



Ocean City Police Department

General Order

Subject: Employee Recognition & Commendation		No. G.O. 100 D-2	
Rescinds: C.O.P. 009-16	Amends: G.O. 100 D-2 (dated 11/06/13)	Related Directive:	
Approval Date: 1/31/2017	Effective Date: 2/1/2017	Distribution Date: 2/1/2017	Distribution Type: A
References:			

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I. Purpose:

The purpose of this policy is to provide a means whereby police employees and members of the general public may receive official departmental recognition for outstanding acts or meritorious service to the Department and community, to provide for the recognition of employees upon retirement from service, and to recognize the meritorious promotion of employees.

II. Definitions

- A. **Employee(s):** Persons who perform services for or on behalf of the Department and whose duties and assignments are directly controlled by the Department.
- B. **Non-Sworn Employee (s):** Any employee that is not a police officer.
- C. **Retiree:** An employee who has met the Town of Ocean City's retirement obligation and has separated from employment.
- D. **Scribe(s):** An employee selected by a Department Division / Section who is responsible for keeping written documentation of any significant events or accomplishments of employees
- E. **Sworn Employee (s):** Employees who are police officers vested with law enforcement authority.

III. Policy

It is the policy of the Department to publicly recognize both citizens and employees for exceptional service to the Department and Community and to recognize retirees for their honorable service and contributions to the Department and community.

IV. Appointments

- A. Commendation Board
 - 1. The Chief of Police shall appoint a Commendation Board of seven members to serve on the board for two years, with new appointments every year. Members shall be selected so as to fairly represent each Division of the Department.
 - 2. In addition to the seven permanent members, the Chief shall also appoint two associate members who will rotate into permanent positions as the appointment of a permanent member expires

3. A Lieutenant shall be designated as Chairman and shall schedule meetings to review and act upon accomplishments submitted for consideration
4. A second Lieutenant shall be appointed to the Board every following year. After serving as a member for one year, this Lieutenant shall assume the position of Chairman.
5. The Commendation Board shall review all nominations pursuant to this policy and forward their recommendations to the Chief of Police for final approval.

B. Scribes

1. Each Division shall appoint a Scribe; except that in the Patrol Division, each Patrol Watch shall appoint one Scribe for the Watch
2. Once Scribes have been appointed, a Personnel Order shall be issued by Human Resources announcing the appointments under Distribution "A"
3. The Commendation Board Chairperson shall ensure that Scribes are appointed concurrently with Seasonal deployment changes.

V. Nomination, Review & Appeals Procedures

A. Nomination Procedure

1. Nominations for commendations and awards shall be submitted to Department Scribes on the Department Awards Nomination Form (Appendix A) within the seven month period immediately preceding the semi-annual Commendation Board meetings.
2. All nominations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision by the Commendation Board.
3. Scribes shall review all nominations received to ensure that they are properly completed.
 - a. If the nomination form is properly completed, the Scribe shall submit the nomination form to the Commendation Board Chairperson via the chain of command.

3. Upon review of any particular nomination, the Commendation Board, at its discretion, can recommend the presentation of an alternate award if it feels the alternate award is more appropriate for the act.
4. The Chairperson shall submit the Board's recommendations, in writing, to the Chief of Police who may accept or reject the recommendations of the Board. Once all recommendations are reviewed, the Chief shall forward his/her decision(s) to the Commendation Board Chairperson.
5. The Board Chairperson shall ensure that a Personnel Order is authored and distributed announcing the award and commendation recipient(s).
6. The Board Chairperson shall ensure that notices of disapproval are sent to those personnel making the recommendations within 48 hours of the decision.

C. Appeal Procedure

The procedure to appeal a decision of the Commendation Board / Chief of Police shall be as follows:

1. Appeals may be submitted by the originating Scribe, the nominating employee, or the nominee employee.
2. The appeal shall be submitted on a Form 95 with any supporting documents directly to the Commendation Board Chairperson.
3. All appeals must be submitted within fourteen calendar days of the Commendation Board's initial decision.
4. The Commendation Board will, upon receiving a written appeal, grant one appeal hearing. The Board Chairperson shall schedule the hearing on a date and at a time when the author of the appeal can be present to discuss the reasons for the appeal.
5. Failure by the author of the appeal to appear before the Board as scheduled, without sufficient cause will result in the rejection of the appeal, and the initial decision of the Board will remain.
6. The Commendation Board may grant appeal hearings on late filed appeals only when it is shown that the request to appeal was delayed due to newly found evidence or to correct an injustice.

7. The Commendation Board's decision of an appeal shall be sent to the Chief of Police for review.

VI. Types of Awards & Commendations:

The following types of awards have been established in their order of their significance and employees may nominate qualified persons for the following:

A. Medal of Valor;

1. This award is given to any sworn employee, who, while on duty or in the act of performing in a law enforcement capacity while off duty, has been killed or seriously wounded. The individual must have required hospitalization.
2. Only one award is authorized for any one incident regardless of the number of separate injuries sustained.
3. Final decision on each recommendation of this award will rest with the Commendation Board, and then the Chief of Police.
4. The elements which must be present to qualify for the award are:
 - a. Sworn Employee
 - b. Injury, wound, or death must have occurred in the performance of duties;
 - c. Hospitalization required;
 - d. If the injuries sustained were not inflicted by a deadly or dangerous weapon, the final determination will be made by the Chief of Police.
5. This award will bear the seal of Ocean City, attached to a red ribbon and will be presented in a wooden case.

