



# SYKESVILLE POLICE DEPARTMENT

Employee Recognition/Awards Program

General Order 2-13

Effective: 07/14/17

Authorized By: *Michael A. Spaulding* Chief of Police

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## I. PURPOSE

To provide a process for recognizing actions or performance by employees and citizens that are either outstanding or beyond that which may be normally expected.

## II. POLICY

It is the policy of the Sykesville Police Department to formally recognize employees and/or citizens whose actions or performance are outstanding and worthy of special recognition.

## III. PROCEDURES

### A. Letters of Recognition/Chief's Commendations

Employees may be issued letters of recognition or Chief's Commendations from the Chief based on recommendations by supervisory personnel or private citizens.

1. Letters of recognition will be issued by the Chief to sworn or civilian employees for appreciation of service. The letter of recognition will be based on recommendations by supervisory personnel or private citizens for appreciation of service or performance-related acts.
2. Chief's Commendations will be issued by the Chief to sworn officers for "line of duty" actions in which the recipient displayed outstanding performance of duty and excellence during a specific incident.
  - a. The actual Chief's Commendation form shall be completed by the employee's supervisor and forwarded to the Chief for review and remarks as indicated on the form. It will include a detailed reporting of the specific action taken by the recipient, as well as written comments by the Chief concerning these actions.
  - b. A copy of the commendation shall be displayed for six months in a conspicuous place in the Police Department for viewing by both personnel and the public.
3. Both the letter of recognition and the Chief's Commendation will be placed in the permanent record of the employee's personnel file.

### B. Merit Awards Program

The intent of the program is to promote morale within the Office while serving to give recognition for personal acts of merit. The Merit Awards Program is designed to recognize those employees, allied agencies and private citizens who through example and action display a dedication and outstanding performance above and beyond that required under normal job conditions. These individuals have set themselves apart from their fellow employees and counterparts and are therefore deserving of recognition for their actions.

When recognizing an individual or agency for a merit award the following guidelines shall be used:

1. Awards and Nominations Timetable
  - a. Merit Awards for the Police Department shall be issued annually at a date and time specified by the Chief.
  - b. All supervisory personnel shall submit appropriate nomination forms and related documentation in a timely manner to the Chief of Police, with endorsements for the Awards.
  - c. Supervisors shall endeavor to make timely submissions during the quarter in which the incident of merit occurred.
  - d. Quarterly submission dates will be April 1st, July 1st, October 1st, and December 31st of each Awards Year.
  - e. Submissions made within the quarter of occurrence will allow the Committee time to review all nominations for merit thoroughly and make informed decisions on approval.
  - f. The Awards Committee shall consist of the Chief of Police, Patrol Sergeant, and Administrative Assistant.
  - g. Submissions made outside the quarter of occurrence will be given consideration by the Chief based on time available and the written justification for the untimely nomination.

2. Nomination Process

Supervisors who believe that an individual or agency deserves consideration for a merit award shall:

- a. Complete a memorandum to the Chief nominating the individual or agency for an act of outstanding performance, bravery, achievement or leadership during the current calendar year. The memo will be used as a means at that time of recognizing the

individual or agency for a job well done, beyond that of normal service or job requirements.

- b. The completed memo will be forwarded to the Chief of Police for appropriate review. (The individual or agency does not receive a copy of the memo).
- c. The submission of a memo for outstanding performance, bravery, achievement or leadership does not automatically mean that an individual or agency will receive a Merit Award.
- d. All decisions to issue a Merit Award will be made at the Chief level with formal notice of the Award recipients to follow.

### 3. Types of Awards

The types of awards for the Office are as follows:

- a. Special Appreciation Award - This award may be given to a private citizen, agency, or allied agency individual who has through a volunteer or support capacity made an exceptional contribution to the Office.

Type of Award (Certificate of Appreciation)

- b. Outstanding Performance Award - This award may be given to the Police Department employee who has shown exemplary performance in his/her duties. The employee shall have shown initiative and leadership in their job classification. Examples include but are not limited to special projects, extraordinary awards outside the facility, response to a crisis situation, etc.

Type of Award (Certificate of Recognition and Ribbon)

- c. Purple Heart - This award may be given to employees whose performance involves incidents of physical confrontation which resulted in serious injury to the employee including but not limited to severe punctures, severe wounds, fractures or concussions.

Type of Award – (Purple Ribbon and plaque)

- d. 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 the administration of first aid.

Type of Award (Ribbon and plaque)

- e. Valor Award - This award may be given to an employee who has shown and performed in the line of duty an act involving great risk to their own personal safety and welfare to help another.

Examples would be life threatening or acts performed under extreme emergency situations. This would include gallant acts in the line of duty such as but not limited to rescue attempts or protecting another individual from imminent danger.

Type of Award (Plaque and Ribbon)

As a general guideline this award is considered the highest honor for acts of heroism and as such it is anticipated that not more than (2) such awards may be issued in any given Awards Year.

This guideline is set in the interest of preserving the highest integrity for this award. Special considerations, however, will be given by the Committee in extreme circumstances that occur above the issuing guidelines.

- f. Officer of the Year - This person stands out among their peers through conduct, performance and overall dedication to the agency and community. The totality of achievements and actions during the rating period will be evaluated. This individual represents the Police Department as the model officer and what is most desired in the law enforcement personnel.

This guideline is set in the interest of preserving the highest integrity for this award. Special considerations, however, will be given by the Committee in extreme circumstances that occur above the issuing guidelines.

Type of Award - (Certificate and Ribbon)

- g. Auxiliary Officer of the Year – This person stands out among their peers through conduct, performance and overall dedication to the agency and community. The totality of achievements and actions during the rating period will be evaluated. This individual represents the Police Department as the model Auxiliary Officer and what is most desired in an employee.

This guideline is set in the interest of preserving the highest integrity for this award. Special considerations, however, will be given by the Committee in extreme circumstances that occur above the issuing guidelines.

Type of Award - (Certificate and Ribbon)

- h. Civilian Employee of the Year - This person stands out among their peers through conduct, performance and overall dedication to the agency and community. The totality of achievements and actions during the rating period will be evaluated. This individual represents the Police Department as the model employee and what is most desired in their position.

Type of Award – (Certificate)

- i. Leadership Award – This award is primarily given to a commander, supervisor or someone in a leadership role. This individual is in command or supervision of others with an outstanding capacity and ability to lead. This individual represents the Police Department as the model leader and is what is most desired in their position.

This guideline is set in the interest of preserving the highest integrity for this award. Special considerations, however, will be given by the Committee in extreme circumstances that occur above the issuing guidelines.

Type of Award – (Certificate)

#### 4. Awards Presentation

Presentation of all awards will be made by the Chief on an annual basis as scheduled.

### **IV. CANCELLATIONS**

This General Order cancels and replaces the following policies:

General Order 26.1.3, entitled Disciplinary System, dated December 5, 2001.