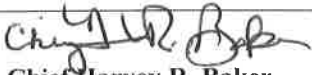


Washington Suburban Sanitary Commission Police

GENERAL ORDER

TITLE DEPARTMENT AWARDS		PROCEDURE NUMBER G.O.203.0	
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 02/03/16	REVIEW DATE 02/03/18
REPLACES			
RELATED GENERAL ORDERS	REFERENCES CALEA 26	AUTHORITY  Chief Harvey R. Baker	

I. POLICY

The policy of the WSSC Police is to recognize outstanding achievement by members of this department.

II. PROCEDURES

A. Award Nominations

1. Any Departmental employee may nominate another for an award. Recommendation for nomination may come from any source however, criteria for each award will be strictly observed.
2. Designated award nomination forms shall be used (see Appendix 1). Any supporting documentation shall be attached to the form.
3. All documents will be forwarded through the chain of command to the Chief of Police or his designee. A copy of this document will be forwarded to the Awards Committee Chairperson for subsequent screening and selection.

B. Awards Selection

1. The Awards Committee will convene following the receipt of all nomination forms, during January of the following year.

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2. The Awards Committee will impartially evaluate all nominations and forward its selection to the Chief of Police.
3. The Awards Committee may nominate an individual for any award in this general order based on the established criteria.

C. Awards Committee Organization and Procedure

1. The committee will consist of at least three (3) members, exclusive of the chairperson, appointed by the Chief of Police, and be representative of all units of the Department.
2. The committee will be chaired by an official having the rank of Lieutenant or above who will only vote in the event of a draw.
3. The committee may conduct business only when a majority of the members are present.
4. The Awards Committee will vote on the award selections based on the nomination forms and forward its recommendations to the Chief of Police for approval.
5. The Awards Committee chairperson, or designee, will maintain one (1) file containing all pertinent information regarding; members nominated, those selected to receive awards; and award presentation and luncheon preparations and purchases, for each calendar year.
6. Upon receipt of each nomination, the Awards Committee will prepare a memorandum stating the reason for the nomination and present this document to the nominated employee(s) as soon as possible.
7. Once selections are approved by the Chief of Police the Awards Committee will be responsible for the ceremonial presentation of awards.
8. The ceremonial presentation of awards will take place annually, between May 05-25, in an attempt to coincide with recognition of National Law Enforcement Officer's Memorial Day. (May 15th)

D. Additional Chairperson Responsibilities

1. The Awards Committee Chairperson will notify the Chief of Police by April 15 of each year, of the specific details of the ceremonial presentation of awards.

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2. The Awards Committee Chairperson shall be responsible for updating the Officer of the Year plaques displayed at Headquarters.

III. DEPARTMENTAL AWARDS

- A. The **Medal of Valor** is the highest Departmental award presented to an individual in recognition of an act involving exposure to extreme danger to one's self.
- B. The **Officer of the Year** is the second highest Departmental award, presented to an officer. To be considered for the Officer of the Year the officer must meet the following criteria:
 1. Officers receiving a Commendable Service Award; or,
 2. Officers receiving a Meritorious Achievement Award; or,
 3. Outstanding achievement or service which reflects credit on the individual and/or the Department; or,
 4. Exhibit consistent exemplary performance throughout the year.
- C. The **Meritorious Achievement Award** is the third highest award presented to an individual or group, with the following criteria:
 1. Achievement or service well above and beyond the call of duty; or,
 2. Achievement or service that prevents the loss of life or serious bodily injury.
- D. The **Commendable Service Award** is the fourth highest award presented to an individual or group, with the following criteria:
 1. Achievement or service which reflects favorably on the individual and/or the Department; or,
 2. Achievement, service, or performance outside of routine duties.
- E. The **Certificate of Recognition** is the final award presented to an individual or group in recognition of:
 1. Achievement or service that reflects favorably on the individual and/or the Department.

