



GENERAL ORDER ADM-05 AWARDS AND COMMENDATIONS

EFFECTIVE OCTOBER 12, 2020

This General Order contains the following numbered sections:

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I. POLICY

The Howard County Department of Police (HCPD) recognizes its members, citizens, and other law enforcement professionals for outstanding contributions made to the community and to the Department through various award and commendations. This policy provides submission procedures and eligibility criteria for each Departmental award as well as an outline of the responsibilities of nominators, supervisors, commanders, and the Commendation Board.¹

II. COMMENDATION BOARD

- A. The Board shall be appointed by the Chief of Police. Appointments shall generally commence on July 1 or upon the need to fill a vacancy.
 - 1. Appointments shall be staggered to allow acclamation periods for new members to work with experienced members. The Chairperson will coordinate appointments as appropriate.
 - 2. In the event a Board member cannot attend meetings due to a prolonged illness, a line of duty injury, or some other circumstance, a replacement may be appointed by the Chief of Police or his designee so the Board can function.
 - 3. Each member shall serve for a period of no more than three (3) years.
- B. The Commander of the Management Services Bureau (MSB) shall serve as the Chairperson of the Commendation Board. A Sergeant assigned to the MSB shall be the Executive Secretary.
- C. The Board shall consist of nine (9) voting members:
 - 1. The Commander of the MSB;
 - 2. One (1) Lieutenant;
 - 3. One (1) Sergeant, exclusive of the Executive Secretary;
 - 4. One (1) Corporal;

¹ CALEA 26.1.2

5. Three (3) Police Officers holding the rank of PFC or PO; and
 6. Two (2) civilians.
- D. Each District and Bureau of the Department should be represented
- E. The Commendation Board must have a quorum of five (5) members before deliberating on any recommendation. The Chairperson of the Board shall be considered a member. If a quorum is not present, the Executive Secretary may vote to make the quorum.
- F. The Commendation Board shall meet at the direction of the Chairperson of the Board or the Chief of Police.
- G. The Chairperson of the Commendation Board shall present all final recommendations for major annual awards to the Chief of Police prior to any public announcement.
- H. The Chief of Police may deny any commendation or recommendation.

III. DUTIES AND RESPONSIBILITIES

- A. The Chief of Police reserves the right to commend any member at any time and can bestow any Departmental honor or award deemed appropriate without consultation with or approval of the Commendation Board.
- B. The Chairperson of the Commendation Board shall:
1. Ensure all positions on the Board are filled in accordance with this policy.
 2. Preside at meetings of the Board. In the event the Chairperson is unavailable, he shall designate an acting Chairperson.
 3. Ensure all proceedings of the Board are conducted in accordance with this General Order.
 4. Advise the Chief of Police when appointments are due and forward the name and rank of the person to be replaced at least thirty (30) days prior to the expiration of the member's term on the Board.
 5. Monitor the number of recommendations for awards as they accumulate and call meetings of the Board when appropriate.
 6. Announce the meetings of the Board and notify the members of the Board.
- C. The Chairperson or his designee, in coordination with staff of the MSB and the Office of Public Affairs, shall establish a calendar for award ceremonies; issue an announcement of the ceremonies; and coordinate all arrangements for ceremonies, including:
1. Set the location, date, and time for the ceremonies;
 2. Produce the certificates, etc. to be awarded;
 3. Establish the format for the award ceremonies; and
 4. Send notifications of the ceremony and invitations to persons from other jurisdictions and/or other branches of the County government. The ceremony will be scheduled at a time when the Chief of Police and the County Executive are available to attend.

- D. Every supervisor who has direct knowledge of a meritorious incident or service has the responsibility of submitting an appropriate nomination. Any member with direct knowledge of a meritorious incident or service is encouraged to submit a nomination. Any member may nominate himself.
- E. The Commendation Board shall select recipients for the following awards, in order of precedence:

Individual / Unit Awards

Medal of Honor: Randolph Brightwell Award
Silver Star: John Eager Howard Valor Award
Bronze Star: E. Russell Moxley Award
Purple Heart
Lifesaving Award
Investigative Award
Unit Citation
Certificate of Merit
Commendation Certificate
Citizen Award

Annual Awards

Police Officer of the Year
Detective of the Year
Scott Wheeler Traffic Safety Award
Outstanding Community Service Award
First Year Service Award
Telecommunicator of the Year
Civilian Employee of the Year
Herb Michael Auxiliary Officer of the Year
Animal Control Volunteer of the Year
Volunteer Mounted Patrol Member of the Year
Explorer of the Year
HCPD Leadership Award
Vivian "Millie" Bailey Making a Difference Award

