

## Commendations and Awards

### 1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the University of Maryland, Baltimore Police Department (UMBPD) and individuals from the community.

### 1015.2 POLICY

It is the policy of the UMBPD to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

### 1015.3 COMMENDATIONS

Commendations for members of the department or for individuals from the community may be initiated by any department member or by any person from the community.

### 1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action of performance that is above and beyond typical duties.

### 1015.5 SUBMISSION OF NOMINATIONS

Nominations will serve as the primary method for recognizing department and community members for meritorious or commendable performance. Department personnel and community members are encouraged to complete and submit nominations to acknowledge outstanding service. Award nominations will be accepted through an online form and through a paper version of the same form. Department employees and community members may submit award nominations as often as appropriate for meritorious or commendable performance worthy of an award.

Awards nominations may not be made anonymously. Employees and community members may not nominate themselves for an award. Anonymous or self-nominations will not be approved, regardless of merit.

To ensure broad accessibility, hard copies of the award nomination form will be available in the lobby of the Police Annex at 222 North Pine Street. Hard copies of award nominations will be collected through an awards submission box located with the nomination forms in the lobby. The box will be checked monthly by the award committee chair.

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### **1015.6 AWARDS COMMITTEE**

The Awards Committee will be composed of members of the department appointed by the Chief of Police or authorized designee. A representative from the command staff (defined as lieutenants and above and professional staff at director level) will serve as the chairperson of the committee. The committee will also consist of at least one sworn police officer, at least one security officer, at least one professional staff member, and the Public Information Officer (PIO).

The committee is authorized to call and interview witnesses related to the matters under review and may also conduct any other investigation deemed necessary.

### **1015.7 AWARDS COMMITTEE RESPONSIBILITIES**

The Awards Committee will convene at the discretion of the chairperson to review all submitted award nominations. Nominations will be approved by a simple majority vote. Awards committee members may not vote anonymously or in absentia. In the event of a tie, the decision will be made by the chairperson. Any committee member who is personally involved, directly or indirectly, in a case under consideration may participate in the proceedings and may provide testimony but is not permitted to vote on the matter under consideration.

The committee's decision on which awards are approved or disapproved will be recorded in a spreadsheet of all nominations received for the year. The Awards Committee will send their final recommendations for awards recipients to the Chief of Police for approval.

### **1015.8 AWARDS CEREMONIES**

The annual awards ceremony will be held each October to recognize meritorious and commendable performance occurring between July 1 and June 30 of the preceding year.

The Chief of Police may determine alternate times for awards ceremonies, including holding impromptu, informal award ceremonies. Those who have already received awards during the year will be recognized during the annual awards ceremony.

The PIO (or authorized designee) will serve as the project manager for coordinating the awards ceremony. The PIO will determine an appropriate venue, catering, and other celebratory details in alignment with the department's budget, as determined by the Chief of Police.

### **1015.9 MONTHLY AND ANNUAL AWARDS**

The committee will review nominations and recommend recipients for monthly and annual awards ("Employee of the Month" and "Employee of the Year").

#### **Employee of the Month**

Three Employees of the Month will be chosen each month – one sworn officer, one security officer, and one professional staff member (comprised of administrative employees, police communication operators, and office of the fire marshal), as appropriate. The awards committee will select the winners from awards nominations received. Once selected, the Public Information Officer (PIO) will coordinate the employees' recognition.

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The PIO will contact the Employees of the Month at least one week before the month when they are to be recognized. The Employee of the Month will respond to questions via email or in person and will schedule a time with the PIO to have a photo taken of them in uniform (sworn, security, police communication operator, office of the fire marshal) or professional attire (administrative staff).

The Employees of the Month will be featured on the UMBPD website, on UMB digital displays, and on UMBPD social media.

If multiple people are deserving of Employee of the Month (e.g., a unit citation), the awards committee may choose to recognize more than one individual from a single unit as that month's Employees of the Month (e.g., two police officers instead of one). If more than three persons are deserving, the awards committee may choose to recognize a group as the Employees of the Month (e.g., all persons responding to a certain incident). In this situation, the Employee of the Month recognition would be written as a single group recognition, rather than as individual recognition.

If no eligible nominations are received, the awards committee may award Employee of the Month to: (a) a deserving awards nominee from a previous month, (b) an employee who has recently celebrated a notable work anniversary (e.g., 10, 20, 30 years), (c) an employee who has recently attended a training, achieved a certificate, or has another notable accomplishment, or (d) no employee may be recognized.

Employees are eligible to receive Employee of the Month once every three years. The Chief of Police or awards committee chair may choose to recognize an employee more than once within three years for an outstanding achievement.

### **Employee of the Year**

Three Employees of the Year will be chosen and presented at the awards ceremony – Police Officer of the Year, Security Officer of the Year, and Professional Staff of the Year. The awards committee will select the winners from the awards nominations received during the previous year.

### **1015.10 DEPARTMENTAL AND COMMUNITY AWARDS**

The committee will review nominations and recommend recipients for additional departmental and community members awards as indicated below::

(a) Medal of Valor

1. To be included in this classification, the report and record must clearly and unmistakably indicate the fact that a member of the UMBPD has performed a deed of personal bravery or self-sacrifice above and beyond the call of duty. It must also clearly distinguish them from their comrades and involve either the risk of life or the performance of an act wherein they are faced with more than the ordinary hazards of service.
2. The Medal of Valor Ribbon will consist of a Valor Medal suspended from a ribbon hung around the neck. The Valor Medal will only be worn during ceremonial occasions. A Valor Ribbon Bar will also be issued which will be worn on the uniform's outer garment above the name plate.

