



GENERAL ORDER ADM-25 MEMORANDUM OF RECOGNITION

EFFECTIVE MAY 27, 2011

This General Order contains the following numbered sections:

- I. POLICY
- II. CRITERIA FOR ISSUANCE
- III. ISSUANCE PROCEDURES
- IV. RETENTION AND DOCUMENTATION
- V. CANCELLATION

I. POLICY

It is the policy of the Howard County Department of Police (HCPD) to encourage the recognition of all members by supervisors for outstanding or extraordinary performance on a sustained basis or for singular acts of above average performance.¹

II. CRITERIA FOR ISSUANCE

- A. Whenever a supervisor witnesses, or receives information regarding above average performance or commendable actions taken by a member, the supervisor should initiate a Memorandum of Recognition (Form 1136) to the member involved. The following are examples of situations where a Memorandum of Recognition may be appropriate, but this is not an exclusive list:
 - 1. An officer who closes several related criminal cases by conscientious work.
 - 2. A patrol officer who takes the initiative to serve unserved arrest warrants.
 - 3. A patrol sergeant who skillfully coordinates an involved manpower detail where a life threatening situation existed.
 - 4. A dispatcher who handles a multifaceted situation in a calm and professional manner.
 - 5. A civilian who provides above average support for a particular project.
 - 6. An Auxiliary Officer who receives a letter of thanks from a citizen.
- B. A supervisor who witnesses an above average act by a member whose supervisor is not working or not available should initiate the Memorandum of Recognition to that member.
- C. A peer may bring above average performance of another to a supervisor's attention for possible recognition.
- D. This recognition procedure shall not take the place of a higher level award or commendation. If a supervisor feels that a higher level award or commendation is more appropriate, he shall initiate the commendation procedures, in addition to completing the Memorandum of Recognition.

III. ISSUANCE PROCEDURES

- A. When issuing the Memorandum of Recognition, the following procedures should be adhered to:
 - 1. The supervisor will initiate the Memorandum of Recognition as soon as possible after the noteworthy performance.

¹ CALEA 26.1.2

2. The supervisor will summarize the details of the incident on the Memorandum of Recognition.
3. As soon as possible after the completion of the Memorandum of Recognition, the supervisor will meet with the member involved and present him with the original copy.
4. The recipient of the Memorandum of Recognition will sign and date the document to indicate receipt.
5. If a supervisor initiates a Memorandum of Recognition for a member who reports to another supervisor, the issuing supervisor shall make reasonable attempts to personally present it to the affected member. If it is impractical to do so, the issuing supervisor shall forward the Memorandum of Recognition to the affected member's immediate supervisor for presentation.

IV. DISTRIBUTION, RETENTION AND DOCUMENTATION

- A. Original – Recipient
- B. A copy shall be placed in the recipient's Supervisor and District/Bureau files.
- C. A copy shall be forwarded to the Employment Services Division for inclusion in the recipients personnel file.
- D. Supervisors shall note all Memorandums of Recognition received during a member's rating period in the member's annual performance evaluation.

V. CANCELLATION

This General Order will cancel and replace General Order ADM-25, Memorandum of Recognition, dated November 25, 1988.

AUTHORITY:


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