

# THURMONT POLICE DEPARTMENT

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| <b>GENERAL<br/>ORDER</b>                              | <i>Date<br/>Issued:</i> February 15, 2007 | <i>Effective<br/>Date:</i> February 15, 2007 | <i>Order<br/>No:</i> <b>Chapter 3.2</b> |
| <i>Authority: Chief of Police<br/>Gregory L. Eyer</i> |   | <i>Manual<br/>Page No:</i>                   |   |
| <i>Subject: Awards and Commendations</i>              |   | <i>Replaces<br/>Page No:</i>                 |   |
| <i>CALEA Standard:</i> 26.1.2                         | <i>Distribution:</i> <b>ALL</b>           | <i>Amends:</i><br>03/10/2015                 | <i>Number<br/>of Pages:</i> 5           |
| <i>Related Documents:</i>                             |   | <i>Rescinds:</i>                             |   |

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

## I. PURPOSE:

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

## II. POLICY:

The Thurmont 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 the 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 the citizens of the community who substantially assist the Department in an extraordinary manner beyond their normal responsibilities.

## III. DEFINITIONS:

N/A

#### **IV. PROCEDURE:**

##### **A. Recommendations for Awards:**

1. Any employee may initiate the award review process by submitting an Awards Nomination Form (Appendix A) to the Chief of Police. The form must be reviewed at each step of command and the appropriate information provided prior to final submission.
2. Any employee may nominate any employee, volunteer, or citizen for an award. The nomination must be for actions of the individual during the calendar year for which the award is to be given.
3. Nominations will be reviewed by the Chief of Police, who will make the final selections.

##### **B. Issuance of Awards:**

1. 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 with their spouses and immediate families as guests of the Department.

##### **C. 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. Officer of the Year – This award is given annually to the officer who exemplifies outstanding service, initiative, leadership, and meritorious action. (gold bar over a blue background with a star at center.)
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. (Plaque.)
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. (Plaque.)

4. Ribbon of Honor – 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. (Framed Certificate and White bar with gold star at center.)
5. Purple Heart – Awarded to any sworn employee 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. (Framed certificate and Purple Bar.)
6. Life Saving Award – This award may be given to employees, private citizens or allied agency individuals who contribute to the saving of a human life by physical rescue or through administration of first aid. (Red bar with two white narrow vertical stripes.)
7. Commendation – 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. (Blue/Silver Bar.)
8. 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.
9. Letter of Acknowledgement – A personal letter of acknowledgement 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.
10. 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.
11. 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.

**D. 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. These ribbons will be displayed two in a row, with the highest award being worn closest to the centerline. If there are an odd number of ribbons, a maximum of three may be aligned in one row.
2. 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 describes above, with the approval of the Chief of Police. These awards will be worn in position subordinate to Department awards.

**ATTACHMENTS:**

Appendix 3.2A – Awards Nomination Form

**DOCUMENT DATES:**

*Amended Date: 03/10/2015*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Chief of Police*

*Order Edited and Approved by: Chief of Police*

*CALEA Standards included in this Order  
26.1.2*