B. Silver Star:

1. Awarded to any employee who distinguishes him/herself conspicuously by gallantry and at the risk of his/her life.

2. A deed performed must have been a voluntary act and of personal bravery or of self-sacrifice so conspicuous as to clearly distinguish the individual for gallantry and must have involved risk of life.
3. Incontestable proof of the performance or the service will be expected and each recommendation for the award of the Silver Star will be considered on the standard of extraordinary merit; and it must be the type of deed, which if not done, would not subject him/her to any criticism.
4. An accumulation of minor acts of heroism does not justify this award.
5. The elements which must be present to qualify for the award are:
 - a. Sworn or Non-sworn employee;
 - b. Bravery at risk of his/her life, beyond a doubt;
 - c. Clearly above the call of duty; and,
 - d. If not done, would not reflect negatively on the employee.
6. This award ribbon is a silver star on red, white, and blue field.

C. Bronze Star:

1. This award is given to any sworn employee who distinguishes him/herself by displaying courage and devotion to duty that is over and above that usually required when enforcing the laws of arrest.
2. The act must be one that occurred under unusual circumstances, and the individual demonstrated initiative, intelligence, expertise, or self-sacrifice that is over and above that required by the rules and regulations for solving crime and apprehension of offenders.
3. The elements which must be present to qualify for the award are:
 - a. Sworn employee;
 - b. Courage and devotion to duty that is clearly over and above that usually required when enforcing laws or arrest;
4. Demonstrated initiative, intelligence, expertise or self-sacrifice.
5. This award ribbon is a bronze star on a white background.

D. Meritorious Service:

1. Awarded to any employee who distinguishes him/herself by performing his/her duties in a manner that clearly exceeds what is normally required or expected or for a highly creditable accomplishment and sufficient to distinguish the individual from those performing comparable duties.
2. The act performed must clearly exceed what is normally required or expected and must be an important contribution to the achievement of the goals of the Department
3. The elements which must be present to qualify for the award are:
 - a. Sworn or Non-sworn employee;
 - b. Performance substantially above normal requirements;
 - c. Important contributions to the achievement of Department goals;
 - d. Demonstrates a high degree of personal initiative;
 - e. Exemplary performance which is either sustained or for a single act.
4. This award ribbon is red, white and blue.

E. Special Commendation

1. Awarded to any employee who distinguishes him/herself by performing extraordinary physical acts or accomplishments or renders life saving techniques to aid in the preservation of a human life.
2. To qualify for this award, an individual, (victim), will likely succumb to an existing injury or illness, unless some type of life saving technique is administered and there is no other professional assistance available.
3. A recipient of the award must be the primary aid provider or render such assistance that the death of the individual would likely be imminent should this action not be initiated.
4. Only one award is authorized for any one incident, regardless of the number of persons rescued/saved.

5. The elements which must be present to qualify for the award are:
 - a. Sworn or Non-sworn employee;
 - b. Performs a physical act or renders first aid technique to aid in the preservation of a human life;
 - c. Victim must be in imminent danger of succumbing to an injury or illness unless some action is taken;
 - d. Victim must have active injuries or physical illness that is life threatening; or,
 - e. Officer must voluntarily participate in any life saving attempt.
6. This award ribbon is blue, white and blue.

F. Excellent Performance

1. Awarded to any employee for an act or achievement above that which is normally required or expected or
2. To any employee who distinguishes him/herself by the performance of an act or contributes to a device or method that is adopted by the department to increase efficiency in administrative or operational procedure.
3. Employees qualify for this award based on:
 - a. Displaying initiative in the fostering of an innovative, valuable or successful program; or
 - b. Performance of an act of intelligence or valuable police service, demonstrating special faithfulness or perseverance or;
4. This award ribbon is red, white and red.

G. Unit Citation

1. This award will be given to employees who distinguish themselves through their Unit, Division, Shift or Section's performance. This performance must be for meritorious service or outstanding achievement wherein the designated Unit is clearly set above and apart from other Units.

2. Units qualify for this award by:
 - a. The Nomination must be made by the Division Commander;
 - b. Evidence must be presented that distinguishes the Unit's performance, accomplishments or contributions to the Department such that the Unit's work is clearly meritorious.
 - c. Some justification for each member of the Unit must be presented with the nomination.
3. This award ribbon is white and blue.

H. Certificate of Outstanding Service

1. This award will be given to non-sworn employees or citizens who distinguish themselves by the performance of a heroic act or achievement involving personal danger with a knowledge of risk, above and beyond that normally required or expected and includes the rendering of voluntary assistance to sworn employees and/or the public where human life is in jeopardy.
2. A suitably framed certificate will be presented to the recipient of this award which will contain a brief description of the act which qualified the individual for the award.