IV. AWARD DESCRIPTIONS – INDIVIDUAL AND UNIT AWARDS²

- A. The Medal of Honor: Randolph Brightwell Award
 - 1. The Departmental Medal of Honor is the highest award the HCPD can bestow upon members of the Department.
 - a. The Board shall conduct an in-depth investigation into the incident after a nomination is submitted for the Medal of Honor, which may include:
 - i. Oral interviews of witnesses, participants, and the nominee;
 - ii. Additional written reports; and
 - iii. A review of events that led to the incident.
 - b. The award must be strictly limited so the integrity of the medal is never compromised.
 - 2. The Medal of Honor may be awarded to a member of the Department posthumously if the member suffered death in the line of duty during any of the following circumstances:
 - a. While engaged in law enforcement activity;
 - b. While attempting to rescue other persons from imminent death; or
 - c. While directly enforcing criminal laws of arrest and suffering a heart attack, stroke, or other manner of death related to the engagement.
 - 3. The Medal of Honor shall not be awarded posthumously in the following instances:
 - a. Death resulting from accidents in police facilities, offices, or non-incident related vehicle collisions;

² CALEA 26.1.2
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- b. Death resulting from illness from heart attack, stroke, or other illness not related to direct enforcement of the laws; or
 - c. Death resulting from a personal disagreement not related to performance of law enforcement duties.
 - 4. The Medal of Honor may be granted to living members of the Department who:
 - a. Unavoidably and with knowledge of risks find themselves in a situation dangerous to life;
 - b. Knowingly placed themselves in danger or jeopardy wherein any alternative course of action would not have caused anyone to criticize their lack of courage or dedication to duty;
 - c. Intelligently committed themselves to danger and were successful in completing the objective; they cannot have failed except if physically unable to do otherwise; and
 - d. Acted in the only way open to them to accomplish their objective and where there was no other reasonable, safer way to accomplish their objective.
 - 5. The Medal of Honor cannot be received by a living member of the Department if the member was in jeopardy solely because of a surprise attack, e.g.:
 - a. A sniper who was undetected prior to the attack; or
 - b. A surprise attack on a routine call where the member's action is not meritorious or heroic.
 - 6. The decision by the Board must be a two-thirds majority.
 - 7. For any living member of the Department to qualify for the Medal of Honor, all the requirements for the Silver Star and the Commendation Certificate must have been met and all requirements for the lesser medals would apply in addition to the requirements for the Medal of Honor.
 - 8. The member receiving this award shall be issued the Medal of Honor citation bar and a certificate.
- B. The Silver Star Commendation: John Eager Howard Valor Award
 - 1. The Silver Star is in recognition of service to the Police Department and the citizens of Howard County wherein valor, courage, intelligence, and bravery are shown and demonstrated over and above that normally demanded and expected of dedicated police officers.
 - 2. The prerequisites for the medal must be met beyond any doubt by a majority decision of the entire Commendation Board; majority is defined as five (5) of the nine (9) members.
 - 3. The Silver Star may be awarded to a member who was involved in apprehending a violator of any criminal law, was enforcing the law, or was attempting to maintain the peace, and:
 - a. Was aware of the danger present and took subsequent action with full knowledge of the hazard involved.

- b. Was in danger of being slain or seriously injured as evidenced by:
 - i. Deadly weapons directed at the officer with a subsequent successful effort by the officer to conclude the incident either by the fatal wounding or the arrest of the suspect;
 - ii. Wounding of the officer by deadly weapons with a subsequent successful effort by the officer to conclude the incident either by the fatal wounding or the arrest of the suspect, if the officer was physically able to do so; or
 - iii. Direct evidence from uninvolved persons who may have witnessed the incident and would set forth the opinion that the officer was indeed in grave danger as to loss of life or serious injury and can support that opinion with sound, logical reasoning.
 4. The Silver Star may be awarded to a member who is involved in a lifesaving effort at the risk of the member's life if:
 - a. There was no other reasonable way for the member to effect or attempt the saving of the life of another;
 - b. Immediate and positive action had to be taken;
 - c. The member would not have been criticized had he not undertaken the effort; and
 - d. The member endured great physical discomfort or mental anguish during the effort.
 5. All the applicable requirements for the Bronze Star must be met in addition to those of the Silver Star for an officer to be awarded the Silver Star.
 6. The member receiving this award shall be issued the Silver Star citation bar and a certificate.
- C. The Bronze Star Commendation: E. Russell Moxley Award
1. The Bronze Star may be awarded in those instances where the recipient has shown courage, intelligence, devotion to duty, or for a highly unusual police accomplishment resulting in the solution of a crime and in the apprehension and arrest of the perpetrator.
 2. The Bronze Star may be awarded to those officers who:
 - a. Display courage and devotion to duty in the application of the laws of arrest over and above that usually required of a law enforcement officer;
 - b. Display intelligence and devotion to duty in unusual circumstances;
 - c. Show initiative, intelligence, expertise, and self-sacrifice over and above that generally required in the solution of crimes and the apprehension of offenders; or
 - d. Make an arrest of an armed and dangerous person(s) provided:
 - i. The suspect must have been armed;
 - ii. The person was armed by such means that the officer could have been harmed at the time of arrest;

