

 <p>BEL AIR POLICE DEPARTMENT</p> <p>Policies And Procedures</p> <p>Charles A. Moore Chief of Police</p>	CHAPTER: 30
	TITLE: Employee Awards and Commendations
	No. Pages: 9

This policy replaces Section 26.1.2 of the Bel Air Police Department Operations Manual (2006).

30: 100 Employee Awards and Commendations

It is the policy of this Department to recognize and present awards or commendations for acts of valor, outstanding performance, dedication to duty, and service to the nation, state, county, or community by members of this Department. This directive will enhance consistency in recognizing and rewarding employees for their excellence in performance and delivery of police service.

A. Nomination in General

- A nomination may be submitted through the chain of command, through the Deputy Chief and Chief of Police, for submission to the chairman of the Awards Committee. If the act performed warrants a nomination, it shall be sent to the Awards Committee within a reasonable length of time. Personnel will document the commendable actions on BAPD-AD-013 “Commendation Award Nomination Form.” The form will contain the following information:
 1. Name(s) of the nominee(s).
 2. Detailed explanation of the event for which the nomination(s) are being made, including a police report if applicable.
 3. All known witnesses for verification of the event.
 4. Opinions of a medical professional such as the attending physician, if the employee’s actions contributed to saving a life.
 5. Duty status of the employee at the time of the incident.
 6. Signature of the nominating member
- Any member, regardless of rank, may submit a nomination form for both sworn and civilian personnel. All members are encouraged to participate in the nomination process.
- A nomination will be forwarded through the chain of command and shall be reviewed and endorsed by each supervisor, through channels. The endorsement will either be in concurrence or dissent to the nomination. Endorsements may also recommend a higher or lesser level of recognition. The nomination will be forwarded to the chairman of the Awards Committee for final review.
- A member may nominate a citizen in recognition of outstanding service to the Bel Air Police Department or community.
- Any citizen may submit a nomination with a brief outline of the facts to the Awards Committee.
- All information presented is subject to verification by the Awards Committee.

B. Nomination of Bel Air Police Personnel

- Recommendations must be received 60 days prior to a scheduled ceremony to be presented at that ceremony.
- Recommendations will be submitted as soon as possible after the occurrence of the noteworthy event. Recommendations submitted after one year, absent extenuating circumstances as determined by the Awards Committee chairman, will be denied.
- The letters of nomination shall be maintained in the recipient's personnel record.

C. Awards Committee

- The Chief of Police shall appoint the members of the Awards Committee every two (2) years.
- The awards chairperson will be the rank of sergeant or above. The remaining committee will consist of the following:
 - One (1) Sergeant
 - One (1) Corporal
 - One (1) Officer First Class
 - One (1) Dispatcher
 - One (1) Civilian
- The chairperson shall convene the Awards Committee at least two (2) months prior to the awards ceremony date to evaluate nominations for awards and commendations.
- The chairperson may select an investigating committee from within the Awards Committee to verify information.
- The chairperson will appoint an administrative assistant who will maintain minutes of the committee's activities.
- The Awards Committee shall act impartially in their decision regarding nominees, and judge the nomination on the performance of an action that rises above the standard of "*just doing their job.*"
- Recipients of awards and commendations shall be selected by a majority vote of the Awards Committee.
- The chairperson shall not vote on any nomination, except in the event of a tie.
- A committee member nominated for an award or commendation is excluded from the committee duties relating to the member's own nomination. A temporary replacement must be selected in this instance.
- A committee member shall be excluded from the committee duties relative to any conflict of interest as determined by the chairperson.
- The chairperson will immediately notify the nominating member should their nomination be rejected. It will be the nominating member's discretion to appeal this decision.
- The chairperson will report the Award Committee's recommendations to the Chief of Police. The findings will include dissenting opinions when the committee's decision to grant or deny an award is not unanimous.
- If there are concerns regarding an award that is unable to be resolved by the Awards Committee, the issue(s) will be forwarded to the Deputy Chief of Police and Chief of Police for resolution.

- The Awards Committee chairperson will be responsible for ensuring all certificates and awards are prepared that will issued by the Chief of Police. The chairperson will also ensure that the proper ribbons/medals are purchased before the awards ceremony.
- The Chief of Police reserves the right to commend any officer at any time and can bestow any departmental honor or award deemed appropriate, without consultation or approval of the Awards Committee.
- All proceedings by the Awards committee are deemed to be strictly confidential in nature.

