any bureau, division, section, unit, or squad of individuals to commend extraordinary law enforcement performance, attention to duty, or contribution to the Department or to the welfare of the citizens of Frederick. The mutual and full participation of all unit members in the cited activity is required. A certificate in a document holder accompanies this award.
7. **LIFESAVING AWARD:** (White bar with red at center) The life saving award may be awarded to a person whose actions resulted in saving or attempting to save human life by rescue related efforts or by medically related efforts. A certificate in a document holder accompanies this award.
8. **FIREARMS QUALIFICATION AWARD:** (Bar with wreath circling the MD State seal - gold for Expert, silver for Sharpshooter or Marksman) Issued annually to sworn members based on the officer's annual qualification score with their service weapon which is submitted to the Maryland Police Training Commission.
9. **SPECIAL SKILLS/DUTY AWARD:** (Specific to skill or assignment, i.e., K-9, FTO, Honor Guard, etc.) Issued to any sworn personnel who has successfully passed specialized training or developed a specialized skill and who uses that proficiency to enhance the mission of the Department.
10. **ACADEMIC ACHIEVEMENT AWARD:** (Solid black bar for Associates degree, black and white bar for Bachelors degree, black bar with white center for Masters degree) awarded to any employee who completes or has completed a college degree. Only the award signifying the highest educational achievement will be worn.
11. **CITIZEN'S AWARD:** (Certificate and Document Holder) Issued to those citizens who have contributed to the Department by volunteering their expertise, rendering assistance to the Department, or who have contributed financially to support the mission of the Department.
12. **MUTUAL AID AWARD:** (Framed certificate) Awarded to allied agencies or their individual members who perform an act or service in a manner above that normally expected. The

action must be sufficient to distinguish the agency or individual member above those of comparable position and responsibility, and must reflect a highly credible accomplishment.

13. **LETTER OF APPRECIATION:** A personal letter of appreciation from the Chief of Police or members of the community which is directed to the employee for acts of courteousness, professionalism, or acts undertaken to support the mission of the Department.
14. **LETTER OF ACKNOWLEDGMENT:** A personal letter of acknowledgment from the Chief of Police directed to the employee for specific actions displayed during an investigation, course of instruction, special event, etc., which indicate a high level of performance, dedication, and loyalty to the mission of the Department.
15. **CITIZEN'S CERTIFICATE OF APPRECIATION:** A certificate presented to any person who is not a member of the Department for valuable, courageous, or heroic acts that render assistance to the Department.

#### **.40 ANNUAL AWARDS:**

1. **OFFICER OF THE YEAR:** This award is given annually to the officer who exemplifies outstanding service, initiative, leadership, and meritorious action.
2. **EMPLOYEE OF THE YEAR:** This award is given annually to the employee (non-sworn) who promotes a positive image and distinguishes him/herself by professionalism, self-initiative, and work and ethical standards beyond expectations.
3. **VOLUNTEER OF THE YEAR:** This award is given annually to the Department volunteer who exemplifies the spirit of community policing and promotes esprit de corps through dedicated volunteer service to the Department.

#### **.42 SELECTION PROCESS FOR ANNUAL AWARDS:**

1. Any employee or volunteer of the Department may nominate any employee or volunteer of the Department for the applicable award. The nomination must be for actions of the individual during the calendar year for which the award is to be given.
2. Nominations for the annual awards will be accepted during the month of November every year. Nominations must be submitted on Form HR-008 through the nominee's chain of command to the Supervisor, Personnel Unit.
3. Nominations will be reviewed by the Chaplain Corps, who will make the selections for Officer of the Year, Employee of the Year, and Volunteer of the Year.
4. The recipients of the annual awards will receive, a framed certificate, and the "ribbon" appropriate to the award.

#### **.46 SPECIAL PROCEDURES FOR CITIZEN'S AWARDS:**

Any Department employee may recommend a citizen for an award by submitting a Form HR-008 through the chain of command to the Chief of Police describing fully the reasons for the recommendation. No member will inform a citizen that he is being recommended for an award until the Chief of Police so indicates. The recommending member will be invited to be present for the award presentation.

#### **.50 ISSUANCE OF AWARDS:**

The Chief of Police shall issue awards at any given time, or at a specific ceremony that may be held. All awards will, however, be made at the earliest opportunity. Representatives of the news media will be specifically invited to attend any ceremonies. All persons to receive awards will be invited to attend ceremonies with their spouses and immediate families as guests of the Department.

**.55 WEARING OF AWARDS:**

1. Ribbons will be worn on the uniform shirt or dress blouse above the right breast pocket, centered ¼" above the nameplate. Ribbons are worn in order of precedence from the wearer's right to left, in one or more rows, with either no space between rows or 1/8-inch space between rows. No more than three ribbons are worn in any one row. Officers will not start a second row unless they are authorized to wear four or more ribbons. The first and second rows will contain the same number of ribbons (two or three) before starting a third row. The third and succeeding rows will contain the same number of ribbons as the first two rows, but may contain less. The top row is centered on the row beneath, or may be aligned to the wearer's left, whichever presents the best appearance.
2. Non-sworn employees may wear their pins on the left side of the uniform shirt, centered one inch above the logo signifying their assignment. If attired in civilian clothing, the pin may be worn in an appropriate manner, such as a tie tack or decorative pin.
3. Awards from other agencies may be worn in the same manner as described above, with the approval of the Chief of Police. These awards will be worn in position subordinate to Departmental awards.
4. The Firearms Qualification Award will be worn on the shirt or dress blouse centered 1" above the right breast pocket. In the event that the officer has one or more awards, the Firearms Qualification Pin will be worn centered 1" above the award(s).
5. The Special Skills/Duty Awards will be worn in accordance with G.O. 1663, "Uniforms and Appearance."