- iii. The officer was exposed to and aware of an element of danger prior to taking any action;
- iv. The officer making the arrest must have known the person was armed before the actual arrest of the person; and
- v. The circumstances of the arrest/suspect fatality contained an inherent element of danger to the officer, i.e.:
 - 1) The subject was armed with a rifle, pistol, or edged weapon and the arrest was made at close range;
 - 2) The arrested person had the capacity and mental attitude to harm the officer and attempted to do so such as lunging at the officer with a knife, club, bottle, or other dangerous or deadly weapon other than a firearm;
 - 3) The apprehension of a subject while in the act of committing a crime such as armed robbery, assault with a deadly weapon, assault with intent to murder when a deadly weapon is used, or the apprehension of a subject attempting to evade capture and fleeing the scene of a criminal act as set forth; or
 - 4) Any other situation comparable to those listed above.

3. The Bronze Star shall not be awarded in the following instances:

- a. For the mere arrest of a subject for carrying a concealed deadly weapon.
- b. For the arrest of a person fleeing a crime scene who disposes of a weapon before the officer comes into range, e.g.:
 - i. The subject throws away a pistol or rifle before being stopped by the officer; or
 - ii. The subject drops a knife or club before the officer comes near enough to be injured.
- c. For the arrest of a person(s) who should realize that they were overpowered or who should recognize the futility of resistance in the presence of overwhelming numbers of police officers.
- d. For criminal investigative work. All investigative-based accomplishments shall be considered under the criteria for the Investigative Award.

4. The member receiving this award shall be issued the Bronze Star citation bar and a certificate.

D. Purple Heart

- 1. The Purple Heart shall be awarded to recognize the personal sacrifice made by members of the Department in the line of duty.
- 2. The Purple Heart may be awarded in the following instances:
 - a. The member must have suffered a wound that is significant:
 - i. Requires sutures, surgery, or significant medical treatment; and

- ii. The injury was substantiated by independent witnesses, physical evidence, or other police officers as to the facts of the occurrence.
 - b. The member is confined to home or hospital because of:
 - i. Serious internal injury requiring extensive medical treatment; or
 - ii. Broken bones set and placed in a cast by a physician and such injury was inflicted in the line of duty.
3. The Purple Heart may be awarded to a member for injuries received while on-duty or off-duty, provided the member was actively engaging in their official duties.
4. The Purple Heart may be awarded as a result of injuries in a traffic accident if:
 - a. The member is not in violation of the Motor Vehicle Laws and his actions are not in conflict with HCPD policies; and
 - b. The officer is trying to apprehend and arrest a felony or misdemeanor lawbreaker and is in hot pursuit; or
 - c. The member is seriously injured while working a traffic detail, traffic direction, etc. in an approved manner.
5. The Purple Heart may be awarded in non-criminal matters if all the applicable requirements in this section are met and the member is directly involved in a lifesaving effort, whether successful or not in the endeavor.
6. The Purple Heart may not be awarded to members injured on duty due to:
 - a. Accidents because of carelessness, ineptness, or personal disagreement with other persons.
 - b. Automobile accidents that are determined to be preventable.
 - c. Accidents in station houses or any other place if the officer is not actively attempting to apprehend an offender or maintain the peace.
 - d. Horse play, falling out of a chair, equipment malfunction, improper use of equipment, etc.
 - e. Heart attack, stroke, pneumonia, diabetic coma, or other physical condition or dysfunction.
7. The Purple Heart may be awarded to any member killed on duty, accidental or otherwise, at the discretion of the Commendation Board, after due deliberation.
8. The member receiving this award shall be issued the Purple Heart citation bar and a certificate.

E. Lifesaving Award

1. When a member saves a human life by his direct efforts and resourcefulness, a lifesaving award shall be issued, e.g. successfully performs CPR, the Heimlich maneuver, etc.
2. A member shall not be awarded the lifesaving award for the basic administration of Narcan, except when other extenuating circumstances are involved, e.g. performing CPR or other lifesaving techniques, in successfully saving a human life.

3. The recipient shall receive a Lifesaving citation bar and a certificate.

F. Investigative Award

1. The Investigative Award is presented to any officer whose extraordinary criminal investigation results in the successful closure of a major case. Recommendation for this award must be supported by a supervisor and commissioned officer.
2. The officer or detective must demonstrate investigative intelligence, initiative, devotion, expertise, and self-sacrifice above standard performance to the duty assignment.
3. The investigation must result in the solution of a major crime or multiple crimes and must result in the apprehension of the offender(s).
4. The recipient shall be awarded the Investigative Award citation bar and a certificate.