D. Appeal of Awards Committee

- If a nomination for an award and commendation is reviewed and rejected by the Awards Committee, the nominating member may appeal the recommendation decision via departmental memorandum within five (5) days upon notification of the Awards Committee.
- Distribution of appeals is as follows:
 - Original copy to Deputy Chief
 - Copy to Awards Chairperson
 - Deputy Chief shall review the original nomination (and minutes of the committee meeting) forwarded to the Awards Committee and the rationale for the appeal as documented in the memorandum.
- The Deputy Chief may take the following action:
 - Order the Awards Committee to forward documentation of the rationale for the denial via memorandum.
 - The Deputy Chief shall review documentation to determine if the decision should be overturned.
 - If the Deputy Chief concurs with or overturns the original decision, the Deputy Chief shall forward his recommendation to the Chief of Police for his review and approval.
 - The Deputy Chief may remand the nomination documentation back to the Awards committee for further consideration and or investigation.
 - The recommendation of the Chief of Police is final.
 - All decisions will be documented on endorsements.
 - The nominating member shall be notified of the outcome of the appeal.

E. Awards and Commendation Criteria

1. MEDAL OF HONOR - Department's Highest Award



The recipient is to receive a medal, citation bar, and framed certificate.

The Medal of Honor may be awarded to any member who performs an act of heroism that is considered an imminent personal hazard to life, while under fire from an armed adversary, or who demonstrates valor, courage, intelligence, and bravery to a degree far above and beyond the call of duty.

This award should be reserved for the most outstanding, heroic, and gallant acts recorded by the Department and requires approval based on a majority vote from the Awards Committee. Absent majority approval the nominee will receive the Medal of Valor.

2. MEDAL OF VALOR: Department's second highest award



The recipient is to receive a medal, citation bar and framed certificate.

The Medal of Valor may be awarded to any member of the department who performs an act considered to be above and beyond the call of duty. It must be an outstanding act in the line of duty, at imminent personal hazard of life, with full knowledge of the risk involved and also a demonstration of valor, courage, intelligence and bravery.

3. MERITORIOUS SERVICE AWARD



The recipient is to receive a citation bar and a framed certificate.

The Meritorious Service Award for a highly unusual accomplishment performed in the line of duty under adverse conditions with some degree of hazard to life and limb to the member of where death or injury to a third party is prevented.

4. PURPLE HEART MEDAL



The recipient receives a citation bar and framed certificate.

The Purple Heart Medal may be awarded for a wound/injury received in the line of duty, resulting in severe injuries (gunshot wound, severe puncture wound, fracture or other serious wound, serious car crash) that required transport to a hospital that was suffered by the nominee. The injury cannot have been sustained by careless or negligent action on behalf of the nominee.

5. LIFE SAVING MEDAL



The recipient is to receive a citation bar and framed certificate.

The Life Saving Medal may be awarded to any member for act of heroism, through disregard of personal safety, or who actively participated in the saving of a human life by physical rescue or through administration of first aid or cardiopulmonary resuscitation. A physician or medical professional opinion will positively support this award.

6. CHIEF'S EXCEPTIONAL SERVICE AWARD



The recipient is to receive a citation bar and framed certificate.

The Chief's Exceptional Service Ribbon may be awarded for an act or achievement that brings public acclaim to the nominee, the nominee's department, or the police profession. May be also be awarded for an act that positively impacted the citizens of the Town of Bel Air, or State of Maryland. Positive impact may be supported by statistical data or tangible evidence of significant improvement to quality of life, i.e. lowered UCR crime statistics, lowering crashes and crash injuries.

7. TOWN COMMISSIONERS AWARD



The recipient is to receive a citation bar.

The Town of Bel Air Commissioner's Award may be awarded for an act or achievement that brings public acclaim to the nominee, the nominee's department, or the police profession. May be also be awarded to nominees that demonstrate action that improved the efficiency of the Department or extraordinary performance that improved the quality of life for citizens. Approval is based solely on final approval / denial of the Law Enforcement Commissioner Liaison. The Law Enforcement Commissioner Liaison may either recommend the Town of Bel Air Commissioner Award / Ribbon based on performance / behavior observed or documented from a Commissioner's perspective or from a recommendation from a department head or from the Awards Committee.

8. UNIT CITATION



The recipient is to receive a citation bar and framed certificate.

A Unit Citation may be awarded to a specific squad, shift, or other unit of the agency for outstanding and superior accomplishments/performance that reflects favorably upon the Department or police profession.