I. Certificate of Appreciation

1. This award will be given to a citizen for an act which materially contributes to a police accomplishment in the field of traffic safety, crime prevention, or police/community relations and includes;
 - a. Providing information that leads to the arrest of a suspect(s) in a felony case or multiple misdemeanor cases, not to include instances that would present an imminent threat to the individual considered for this certificate.
 - b. Voluntary assistance in an emergency situation(s), hurricanes, floods, disasters, etc.
 - c. Those who have materially or conceptually contributed significantly to the safety of the community, or the well-being of persons in the community (contributions, purchases, donations of equipment, etc.).

2. A suitably framed certificate will be presented to the recipient of this award which will contain a brief description of the act which qualified the individual for the award.

J. Military Service

In recognition of prior military service by employees of the Department, qualifying employees are authorized to wear a military service pin issued by the Department. Eligible employees are those who:

1. Have served in the Army, Navy, Air Force, Marine Corps or Coast Guard whether on active duty or in the Selective Reserve or National Guard and have submitted a DD-214 or the equivalent documentation from the Army or Air Force National Guard such as a NGB-22 or NGB-23 form, to the Department reflecting an honorable discharge from service. OR
2. Are currently serving in the Selected Reserves or the National Guard and have submitted to the Department an original statement of service signed by, or by the direction of, the adjutant, personnel officer, or commander of the employee's unit or higher headquarters showing the employee's membership.

K. Honorable Discharge

This award will be given to sworn and non-sworn employees of the Police Department who successfully complete their career with the Department and retire from service.

- a. This medal will bear the seal of Ocean City, attached to a blue and white ribbon and will be presented in a walnut case. This will be accompanied by a certificate of appreciation, signed by the Mayor and Council.
- b. This recognition will be automatically awarded to eligible employees by the Department and no nomination is required.

VII. Awards Presentation Ceremony

- A. The Department will recognize employees and citizens at an annual ceremony to honor the individuals' service to the Department and to the Town of Ocean City. The ceremony will honor award recipients, retiring employees and employees who have been promoted in the previous 12 months.

- B. The Chief of Police or his/her designee shall make all awards presentations.
- C. Employees who are receiving recognition by the Department shall be invited to the ceremony and may attend with one guest at no cost to the employee. Additional guests will be permitted but will pay the associated cost of attendance.
- D. The Department's Public Affairs / Community Relations staff shall;
 - 1. Coordinate and plan the ceremony. Additional staff may be appointed by the Department as needed.
 - 2. Obtain all relevant information about each award recipient for purposes of the presentation of awards
 - 3. Obtain all applicable recognition items for each award recipient
 - 4. Provide staff support for the set up of the ceremony.
- E. Employee's who are receiving non-retirement awards shall receive the applicable ribbon and certificate for the award received.
- F. Retiring employees shall be presented with the following items;
 - 1. Sworn Employees
 - a. Department Firearm
 - b. Retiree credentials to include retiree badge and identification card
 - c. Newly issued awards / commendation ribbons representing those earned during service
 - d. Honorable Discharge Medal
 - e. Certificate of Appreciation, signed by the Mayor and Council
 - f. Key to the City
 - g. All applicable proclamations

2. Non-Sworn Employees
 - a. Awards / Commendation Ribbons earned during service
 - b. Honorable Discharge Medal
 - c. Certificate of Appreciation, signed by the Mayor and Council
 - d. Key to the City
 - e. All applicable proclamations

VIII. Appendix

- A. Department Awards Nomination Form

Appendix “A”



Complete this form in a concise manner, emphasizing key points. Include statistics or endorsements that substantiate the effectiveness of the effort. All information must be verified upon request.

Please keep in mind when completing this form that it is the sole basis for the award. If any necessary information is omitted, the nomination will not be considered. Accompanying police reports merely serves as a reference tool for the committee.

Nominations shall include, but are not limited to, the following information:

- 1) Eyewitness statement(s) (if possible);
- 2) Precise time and location of the incident;
- 3) Names of person(s) rendering assistance and the nature of assistance;
- 4) Any injury to person(s) rendering assistance and the nature of injury;
- 5) Include all eyewitness information in written statement;
- 6) Narrative should be detailed account of incident including all pertinent information;
- 7) Attach copies of all Incident / Police reports;

Name of Nominee: _____

Date of Activity/Action(s): _____

Commendation requested: -- select --

Has nominee received an award previously for this activity? Yes No

Describe in detail the activity/action(s) for which the individual is being nominated (*include dates, times, locations, etc...*)

Describe why you believe the nominee's activity/action(s) are deserving of the requested commendation

I affirm and attest that the contents of this submission are true and accurate to the best of my knowledge

Nominator Name

Nominator Signature

Date

Scribe Name

Scribe Signature

Date

Supervisor Recommendation: Approve Disapprove

Supervisor Comments:

Supervisor Name

Supervisor Signature

Date

Commendation Board Use

Date received by Commendation Board Chairperson: _____	Date of Activity/Action(s): _____	Days since action: _____
CFS Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Report Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Witnesses Included: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Decision Date: _____	Commendation Type: _____