G. The Unit Citation

1. The Commendations Board should reserve awarding Unit Citations to Sections, Units, or temporary and decentralized work groups whose service has been clearly exceptional. Evaluation should be based on a calendar year or the duration of the task force when such performance is worthy of commendation.
 - a. Generally, no more than one Unit Citation should be awarded within a District or Bureau or for those components that report directly to the Chief or a Deputy Chief.
 - b. The Commendations Board can recommend an additional Unit Citation for approval by a majority of the Deputy Chiefs.
2. Criteria
 - a. Recommendations must be made for general performance, not selected performance or a specific incident unless it is task force related.
 - b. Comparison shall be made by the appropriate supervisor or commander between components, squads, etc., in order to select the best performing unit for the previous year.
 - c. All data should be submitted to the Commendation Board.
 - d. Recommendations can be based on improved performance over previous years.
 - e. A significant increase in arrests, convictions, or case clearances could be a basis for recommendation.
 - f. Sufficient data should be submitted to justify the request.
3. Member must have at least three (3) months of service with the nominated component to qualify as a participant in the unit award.
4. All members included in the Unit Citation with their length of tenure in the unit must be named on the award application. This information shall be verified by the Commander during endorsement.
5. Members must be with the task force a majority of the time to qualify as a participant in the award. "Majority of the time" shall be determined by the Task Force Commander.

6. Individual recipients will be awarded the Unit Citation Bar and a certificate.

H. Certificate of Merit

1. A Certificate of Merit may be awarded to provide appropriate recognition to any member of the Department who:
 - a. Develops new ideas;
 - b. Provides workable innovative methodology; or
 - c. Who, through dedicated effort, attention to duty, and the intelligent application of ideas, enhances the professional image of the Department and increases its efficiency.
2. The Certificate of Merit shall be awarded to members of the Department who:
 - a. Recognize a need for and formulate, research, develop, and present ideas or plans to:
 - i. Save money;
 - ii. Save time;
 - iii. Increase efficiency;
 - iv. Increase morale of the Department;
 - v. Significantly benefit the members of the Department; or
 - vi. Improve quality of life for citizens.

Note: The submitted presentation must be adopted as Departmental equipment, procedure, or policy. The adoption of the basic theme of the proposal or presentation is all that is necessary provided that the initial impetus for change or improvement originated with the proposal submitted by the nominee and provided that the above has been fully complied with. A copy of the plan will be submitted with the nomination for the commendation.
 - b. Successfully implement, plan, direct, and improvise programs of a complex nature when such programs have been delegated to them.
3. The nominee must be recommended for the commendation by a supervisor or commissioned officer.
4. The Certificate of Merit shall consist of a framed certificate and shall be presented to the recipient in an appropriate manner.
5. Members whom receive two (2) Certificates of Merit shall also receive a Certificate of Merit Citation Bar.

I. Commendation Certificate

1. A Commendation Certificate may be awarded to any member of the Department or to any member of another law enforcement agency for:
 - a. An act of extraordinary intelligence reflecting a highly creditable police accomplishment;

- b. Displaying perseverance and devotion to duty in an extraordinary situation; or
 - c. Action taken that results in the prevention or solution of a crime but where circumstances do not merit the issuance of any of the aforementioned awards.
2. Once a member has been awarded five (5) Commendation Certificates they may be issued a Commendation Citation Bar. The member shall submit a memorandum requesting the Citation Bar and provide copies of the previously awarded certificates to the Chairperson of the Commendations Board to receive the Citation Bar.

J. Citizen Award

- 1. Whenever a citizen renders valuable or courageous assistance to a member of the Department, particularly in cases in which a criminal is seized and detained until arrival of the police, an involved supervisor shall submit a detailed report of such fact to the Commendation Board.
- 2. Nominations shall be reviewed by the Commendation Board and, if deemed worthy of commendation, a Citizen's Award shall be presented to the citizen involved.
- 3. The citizen will be honored at the annual awards ceremony and shall be presented a certificate for their service.

V. **AWARD DESCRIPTIONS – ANNUAL AWARDS**

A. Police Officer of the Year

- 1. Every year the Commendation Board shall solicit nominations for Police Officer of the Year.
- 2. All ranks of the Department are eligible for this award.
- 3. The following criteria must be met:
 - a. The officer must have demonstrated the ability to perform the day-to-day functions of a police officer with responsiveness toward the citizens he serves.
 - b. The officer is devoted to duty beyond the requirements of the job including enforcement, community activities, and enhancing the image of the Department.
 - c. The officer produces quality work and demonstrates above average initiative in the performance of his duties.
 - d. The officer has positive supervisory performance evaluations for the year under consideration.
 - e. The nominee shall be considered for a year's worth of work, not just one particular incident.
- 4. The recipient shall receive the Police Officer of the Year Citation Bar and a plaque.
- 5. The recipient's name will be added to the Officer of the Year plaque displayed at Northern District.

