

## 4.2 Awards & Commendations

It is the policy of the Sheriff's Office to reward employees for performance above and beyond the expected performance for their rank or position. There are varying degrees and types of awards to be used for this purpose, ranging from letters of commendation to monetary awards.

*The following awards are to be presented as earned and verified by the Awards Board:*

### 4.2.1 Medal of Honor

The *Medal of Honor* shall be the highest award that may be bestowed upon any member of public safety. It shall be awarded only in exceptional instances involving extremely hazardous circumstances in which a member has actually risked his/her life in the performance of duty. The act or acts performed shall be of an extraordinary nature, beyond the call of duty, which exposed the member's life to extreme danger, or resulted in the member's death.

*Type of Award: Sworn Personnel Ribbon, Plaque and Letter*

### 4.2.2 Silver Star

The *Silver Star* shall be presented to a member who has performed an act of bravery in the performance of his/her duty, wherein the member's physical safety has been perilously exposed to danger in order to save the life of another, or to perform an extraordinary and heroic public safety duty.

*Type of Award: Sworn Personnel Ribbon, Plaque and Letter*

### 4.2.3 Purple Heart

This award is presented to a member who is wounded by a weapon in the performance of his/her duty.

*Type of Award: Sworn Personnel Ribbon, Plaque and Letter*

#### 4.2.4 Bronze Star

The *Bronze Star* may be awarded to any Office member who has: handled extraordinary cases in which clues and circumstances are correctly weighed and evaluated, and where diligent investigation leads to an arrest which terminated the criminal career of one who, while at large, had been detrimental to the welfare and safety of the public; or performed an act of courage involving personal risk to one's self while protecting or saving the life of another.

Type of Award: Sworn Personnel Ribbon and Letter

#### 4.2.5 Departmental Commendation Award

The *Departmental Commendation Award* shall be presented to a member who has rendered a service beyond the ordinary call of duty. It shall recognize those incidents wherein the member's diligence, perseverance, and timely judgment in the performance of a difficult task have resulted in the protection of life or property, the prevention of a major crime, or the apprehension of an armed and dangerous criminal.

Type of Award: Sworn and Civilian Personnel Both get Letter. Sworn gets Ribbon. Civilian gets Citation

The following awards are to be verified by the Awards Board and nominated to the Sheriff to be presented annually:

#### 4.2.6 Unit of the Year

A *Unit Citation* may be awarded in those situations in which an entire unit, through a display of extraordinary teamwork, has made a significant contribution to the mission of the Office.

Type of Award: Sworn and Civilian personnel Unit receives plaque, Civilians receive citation, and sworn personnel receive ribbon

#### 4.2.7 Community Service Award

The *Community Service Award* is presented for those situations in which an Office member, or a group of members, makes a significant difference improving the quality of life for the citizens, the community, or the neighborhood they serve.

Type of Award: Sworn and Civilian Citation Only

#### 4.2.8 Jay Lowery Memorial Deputy of the Year

The office may elect to select one (1) Deputy of any rank annually who has consistently demonstrated an exceptional work ethic and has made above average contributions to the furtherance of the Office. This employee will be recognized as the Deputy of the Year.

Type of Award: Sworn Personnel Plaque, Ribbon and Letter

#### 4.2.9 Civilian Employee of the Year

The Office may elect to select one (1) employee annually who has consistently demonstrated an exceptional work ethic and has made above average contributions to the furtherance of the Office. This employee will be recognized as the *Employee of the Year*.

Type of Award: Civilian Personnel Plaque and Letter

The following awards are to be awarded as the administration deems appropriate:

#### 4.2.10 Sheriff's Citation

The Sheriff may elect to present a *Sheriff's Citation* to any Office member or unit, to others throughout the criminal justice profession, and to members of the public. Those eligible for this citation must have performed their duties to the highest standards with unfailing consistency, diligence, and efficiency, or made a direct contribution to this Office or to the citizens of Anne Arundel County.

Type of Award: Civilian, Sworn, Other Agency Personnel and the Public Citation only

#### 4.2.11 Civic Awards

The Sheriff's Office is occasionally solicited to participate in the public safety awards programs of local civic organizations.

Type of Award: Civilian and sworn personnel Award is determined by civic organization

#### 4.2.12 Letter of Commendation

When the Sheriff receives a letter of employee recognition from outside the Sheriff's Office, copies will be forwarded to the employee, the employee's immediate supervisor, and placed in the employee's personnel file. The Sheriff may independently issue a *Letter of Commendation* to an Office member for proficient performance of duty in circumstances which do not merit a formal award but where some form of recognition for distinguished service is warranted.

Type of Award: Civilian and Sworn Personnel Letter only

#### 4.2.13 Memo of Commendation

A *Memorandum of Commendation* may be initiated by a supervisor or administrator to recognize outstanding employee performance. A copy of this type of memorandum will be forwarded up through the chain-of-command to the Sheriff. A copy will also be given to the employee, and one placed in the employee's personnel file.

Type of Award: Civilian and Sworn Personnel Memo only

#### 4.2.14 Selection of Awards Candidates

An *Awards Board* will convene twice yearly, or as circumstances indicate, to consider candidates for awards. This board will be composed of five members selected by the Chief Deputy – including at least one each from the Operations Bureau, the Security Bureau, and the Administrative Bureau. The members may be sworn or civilian, and of any rank or position. The senior ranking committee member will chair the Board. The Board will customarily only consider actions or activities undertaken within the preceding year.

Awards candidate recommendations will be requested from all Sheriff's Office Personnel. Incident reports for the previous year will also be reviewed to identify instances of extraordinary performance. Recommendations will be made based upon a consensus of the Awards Board. Board recommendations will be forwarded to the Sheriff for final determination.

With the exception of the Community Service Award, Civic Awards and Commendation Letters/Memorandums, all awards will be presented by the Sheriff.

Annual Awards will be presented in an awards ceremony not associated with any other event, scheduled to allow maximum office personnel attendance, conducive to the workplace.

#### 4.2.15 Uniform Display of Awards

All awards bars, ribbons, and pendant medals will be worn in compliance with the direction given in General Order 4.1, *Employee Attire*. The Quartermaster will maintain a sufficient supply of each ribbon to allow replacement of ribbons as needed.