

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Commendations</b>		<b>Number: 422</b>	
<b>Effective Date:</b> April 26, 2002		<b>Review Date:</b>	
New	x Amends	Rescinds	GO 422 dated April 26, 2002
Authority: Chief Cynthia A. Creamer		CALEA STANDARDS 26.1.2	Total Pages 4

**01 Purpose:** To set out guidelines for the awarding of commendations to members of the Department who perform outstanding acts while in the performance of duty.

**02 Policy:** It is the policy of the Department to accept recommendations for recognition for significant acts by its members and to make awards when they are deemed qualified. Commendations are made to recognize and encourage outstanding law enforcement practices.

**03 Procedure:**

**A.** When a supervising officer feels a subordinate under his/her command has performed police acts in the line of duty that qualify him/her for commendation, he/she should submit a "Request for Commendation". It is recommended that the application be submitted within fifteen days of the date of performance of the act for which the commendation is requested, while the facts of the situation are fresh in the mind of the nominating officer. The supervisor shall prepare a brief but concise narrative report on how the member's actions exceeded assigned duties and normal expectations. Note that any employee may submit nominations for awards in Section O4B.

**B.** Upon completion of the "Request for Commendation", it shall be submitted to the Chief of Police. The Chief of Police will maintain a file of completed "Request for Commendation" documents to be presented to the Awards Committee for final determination and evaluation.

**C.** The Awards Committee will consist of the following ranks:

- \* Chief (permanent member)
- \* One Lieutenant or higher rank
- \* One Sergeant
- \* One member, of at least PFC rank
- \* One civilian employee

**D.** At least one member of the Awards Committee will rotate each year. If an Awards Committee member is recommended for commendation, he/she will be relieved from any meeting of the committee, which will consider such recommendation, and will be replaced by an officer of equal rank, by direction of the Chief of Police.

**E.** The Awards Committee will meet at least once per year, by February, to evaluate commendation requests. It will also review this General Order and make recommendations for changes.

**F.** The Chief of Police, at his/her discretion, may grant administrative leave to a member of the Department who makes an unusually important arrest or who in the line of duty performs an act of particular merit.

**04 Awards:**

**A.** The following awards will be considered by the Awards Committee when an officer's actions during the year dictates consideration:

**1.** The Medal of Honor: This medal may be awarded to a member who intelligently and in the line of police duty,

\* gives his/her life; or

\* distinguishes himself/herself by the performance of an act of courage involving risk of imminent danger to his/her life, with knowledge of the risk, above and beyond the call of duty. Further, such act must have been performed for the purpose of saving or protecting human life. There may be no margin of doubt or possibility of error conspicuous by an act so outstanding that it clearly distinguishes his/her courage from lesser forms of recognizable bravery.

**2.** Meritorious Service Medal: This medal may be awarded to a member of the Department who intelligently and in the line of duty performs an act involving risk of life or conspicuous bravery.

**3.** Life-saving Medal: This medal is awarded to a member who, in the performance of his/her duty, renders medical first aid of a distinguished, creditable nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustains the person and enables the person to be delivered alive to a medical facility. In order to obtain this award, there must be a written, professional medical opinion that:

\* Such person was in immediate jeopardy;

\* the medical first-aid rendered did sustain such person, and

\* the person would likely have expired without said medical intervention. This medical opinion must accompany the report of the submitting officer for award consideration.

**B.** The following awards will be considered each year by the Awards Committee. The awards must be judged against the established standards and not all need be made every year if the standard is not meet.

**1.** Officer of the Year: This medal is awarded to an officer whose work and actions have contributed significantly to the Department's visions and goals through extraordinary effort in the:

\* accomplishment of extremely difficult police work requiring skill and intelligence, or

\* demonstration of outstanding performance by showing initiative, perseverance, and dedication to duty in highly creditable police work.

**2. Supervisor of the Year:** This award is given to a supervisor whose work and actions have contributed significantly to the Department's visions and goals through extraordinary efforts. The supervisor must have consistently demonstrated outstanding performance by personifying leadership, acting as a positive role model, and demonstrating sensitivity, fairness and integrity. The supervisor must also have encouraged employee development through team building and emphasizing quality service.

**3. Unit Citation Award:** This award is based on significant contributions by a unit through extraordinary effort. In making this contribution, the unit must have demonstrated determination, teamwork and cooperation toward the completion of a specific goal or consistently superior performance over a sustained period of time. Each member of the selected unit will be recognized when the award is given.

**4. Civilian Employee of the Year:** This medal is awarded to an employee whose work and actions have contributed significantly to the Department's visions and goals through extraordinary effort in the:

- \* accomplishment of an extremely difficult task requiring skill, commitment and intelligence, or
- \* outstanding performance by showing initiative, perseverance, and dedication to duty and the Department in highly creditable work.

**5. Honorable Service Medal:** This medal is awarded for a creditable act in the line of duty, which meets some, but not all, requirements for other awards and, in so doing, demonstrates initiative and competence.

**C. The following awards shall be considered by the Chief of Police and awarded based upon his/her judgement:**

**1. Command Recognition:** An award from the Chief of Police, recognizing a member of the Department (employee or volunteer) for performing a task in displaying alertness, efficiency, and dedication to duty, and may be awarded on an annual basis to one or more individuals for overall outstanding duty performance. The Awards Committee may make recommendations in this category for the Chief's consideration.

**2. Community Service Ribbon:** This ribbon is awarded to both sworn and civilian personnel who volunteered to provide a minimum of 16 hours of community service in the past year. Each employee should submit a memo to the Chief detailing the organization and/or program and number of hours volunteered.

**3. Educational Achievement Ribbon:** This ribbon is awarded to any employee who achieves academic accomplishment. An employee who earns 30 semester hours in an accredited academic institution beyond high school will be awarded an educational achievement ribbon. A star will be added for each additional 30-semester hours with the ribbon and three stars awarded an employee who achieves a bachelor's degree. Attainment of a master's degree will be awarded an alternate ribbon. Each employee should submit a memo to the Chief detailing the institution and total hours attended to receive this ribbon.

**D.** The following award may be considered and presented to any Department employee by the City Council:

**1.** Administrative Recognition (City Council): At a Council meeting, member(s) may be recognized for performing a task in an exemplary manner, thereby displaying alertness, efficiency and dedication to duty as determined by the Chief of Police. The nomination to Council may be made by the Chief directly or by the Awards Committee via the Chief.