B. Detective of the Year

- 1. Every year the Commendation Board shall solicit nominations for Detective of the Year.

2. Any Detective, DFC, and Detective Corporal of the Department shall be eligible for this award.
3. The following criteria must be met:
 - a. The Detective must have been issued a Detective badge and permanently assigned to an investigative position for at least six (6) months of the year under consideration.
 - b. The Detective must have demonstrated the ability to perform the day-to-day functions of a Detective/Investigator with demonstrated responsiveness toward the citizens he serves.
 - c. The Detective is devoted to duty beyond the requirements of the job. Factors for consideration may include investigations, community activities, and enhancing the image of the Department.
 - d. The Detective produces quality work and demonstrates above average initiative in the performance of his duties.
 - e. The nominee shall be considered for a year's worth of work, not just one particular incident.
 - f. The Detective has positive performance evaluations for the year under consideration.
4. The recipient shall receive the Detective of the Year Citation Bar and a plaque.

C. Scott Wheeler Traffic Safety Award

1. The Scott Wheeler Traffic Safety Award shall be awarded on an annual basis to recognize leaders in traffic safety.
 - a. This leadership may be based on career efforts, enforcement, education, program development, or any other aspect of making our roadways safer.
 - b. All members of the Department are eligible for this award that honors Corporal Scott Wheeler who was killed while enforcing vehicle laws.
2. The award shall be provided to one (1) sworn, civilian, or volunteer member of the Department per year who meets one or a combination of the following criteria:
 - a. Has demonstrated a clearly articulated career effort toward traffic safety;
 - b. Out-performs all other members of the Department in the traffic enforcement efforts;
 - c. Initiates or participates in traffic safety programs that clearly demonstrates superior commitment;
 - d. Clearly demonstrates commitment to traffic safety by educating other officers or citizens in this topic;
 - e. Conducts extensive research into traffic safety topics and develops programs based on the research; or
 - f. Any combination of the above factors.

3. Recommendations for this award shall be supported by a supervisor and commissioned officer.
4. The member receiving this award shall be issued the Scott Wheeler Traffic Safety Citation Bar and a plaque.

D. Outstanding Community Service Award

1. The selection criteria will include involvement in community service projects, both as a Howard County Police Officer and as a private citizen.
2. This award is open to all ranks.
3. The nominations should be explicit in detailing both on duty performance and extra-curricular activities as they relate to community service.
4. Aspects to be considered in the nomination are involvement in youth activity; crime prevention activity; victim assistance; and any social, religious, or fraternal activities for the public good.
5. The recipient shall receive the Outstanding Community Service Award citation bar and a plaque.

E. First Year Service Award

1. The First Year Service Award is an award presented to an officer who, during his first year of service with the Department following release from Field Training, demonstrates the following:
 - a. Endorses the overall mission of the Department and seeks to surpass it through the members activities.
 - b. Displays an above average initiative in the performance of his duties.
 - c. Is involved in various community activities, both on- and off-duty contacts and activities in the community.
2. The following criteria must be met for an officer to be eligible:
 - a. Been off field training and the evaluation period for at least four (4) months.
 - b. Have positive supervisory performance evaluations for the year under consideration.
3. The recipient shall receive a First Year Service citation bar and a plaque.
4. The recipient's name will be added to the First Year Service plaque displayed at Northern District.

F. Telecommunicator of the Year Award

1. The Telecommunicator of the Year Award is an honor offered to those members of the Communications Division who excel in their field.
2. The nomination shall be based on the member's work of the current year, not just one particular incident.
3. Communications members must meet the following criteria to be eligible:

- a. Demonstrate the ability to perform, at a high level, the day-to-day functions as a 911 call taker and dispatcher.
 - b. Endorse the overall mission of the Department and seeks to surpass it through his activities.
 - c. Produce quality work and demonstrate above average initiative and devotion in the performance of duties.
 - d. Has positive supervisory performance evaluations for the year under consideration.
4. The recipient shall receive the Telecommunicator of the Year citation bar and a plaque.
 5. The recipient's name will be added to the Telecommunicator of the Year plaques displayed at Northern District and Communications.
- G. Civilian Employee of the Year Award
1. The Civilian Employee of the Year Award shall be presented to a civilian employee who:
 - a. Demonstrated above average initiative in the performance of the members duties.
 - b. Demonstrated above average devotion to accomplishing the members assigned tasks and providing quality service to the Police Department and thereby to the community.
 - c. Was rated positively in supervisory performance evaluations.
 2. The recipient shall receive a plaque.
 3. The recipient's name will be added to the Civilian of the Year plaque displayed at Northern District.
- H. Herb Michael Auxiliary Officer of the Year
1. The Herb Michael Auxiliary Officer of the Year award is presented to an auxiliary officer who is deemed the most productive and committed to his assignment within the unit. The auxiliary officer must demonstrate a positive reflection upon the HCPD and service to the County.
 2. The Commander of the Emergency Response Division shall have the responsibility of nominating the applicant.
 3. The recipient shall receive the Auxiliary Officer of the Year citation bar and a plaque.
- I. Animal Control Volunteer of the Year
1. The Animal Control Volunteer of the Year award is presented to a civilian volunteer who assists the Animal Control Division by going above and beyond in helping complete duties performed by members of the division.
 2. The Animal Control Division Administrator shall have the responsibility of nominating the applicant.
 3. The recipient shall receive a plaque.

