



HOWARD COUNTY SHERIFF'S OFFICE

GENERAL ORDER ADM-17 DEPARTMENTAL COMMENDATIONS¹

EFFECTIVE SEPTEMBER 4, 2009

This General Order contains the following numbered sections:

- I. POLICY
- II. PROCEDURE
- III. CANCELLATION

I. POLICY

The Howard County Sheriff's Office (HCSO) believes that all personnel, sworn and civilian, should be recognized for outstanding and meritorious conduct that enhances the performance and image of the HCSO in the community.

II. PROCEDURE

A. Nominations

- 1. Every supervisor who has direct knowledge of an outstanding or meritorious incident has the responsibility of submitting a nomination for commendation.
- 2. Any other personnel member with direct knowledge of an outstanding or meritorious incident may submit a nomination.
- 3. Each nomination shall specifically detail:
 - a. The exact involvement of the nominee; AND
 - b. The date, time, and location of the incident.
- 4. Nominations shall be submitted to the Office of the Sheriff on an HCSO Form 16.
- 5. Nominations should be submitted as soon as possible after the incident relating to the personnel member's performance.

B. Commendation Committee

- 1. A committee to determine the awarding of commendations shall be appointed by the Sheriff.
- 2. The committee shall consist of the following members:
 - a. The Chief Deputy
 - b. A member with rank of Sergeant or Lieutenant
 - c. Two members with rank of Corporal or Deputy Sheriff
 - d. One member from the civilian administrative staff or Security Officer status.
- 3. The committee members shall serve for a period of one (1) year.
- 4. Each member shall have one vote. If a committee member is a nominee, he will be disqualified from voting on his own nomination.

¹ CALEA 26.1.2

5. If more than one member of the committee is a nominee, the Sheriff shall appoint a corresponding number and classification of personnel who shall serve in the nominee's stead until the particular issue is resolved.
6. The committee may choose to award a commendation, for different reasons than stated on the nomination, or not to award a commendation at all.
7. If new information arises after a nomination is made, the committee may consider it before awarding a commendation or after declining to award.

C. Commendation Types

1. HCSO Commendations

- a. Commendation that recognizes outstanding or meritorious conduct by an HCSO employee or member.
- b. This conduct may be a single incident or a pattern of incidents.

2. Commendation for Valor

Recognizes an extraordinary act of heroism or bravery.

3. Deputy of the Year

- a. Recognizes a sworn deputy as the outstanding Deputy of the calendar year.
- b. This award may arise from a single incident or a pattern of outstanding conduct.

D. Awards

Uniformed personnel may wear any commendation citation awarded by the HCSO when in uniform.²

III. CANCELLATION

This General Order cancels and replaces General Order ADM-17, Departmental Commendations, dated December 1, 2003.

Authority:

James F. Fitzgerald
Sheriff

² CALEA 26.1.1