

Annapolis Police Department



GENERAL ORDER

Number: B.4

Issue Date: May 2017

TO: All Personnel

SUBJECT: Awards, Commendations and Unit Insignias

PURPOSE

The purpose of this General Order is to establish a Board of Awards and Commendations to review nominations and make recommendations to the Chief of Police. Additionally, it establishes guidelines for awarding commendations to members of the Department and the civilian community for outstanding service to the Annapolis Police Department.

POLICY

It shall be the policy of the Annapolis Police Department to strive to recognize outstanding service and accomplishments performed on its behalf.

I. Required Action

- A. Nomination for awards and commendations will be submitted on form 99/12 when:
 - 1. Supervisors feel a subordinate has performed his or her duty in an exemplary manner.
 - 2. When a member believes his or her action or performance of duty has been exemplary and deserving of recognition and the member's supervisor has failed to nominate him or her.
 - 3. When a member or supervisor feels a citizen deserves recognition for assisting the Department.

- B. Selection and Term
 - 1. The Chief of Police or his/her designee shall select three members to serve on the Board of Awards and Commendations.
 - 2. The three active members shall select a chairperson.
 - 3. The Board shall be sworn officers of the rank of Sergeant or below.

C. Board Responsibilities

The Board shall:

1. Meet within 10 days of receiving nominations to review and evaluate the nominations. There shall be a quorum of three board members. If an active member is unavailable, an alternate shall be used.
2. If necessary investigate cited activities and contact witnesses.
3. Select the appropriate commendation or commendations, if any, that should be awarded and forward a recommendation to the Chief of Police.
4. In cases where a member of the Board is nominated for an award or commendation, the member shall disqualify him or herself from voting and an alternate shall serve in his or her place.

D. The Chief's Office shall:

1. Oversee the board and ensure that the board meets as required by this policy.
2. Review the recommendations for awards and commendations before forwarding the recommendations to the Chief of Police.
3. Forward commendation package (any notes and nominations) to the Administrative Division.

E. The Chief of Police or his/her designee shall be responsible for:

1. Making the final decision conferring awards and commendations,
2. Having the awards, commendations, ribbons, and badges described in this order created.
3. Awards and commendations shall be presented as soon as practical.
4. Formatting letters into the proper format.
5. Creating the certificate that is received with the award or commendation.

II. **Award Criteria**

Criteria for awards and commendations (listed in order of importance) to members of the Department are as follows:

Medal of Honor is awarded to Officers who perform acts of extraordinary heroism at the risk of their lives or personal safety. The Medal of Honor is represented by a gold cross with the seal of the City of Annapolis. This award may be presented posthumously.

Medal of Valor is awarded to officers wounded by an armed adversary intending to take the officer's life or officers seriously wounded by an armed adversary in a confrontation. The Medal of Valor is represented by a red ribbon.

Distinguished Service Commendation is awarded to officers displaying conspicuous gallantry in the performance of duty. The Distinguished Service Commendation is represented by a gold ribbon with blue stripe and three silver stars.

Examples of actions qualifying for this award include: physical combat during an arrest attempt where the officer's life is placed in jeopardy; armed confrontation during an arrest of a dangerous felon; perseverance or devotion to duty resulting in the arrest of a dangerous felon who has committed an extremely serious crime.

Special Service Commendation is awarded to officers whose performance of duty exceeds the criteria for the Meritorious Service Commendation but does not qualify for the Distinguished Service Commendation. The Special Service Commendation is represented by a gold ribbon with a blue stripe and one silver star.

Examples of actions qualifying for this award include: the arrest of an armed felon resulting in physical combat where the officer's life is not in jeopardy; the arrest of a dangerous felon where the officer uses professional knowledge, skill, or judgment; saving a human life by physical rescue or through administration of first aid or CPR.

Meritorious Service Commendation is awarded to officers performing duties in an exemplary manner and displaying courage, alertness, professional knowledge or devotion to duty above and beyond the call of duty. The Meritorious Service Commendation is represented by a blue and gold ribbon.

Unit Citation is awarded to commend officers participating as a unit in tactical situations or complex investigations for their extraordinary performance, attention to duty, or significant contribution to the cause at hand. The Unit Commendation is represented by a gold ribbon with three blue stripes

Lifesaving Award: (White/red bar) - Awarded to an employee whose actions resulted in saving or attempting to save human life through rescue or medical intervention in a manner worthy of recognition. The Lifesaving Award is represented by a white ribbon with a red bar.