- J. Volunteer Mounted Patrol (VMP) Member of the Year
 - 1. The Volunteer Mounted Patrol (VMP) member of the year award is presented to a VMP member who is deemed most productive and committed to his assignment within the unit. The VMP member must demonstrate a positive reflection upon the HCPD and services the County.
 - 2. The Commander of the Emergency Response Division shall have the responsibility of nominating the applicant.
 - 3. The recipient shall receive a plaque.

- K. Explorer of the Year
 - 1. The Explorer of the Year award is given to an Explorer who demonstrates an interest in learning, has a positive attitude about his duties, and is a positive reflection upon the HCPD and the County.
 - 2. The Explorer Coordinator shall have the responsibility of nominating the applicant.
 - 3. The recipient shall receive a plaque.

- L. HCPD Leadership Award
 - 1. This award is intended to recognize those members in positions of leadership who coach, mentor, and professionally develop their subordinates. The award recognizes and encourages a standard of excellence that exemplifies leadership as an activity, not a position; pride in service to the public; and dynamic and exemplary leadership behaviors that have inspired, challenged, and empowered others to achieve performance excellence.
 - 2. Corporals, Sergeants, Lieutenants, Captains, and Civilian Supervisors are eligible for the award. Members must have positive performance evaluations for the year under consideration.
 - 3. Any member may nominate a supervisor they have worked for during the year under consideration.
 - 4. Factors for consideration may include but not be limited to:
 - a. Employing methods to encourage, coach, or mentor subordinates;
 - b. Providing substantial direction or leadership in administrative, investigative, or operational roles;
 - c. Community involvement beyond the scope of the nominee's job duties; and
 - d. Enhancing the image of the HCPD.
 - 5. The recipient shall receive the HCPD Leadership citation bar and a plaque.

- M. Vivian "Millie" Bailey Making a Difference Award
 - 1. This award recognizes those citizens and/or community leaders who participate in community engagement activities with the department and who support the strengthening of the relationships between the community and department.

2. Any member of the department who has direct and detailed knowledge of a citizen or community leader working with the department can nominate the citizen for the award.
3. Criteria for the award may include any of the following:
 - a. Demonstrated willingness to work with the department on creating or strengthening relationships to better the community.
 - b. Organizes or hosts events that work toward solutions to a specific community concern
 - c. Organizes or hosts events that foster a better police youth relationship; or
 - d. Any other event or activity that supports the department's community outreach goals and objectives.
4. Any citizen or community leader that is involved in a formal partnership with the department may be nominated but must demonstrate efforts that go above and beyond what is outlined in the formal framework.
5. The recipient shall receive a plaque.

VI. **AWARD PROCEDURES**³

- A. Nominations for all commendations shall be submitted in memorandum format via the Chain of Command to the District or Bureau Commander, then scanned and sent electronically to hcpdcommendations@howardcountymd.gov.
- B. Nominations shall contain the following:
 1. Ten (10) pages or fewer which provide a detailed statement of facts applicable to the nomination, including those that may not be contained in an incident report.
 - a. Diagrams, drawings, or photographs may be attached to the recommendation if the writer feels such additions would be useful to the Board.
 - b. A brief statement as to why the writer of the recommendation for commendation feels the nominee should earn the award.
 - c. The excessive use of superlatives is not encouraged.
 2. HCPD Form 1204, Award Nomination, shall be completed for all awards except the commendation certificate, with the required 150-word synopsis of the events detailed in the nomination. Form 1204 shall accompany the nomination.
 3. Nominations will be reviewed quarterly. Recommendations for all awards except annual awards shall be submitted in the quarter in close proximity to when the act occurred, or when an investigation is closed.
 - a. January through March submitted no later than May 1st.
 - b. April through June submitted no later than August 1st.
 - c. July through September submitted no later than November 1st.
 - d. October through December submitted no later than February 1st.