9. CRITICAL INCIDENT SERVICE AWARD



**PICTURED AWARD
SAMPLE ONLY -**

The recipient is to receive a citation bar and framed certificate.

A Critical Incident Service Ribbon may be awarded to person(s) who provided professional services during a time of crisis, either criminal or civil, which seriously impacted a community (does not have to be limited to Bel Air). Qualifying incidents require the response to have a major impact on the overall operation and welfare of a community. Person(s) considered for this award must have worked during the critical timeframe of an incident. The issuance of this award is determined by and solely at the discretion of the Chief of Police.

10. MILITARY VETERAN SERVICE RIBBON



The recipient receives a service bar.

Any member of the Police Department who is a veteran of military services shall be eligible to receive a Military Veteran Service Bar.

11. LETTER OF COMMENDATION

The recipient is to receive a framed certificate.

A Letter of Commendation may be award to any nominee whose performance deserves recognition, but does not meet the criteria for any other designated award. The nominee must be an employee of the Town of Bel Air Police Department. A Letter of Commendation may also serve to enhance the merit of any other award.

12. HARFORD COUNTY STATES ATTORNEY AWARD



The recipient will received a citation bar from the Harford County States Attorney Officer when a member of the Department is recognized with the highest annual number of DWI arrests for this agency.

13. CERTIFICATE OF APPRECIATION

The recipient is to receive a framed certificate.

A Certificate of Appreciation may be awarded to civilian nominees not employed by the Town of Bel Air Police Department and members of external law enforcement agencies and/or external facilities (Federal, State, or Local) in recognition of their outstanding service to the Town of Bel Air Police Department.

14. HONORABLE DISCHARGE

The recipient is to receive a shadow box and framed certificate.

The Honorable Discharge will be awarded to officers who have successfully completed their law enforcement career and retired (minimum of twenty (20) years) with honorable service to the Town of Bel Air Police Department.

15. APPURTENANCE

Any subsequent award will be identified by that number in the citation bar.

16. YEARS OF SERVICE BAR



The recipient is to receive a service bar.

A Years of Service Bar may be presented to a member for their years of service to the Bel Air Police Department. The bar will display the number of years for each completed five (5) period of service.

30:101 Display of Awards and Commendations

Commendation insignia awarded to members by other agencies may be displayed with the approval of the Chief of Police, on a member's uniform, if the commendation was awarded for the acts the member took while employed as a Town of Bel Air Police Officer. Exceptions will be made for Purple Heart and Life Saving commendations awarded to members for actions taken with another Law Enforcement Agency prior to their employment with the Town of Bel Air Police Department. Upon verification of the Pre-Town employment of Bel Air Police Department commendation(s), the member will be issued a comparable Town of Bel Air Police Department ribbon for display on that member's uniform. "Amtrak" and "Frank Green" incident pins are also permissible.

- Commendation insignia shall be worn horizontally, one-eighth (1/8) inch above and centered over the member's nametag.
- When more than one type of commendation insignia is displayed, the insignia representing the greatest merit shall be placed closest to the center of the chest.
- Other commendation insignia shall be placed next to the first insignia, in descending order of merit, as follows:
 1. Medal of Honor
 2. Medal of Valor
 3. Meritorious Service Award
 4. Purple Heart
 5. Life Saving Award
 6. Merit Commendation
 7. Chief's Exceptional Service Award
 8. Town of Bel Air Commissioner's Award
 9. Unit Citation
 10. Critical Incident Award
 11. Military Veteran Service Bar
 12. Harford County State's Attorney Award
 13. Approved awards issued by other agencies.
- No more than three (3) commendation insignia shall be displayed abreast on the Class B and C uniforms
- More than three (3) commendations may be worn on the Class A uniform. These will be displayed by adding a second row of insignia directly over above and centered over the first row of insignia, with award(s) of the highest merit from top to bottom row.
- Commendation insignia shall be displayed on the Class A dress blouse consistent with the display on the uniform shirt.
- In the event a member is awarded for more than one commendation, only one (1) insignia for that type of commendation shall be displayed.
- A subsequent number shall be affixed to the insignia indicating the number of times the award was received.

EMPLOYEE AWARDS AND COMMENDATIONS

The below pictured uniforms were intentionally left blank. They will serve as an example for the display and placement of collar pins, name plate, badge, insignias and awards to be determined at a later time.



Approved:

Date: May 17, 2018



Charles A. Moore, Chief of Police

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