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3. For each subsequent Medal of Valor awarded, a Valor Medal suspended from a ribbon will be issued and a star will be added to the Valor Ribbon Bar.
  4. For each Medal of Valor awarded, the recipient will also receive a framed certificate.
- (b) Commendation Award
1. To be included in this classification, the report and record shall clearly indicate the fact that a member of the UMBPD has distinguished themselves through an extraordinary or unusual performance in connection with their duty.
  2. The Commendation Award will consist of a Commendation Ribbon Bar which will be worn on the uniform's outer garment above the name plate.
  3. Each recipient will receive a framed certificate.
  4. For each additional Commendation Award, the recipient will receive a star to be added to the Commendation Ribbon Bar and an additional framed certificate.
- (c) Meritorious Award
1. To be included in this classification, the report and record shall clearly indicate that a member of the UMBPD has distinguished themselves by exceptionally meritorious service in the performance of a duty of great or unusual initiative, marked ability, keen observation, and exceptional energy. Cases in which a sworn member of the UMBPD brings a difficult investigation to a successful conclusion may be included in this class.
  2. A Meritorious Ribbon Bar will be worn on the uniform's outer garment over the name plate.
  3. Each recipient will receive a framed certificate.
  4. For each additional Meritorious Ribbon Bar, the recipient will receive a star to be added to the Meritorious Ribbon Bar and a framed certificate.
- (d) Distinguished Service Award
1. The Distinguished Service Award will be given to a member who has completed more than 15 years of exemplary and honorable service. The member's attendance and disciplinary records, performance ratings and interpersonal skills will be considered. This will not be an automatic award upon completion of 15 years of service.
  2. A Distinguished Service Ribbon Bar will be worn on the uniform's outer garment above the name plate.
  3. Each recipient will receive a framed certificate.
- (e) Lifesaving Award
1. The Lifesaving Award will be given to a member whose actions resulted in saving or attempting to save human life by rescue related efforts or by medically related efforts.

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2. A Lifesaving Award will be worn on the uniform's outer garment above the name plate.
  3. Each recipient will receive a framed certificate.
- (f) Commendatory Letter
1. The Commendation Letter will be a letter from the Chief of Police which will be directed to members for acts performed which do not merit the aforementioned awards, but for which some form of recognition is appropriate.
- (g) Community Commendation Award
1. This award recognizes community members who demonstrate valuable or courageous assistance to the UMBPD, particularly in cases in which a criminal is seized and detained until the arrival of the police. Unusual acts of cooperation and assistance that are helpful to the UMBPD shall also be recognized and commended.
- (h) Firearms Qualification Medals
1. If a member fails to qualify and subsequently qualifies, he/she can only receive a Marksman medal for the current qualification year, no matter what his/her requalification score is.
  2. A member's current qualification score determines what medal is awarded.
    - (a) The Education and Training Unit shall provide the scores to the Support Services Commander annually for medal consideration; and
    - (b) Medals shall be awarded annually with officers wearing the current year's awarded medal.
  3. The low light and day light pistol scores will be added together and then divided by two (2) to obtain the final score.
  4. Firearms Qualification Medals awarded to sworn members that include Master, for a score of 96.0% to 100.0%, Expert, for a score of 90.0% to 95.9%, Sharpshooter, for a score of 80.0% to 89.9% and Marksman, for a score of 70.0% to 79.9%.
  5. Off duty weapons qualification does not count toward Firearms Qualification Medals.
- (i) Leadership Award
1. This award is for an employee in a non-supervisory role who provided leadership, team building, and/or facilitated a team or project that enhanced the organization, or for someone who consistently provides mentoring and encourages growth among others in the department.
  2. Each recipient will receive a framed certificate.

### **1015.11 DISPLAY OF RIBBONS**

- (a) UMBPD Awards

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1. The following awards will be worn in a vertical line centered over and approximately 1/4" above the name plate:
    - (a) Medal of Valor;
    - (b) Commendation Award;
    - (c) Meritorious Service Award; and
    - (d) Distinguished Service Award;
    - (e) Lifesaving Award.
  2. The above listed awards should be displayed with the highest award above awards of lesser distinction (shown above).
- (b) Awards from Other Jurisdictions
1. Wearing awards and commendations from other police agencies for service as a police officer or civilian can be authorized by the Chief of Police. Awards of this nature will be worn above the name plate subordinate to any UMBPD awards, but in the same manner as UMBPD awards.
- (c) Description of Ribbons
1. Medal of Valor (Bar) contains a gold or silver colored V on a two section, red and yellow in color bar, with gold or silver colored trim, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
  2. Commendation Award (Bar) a one section, yellow colored bar, with gold or silver colored trim, and is 1-3/8 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members
  3. Meritorious Service (Bar) is a two section, red and yellow in color bar, with gold or silver colored trim, trim, and is 1-3/8 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
  4. Distinguished Service Award (Bar) is a one section, black in color bar with the years of service number in gold or silver color, with gold or silver colored trim, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
  5. Lifesaving Award (Bar) is a one section, red colored, with the words Live Saving in gold or silver color, and trimmed in gold or silver color, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
  6. Unit Citation (Bar) is a one section, red colored bar, with gold or silver color trim. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.