³ CALEA 26.1.2
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4. Nominations for annual awards, i.e. Police Officer of the Year, Unit Citation, etc., must be submitted before January 31st of the following year to be considered for that current award cycle.
5. Late Submission Procedures
 - a. Prior to submitting a late application, the member submitting the application shall write and submit a memo to the Chairperson addressing the reason for tardiness.
 - b. The Commendations Board will consider and vote on whether to accept the late submission.
- C. The reports and all attached supplementation shall become part of the deliberations of the Board.
 1. The incident report must substantiate the recommendation.
 2. Facts as stated in the incident report cannot be changed or altered by the verbiage contained in the commendation recommendation.
- D. The selection of commendations, awards, or honors by the Commendation Board will be based upon the guidelines for the individual award.
 1. The Commendation Board will be the sole judge of the meaning, interpretation, and applicability of the guidelines to a recommendation for commendation.
 2. The Commendation Board may reject, accept, upgrade, or downgrade a recommendation for commendation.
- E. The Commendation Board will consider the duty assignment and the requirements of that assignment when deliberating a commendation recommendation.
- F. The Chairperson of the Commendation Board or his designee will provide a disposition of approved or disapproved on each nomination to the following, as applicable:
 1. The nominee's commanding officer;
 2. The person recommending the commendation;
 3. The member involved; and
 4. The Personnel Section.
 5. The Commendation Board will retain a copy for their records.
- G. The following circumstances will exclude a member from being awarded any commendation:
 1. If the member's actions were in violation of departmental policies wherein such violation was likely to cause injury to the officer or others, or whose actions were specifically directed by policies that would have resulted in disciplinary action had the member not followed those policies.
 2. If the member's actions:
 - a. Deliberately or ineptly caused an escalation of an incident to the point the member or others were placed in excessive danger;
 - b. Caused firearms to be used needlessly;

- c. Irresponsibly endangered the life of anyone or caused injury to persons who were uninvolved; or
 - d. Caused a more critical situation to arise because of the member's actions.
- 3. If the member violated a direct order of a superior officer without a valid reason and became involved in a serious situation as a result of that violation.
 - 4. If the member's duty assignment requires the performance of dangerous and hazardous tasks specific to that assignment, unless the member's performance is above and beyond the call of that duty.
 - 5. If the official report or other documentation does not substantiate the recommendation for commendation.

VII. MEMBERS FROM OTHER JURISDICTIONS

- A. Members from other agencies may be recommended for any HCPD award by any member of the Department, as appropriate.
- B. Such nominations for commendation shall be considered by the Commendation Board using the same standards and criteria employed in deliberating commendation recommendations for members of the HCPD.
- C. Members from other jurisdictions receiving an award shall receive the certificate issued for the award and the citation bar, if applicable.

VIII. APPEALS OF COMMENDATION BOARD DECISIONS

- A. The Commendation Board will, upon appeal of their decision, grant a review if the appellant advises the Chairperson of the Board in writing within thirty (30) days after notification of a Commendation Board's decision.
- B. The Chairperson may grant hearings on appeals only when it is shown that there is newly found evidence or to correct a blatant injustice.
- C. The appellant may be required to appear in person before the Board to set forth the reason for the appeal. Failure of the appellant or his designee to appear after notification before the Board as scheduled without good cause or without notifying the Board of a relevant reason for being unable to appear may cause a rejection of the appeal.
- D. Only one (1) appeal of a Commendation Board decision will be heard.
- E. The Commendation Board's decision on an appeal is final. The appellant will receive a written reply to his appeal.

IX. DISTINGUISHED SERVICE AWARD

- A. The Distinguished Service Award is issued solely by the Chief of Police and is not reviewed by the Commendation Board.
- B. The Distinguished Service Award may be awarded to any sworn or civilian member who has performed above and beyond in the performance of duty and taken actions that far exceed what is expected in the normal call of duty.
- C. Sworn members and civilian employees awarded the Distinguished Service Award will receive a citation bar and a certificate.

X. QUARTERLY AWARDS

- A. The Police Officer of the Quarter, Civilian of the Quarter, and Dispatcher of the Quarter are awards issued solely by the Chief of Police and are not reviewed by the Commendation Board.

- B. Eligibility
 - 1. Police Officer of the Quarter is limited to sworn members holding the rank of Police Officer, Police Officer First Class, and Police Corporal.
 - a. The member must not be on light duty status or extended disability leave, except as the result of a meritorious act.
 - b. To be considered for this award, a sworn member must either excel in their assignment by performing a task or group of tasks clearly beyond those reasonably required by the assignment description or continue to consistently perform in a commendable manner. Examples include but are not limited to:
 - i. A patrol officer follows up on a weak lead in an investigation which results in a significant case closure.
 - ii. A detective uncovers information during an investigation resulting in a major arrest and closure of cases.
 - iii. An officer submits a suggestion for a procedural change that results in measurable cost savings to the County or improved efficiency within the Department.
 - iv. An officer consistently makes arrests and/or traffic contacts numbering above his peers.
 - v. An officer uses a problem-solving orientation to resolve a continuing problem within his assigned area.
 - 2. Civilian of the Quarter nominees must be off probationary status and must not be on extended disability leave.
 - 3. Dispatcher of the Quarter is limited to members holding the rank of Dispatcher, Dispatcher First Class, and Senior Dispatcher.
 - a. The member must not be on light duty status or extended disability leave; and
 - b. Must either excel in their assignment by performing a task or group of tasks clearly beyond those tasks reasonably required by his assignment description or continue to consistently perform in a commendable manner.