Commendatory Letter: is awarded to a member of the Department whose actions deserve recognition, but who does not qualify for an award or commendation. Commendatory letters do not have to be reviewed by the Board and may be given at the Chief's discretion.

Community Outreach: is awarded a single time to officers who volunteer twenty or more hours to the Department's community outreach events in one year. Each year thereafter a number will be provided to be placed in the middle of the ribbon. The Community Outreach award is represented by an orange ribbon.

Police Officer of the Month: (Certificate from Chief) – Awarded to a sworn member who exhibited commendable performance during the designated month. Commendable performance may include work on a significant case or investigation, a significant arrest, commendable problem-oriented policing, commendable community-policing, commendable overall performance as noted on the Daily Activity Reports, a significant contribution to the Department or the community, noteworthy leadership etc. The recipient will also have access to a reserved parking space, have their picture posted in the lobby and will receive a certificate.

Officer of the Year: is awarded annually to a selected sworn member who has distinguished himself/herself through outstanding service, initiative, leadership or meritorious action. An engraved plaque will accompany this award. The Officer of the Year award is represented by a blue, red and white striped ribbon.

III. **Civilian Awards**

Criteria for awards and commendations (listed in order of importance) to civilian members of the Department are as follows:

Distinguished Service Citation: is awarded to civilian members of the community assisting the Department or its members in the performance of duty at the risk of their lives or personal safety.

Citation of Merit: is awarded to civilian members of the community whose action or service significantly helps the Department or its members in the performance of duty. It may also be awarded to police department civilians who perform duties in an exemplary manner and displaying courage, alertness, professional knowledge or devotion to duty above and beyond the call of duty.

Civilian of the Year: is awarded annually to the Department civilian employee who promotes a positive image, and who distinguished himself/herself through professionalism, self-initiative and strong work ethic. The recipient will receive an engraved plaque.

Community Outreach: is awarded a single time to either an employee or to a volunteer who dedicates twenty or more hours of volunteer time to the Department's community outreach events in one year. The employee will receive a pin recognizing their service.

IV. **Placement of Ribbons and Badges**

- A. Officers will display only those ribbons and badges approved by the Chief of Police on their police uniform.
- B. Officers will wear Commendation ribbons horizontally and parallel to the name tag, directly above and centered with the name tag. Place no more than three commendation ribbons abreast. In instances where an officer holds more than three commendations:
 - 1. Place the ribbon signifying the greatest merit at the end of a row, closest to the center of the chest. Place other ribbons next to and touching this ribbon in order of decreasing merit.
 - 2. If more than one row of commendation ribbons is required, place those ribbons signifying the greatest merit on the top row, and centered over the bottom row.
- C. When an officer holds more than one of the same type of commendation, wear only one ribbon of the class of commendation with a silver numeral affixed indicating the

number of times the officer has received the commendation. **Exception** – Members who are awarded the Medal of Honor, the Medal of Valor or the Distinguished Service Award may wear more than one of the same medal.

- D. Wear all shooting badges below the police badge 1/2 inch below the top seam of the pocket and centered with the flap of the pocket. Each officer will wear only that shooting badge for which he or she is currently qualified.
- E. Wear all unit insignia above the name plate, centered, directly above the name tag. Unit insignia include but are not limited to Traffic, A.S.E.T, NET, FTO, and Honor Guard. All insignia must be approved Departmental units and/or approved by the Chief of Police.
- F. In the event that unit insignia are worn with Commendation ribbons, the unit insignia shall be centered and worn directly above the Commendation ribbons.
- G. The wearing of other non-departmental citations must be approved by the Chief of Police and may be worn directly above the Commendations ribbons.

V. **Longevity Pins**

- A. Longevity Pins recognizes employees for serving the City of Annapolis for each five years of service, beginning at five (5) years, ten (10) years, fifteen (15) years, twenty (20) years, twenty-five (25) years, and ending at thirty (30) years,
- B. Uniformed members shall wear the pin on their right breast, 1/4 inch above their name tag and above any awards ribbons.

Scott Baker
Acting Chief

References
1. Accreditation Standards 26.1.2, 41.3.4

Revision: This General Order was issued May 2017 and replaces General Order B.4 Awards, Commendations and Unit Insignias dated March 2014.