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- F. The **Chief's Award** is administered by the Chief of Police. To be considered for this award, the individual must meet the following criteria:
1. An employee who has provided significant contributions to the Department either internally or externally.
- G. The **Police Civilian of the Year Award** is the highest award given to a civilian employed by the Washington Suburban Sanitary Commission Police. The following criteria will be followed in selecting the Civilian of the Year Award:
1. Employee receiving letters of commendation, Commendable Service or Meritorious Achievement Awards, or employees receiving the Medal of Valor; or,
 2. Outstanding achievement or service which reflects credit on the individual and/or the Department.
 3. Civilian of the Year will be denoted with a ribbon and citation. The ribbon may be worn on the shirt or blouse.
- H. Performance Awards
1. The Department may recognize an officer or group for highest annual performance judged on a composite of quality and quantity in each of the following categories:
 - a. Problem Oriented Policing projects
 - b. Total criminal Arrest
 - c. Handgun arrests
 - d. CDS arrest
 - e. Traffic arrest
 - f. Highest producing unit/group
 - g. Any other performance deemed by the Chief of Police as deserving recognition.

IV. OTHER DUTY RIBBONS AND PINS

- A. Field Training Officer
1. This recognition will be given to all officers serving as Field Training Officers.
 2. The Field Training Officer's ribbon may be worn by those officers who have completed training as Field Training Officers.

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B. Training Instructor

1. The recognition will be given to all officers certified by the Maryland Police and Correctional Training Commission as Training Instructors.

C. Dispatcher Trainer (Civilian Service)

1. This recognition will be given to all dispatchers serving as a trainer for new dispatchers.
2. The dispatcher's trainer ribbon may be worn by dispatchers who participate in training new dispatchers.

V. DISPLAY OF AWARDS

A. Awards will be denoted by a medal and/or a corresponding ribbon and citation as cited in the General Order G.O. 1700.0 and Section VI. A. of this general order. The Ribbon will be worn on Class A uniforms and class B uniforms.

B. Wearing of Service Ribbons and Pins

1. A single ribbon will be worn ¼" above and centered over the name plate.
2. Additional awards will be worn side by side with a maximum of three across ¼" above and centered over the nameplate.
3. Ribbons are to be worn by rank, from top to bottom and left to right. In the ranking as they appear in Section VI. of this general order.

VI. DELINEATION OF AWARDS

A. Description and ranking of ribbons and medals (see Appendix 2).

1. Medal of Valor- Cloth ribbon, three equal sections of red, white, and red.
2. Officer of the Year- Cloth ribbon, three equal sections of blue, yellow, and blue.
3. Meritorious Service- Cloth ribbon, three equal sections of red, yellow, and red.

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4. Commendable Service- Cloth ribbon, three equal sections of yellow, white, and yellow.
 5. Commander's Award- Cloth ribbon, three equal sections of red, yellow, and blue.
 6. Performance Award (outlined in sec III. I 1. a-g of this general order)
 7. Police Instructor- Cloth ribbon, three equal sections of green, white, and red.
 8. Field Training Officer- Cloth ribbon, two equal sections of black and blue.
 9. Dispatch Trainer- Cloth ribbon, three equal sections of black and gray.
 10. Civilian Service- Cloth ribbon, three equal sections of green, white, and green.
- B. Appurtenances used to designate additional awards in the same category will be added to the original ribbon as follows:
1. Gold stars for second and subsequent awards.
 2. First appurtenance is centered, two or three appurtenances are worn at intervals across the ribbon.

End of Document

Appendix 1

AWARD NOMINATION FORM

Nominee Name: _____ ID # _____

Rank/Position _____ Section: _____

Award: _____

Date(s) of Activity: _____ CCN: _____

I certify that the facts contained herein are truthful to the best of my knowledge and are:
() A matter of record () Known to me.

Signature _____ ID # _____

Printed Name: _____ Rank/Position: _____

Summary of Activity: (attach all documentation, correspondence and additional pages, if needed)

For Use of Awards Committee:

Date Received: _____ Initials: _____

Certificate of Recognition: Completed: date: _____ initials: _____ Awarded: date: _____ initials