- D. Submission procedures
 - 1. The MSB shall send an email soliciting nominations for the Police Officer, Civilian, and Dispatcher of the Quarter. The email shall include the deadline for nominations to be submitted.
 - 2. A member's immediate supervisor or any other member with direct knowledge of a meritorious accomplishment may nominate a member for the award.
 - 3. Nominations will be made via a memorandum. The nomination will include information as to the specific incident or incidents that fulfill the criteria for the award. Supporting documentation, if available, should be attached.

4. Nominations will be submitted through the member's Chain of Command with endorsements by the member's supervisors to the attention of the respective member's Deputy Chief. Nominations for members of the Office of the Chief of Police shall be submitted through the member's Chain of Command to the MSB.
 5. Nominations must reach the respective member's Deputy Chief by the deadline indicated in the solicitation email. The Deputy Chief will review the nominations and forward them to the MSB.
 6. The MSB shall create a summary of all nominations received for the quarter and forward it, with all nominations and supporting documentation, to the Chief of Police via the Chief of Staff.
- E. Selection Procedures
1. The Chief of Police will review the nominations and select the award recipient.
 2. Notification will be made by the HRB to the award recipient, his Deputy Chief or Chief of Staff, and the Public Information Officer.
- F. The award recipients will each receive:
1. A Memorandum of Recognition from the Chief of Police with a copy placed in the member's personnel file.
 2. A gift card.
 3. The Office of the Chief will send an email notifying all Department members of the award recipients.
- G. MSB shall maintain copies of all nominations received in the members' personnel files, regardless if the member was selected for an award.

XI. PUBLIC AWARDS

- A. Each year, numerous public awards are made by organizations, companies, and corporations, including the Maryland Chiefs of Police and the International Association of Chiefs of Police, as well as awards by Lions Clubs, Optimist Clubs, and other service-related clubs.
- B. The Chairperson of the Commendation Board will, during the periodic review of commendation requests, flag and file those recommendations worthy of consideration for public awards and examine those requests annually.
- C. All public award requests received by HCPD members will be immediately provided to and managed by the Chairperson of the Commendation Board.
- D. Upon approval by the Chief, the Chairperson shall complete and submit the public award nominations to the organization sponsoring the awards prior to the prescribed deadline.
- E. Upon the notification of the selection of a member for a public award, the Chairperson shall coordinate scheduling with the Chief's Office and the member being recognized.

XII. INSIGNIA WEAR

- A. Wearing of citation bars
 1. Citation bars are worn in order of precedence from the center of the shirt toward the arm.

2. No more than four (4) bars are worn in any one row. When more than four (4) citation bars are received by a member, the wearer may begin a new row above, with no more than 1/8-inch space between rows.
 3. The second and succeeding rows shall contain the same number of ribbons before starting a new row. The top row is always centered on the row beneath.
 4. The highest award must always be on the top row, closest to the center of the shirt.
 5. An exception may be made for the wearing of three (3) citation bars per row based upon the size of the coat and the position of the lapel.
- B. Members shall display citation bars in the following order, with the Brightwell Award above all else:
1. Medal of Honor: Randolph Brightwell Award
 2. Silver Star: John Eager Howard Valor Award
 3. Bronze Star: E. Russell Moxley Award
 4. Purple Heart
 5. Lifesaving Award
 6. Police Officer of the Year
 7. Detective of the Year
 8. Scott Wheeler Traffic Safety Award
 9. Outstanding Community Service Award
 10. First Year Service Award
 11. Telecommunicator of the Year
 12. Auxiliary Officer of the Year: Herbert Michael Award
 13. HCPD Leadership Award
 14. Distinguished Service Award
 15. Investigative Award
 16. Unit Citation
 17. Certificates of Merit (2)
 18. Commendation Certificates (5)
 19. Event-based pin (9/11, DC Sniper, Ellicott City Flood, etc.)

20. HCPD Fit Pin
- C. Members shall refer to General Order ADM-13, Uniform and Professional Appearance, for information on uniform wear.

XIII. CANCELLATION

This General Order cancels and replaces General Order ADM-05, Awards and Commendations, dated October 23, 2018.

AUTHORITY:


Lisa D. Myers
Chief of Police