



DEPARTMENT COMMENDATIONS

Directive 5 - 117

Date of Revision: March 2015 Amends/Cancel: 5-117 February 2015

I. PURPOSE

The purpose of this Directive is to establish guidelines for awarding Department commendations.

II. POLICY

The Department of General Services Maryland Capitol Police Department (DGS-MCP) expects that all employees adhere to a high standard of conduct and professionalism, and strive to deliver the best quality and quantity of police services to employees, visitors and others in need of our assistance. When members perform in a manner that is exceptional or above what is normally expected of them, it is appropriate for the members to be commended. The Department also recognizes the commendable actions of citizens and members of other law enforcement agencies that deserve attention and the presentment of an award. The official commendation of such performances will be awarded by the Department to give full recognition and demonstrate appreciation to those members and others that have brought honor to themselves by performing a service worthy of admiration, respect and commemoration.

III. PROCEDURES

A. Nominations and Reporting

1. It is the duty and privilege of all employees to report all incidents and occurrences when a member of the Department performs in a manner that may qualify the officer for an award.
2. All reports of meritorious conduct must be in writing, in detailed report format and include the following:
 - a. A complete and detailed description of the incident and the action taken by the employee.
 - b. Whether the action was initiated by the employee or resulted from an assignment given to the employee by a supervisor or dispatcher.
 - c. The duty status of the employee at the time of the incident or action.
 - d. Whether the action was taken as a matter of routine or was it beyond recognized limits of duty.
 - e. If the employee's life was at risk in the performance of this action:
 - 1) Define the risk;
 - 2) If possible, present witness statements and supportive evidence.
 - f. If the employee's actions contributed to the saving of a life:

- 1) If possible, present witness statements;
 - 2) If applicable to the circumstances, solicit the opinion of an attending physician to obtain a positive statement that the action taken did, in fact, save a life.
- g. A copy of any procedural report pertinent to the incident.
 - h. A recommendation for the presentation of a specific award.
3. All recommendations should be submitted, through channels, as soon as possible after the occurrence to the Chief of Police (Chief).
 4. The Chief must receive recommendations within one year of the occurrence; notwithstanding extenuating circumstances as determined and approved.
 5. For an award to be presented at a ceremony, the Chief must receive recommendations within sixty days prior to the ceremony.

B. Memorial Medal of Honor

1. This medal and ribbon is posthumously awarded to a police officer for a line of duty death by the Chief under the following circumstances:
 - a. While enforcing traffic or criminal laws, or
 - b. While answering a call for service, or
 - c. While performing a law enforcement service, the officer suffers a heart attack, stroke, or other manner of death proximally related to the law enforcement act.
2. This medal and ribbon will be presented to the officer's next of kin.

C. Governor's Commendation

1. This award will be presented to an employee whose performance has been identified as outstanding, and above and beyond the call of duty, and where a definite risk of life by the employee was involved.
2. The recipient of a citation will receive a ribbon and a Governor's Commendation bearing the signature of the Governor. These will be requested via the Secretary of the Department of General Services (Secretary).
4. The ribbon is orange on the left and black on the right, as one looks at the officer wearing it.



D. Department of General Services Citation

1. The DGS Citation is authorized in instances where the performance of an employee has been identified as outstanding and above and beyond the call of duty.
2. Courage and valor may play an important role, but are not mandatory.
3. The Recipient of a citation will receive a ribbon and a certificate bearing the signature of the Secretary.
4. These will be submitted by the Chief for approval and signature of the Secretary.
5. The ribbon is red on the left and white on the right as one views the officer wearing it.



E. Chief's Citation

1. The Chief's Citation is authorized for an act of outstanding bravery or heroism by which the member has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty.
2. This award is approved by the Chief of Police and the recipient will receive a ribbon and certificate bearing the signature of the Chief.
3. The ribbon is gold on the right and left and white in the center with a gold eagle.



F. Chief's Commendation

1. The Chief's Commendation is authorized in instances where the performance of a member or members is identified as exceptional, thereby exemplifying the highest standards of the DGS-MCP.
2. The recipient of a commendation will receive a ribbon and certificate bearing the signature of the Chief.
3. The ribbon is green on the left and right and white in the center with a gold eagle.



G. Chief's Salute

1. This award is presented to persons whom the Chief believes have contributed to the well-being of the citizens of Maryland or the DGS-MCP.
2. The recipient of a salute will receive a ribbon and certificate bearing the signature of the Chief.
3. The ribbon is white with a gold eagle in the center.



H. Certificate of Valor (Citizen or Allied Department)

1. The Certificate of Valor is authorized where a citizen or another law enforcement agency assisting the DGS-MCP have displayed great courage in the face of danger. This award is appropriate for those who risk their own personal safety to assist the public or members of the DGS-MCP.
2. The recipient of a Certificate of Valor will receive a certificate bearing the signature of the Chief.

I. Police Officer / Supervisor of the Year (Department)

1. Nominations for award should be for actions which contributed throughout the year to supporting the mission of DGS-MCP and the Department of General Services.
2. All supervisors and detachment commanders will evaluate the personnel assigned to them and forward their selection, if they choose to nominate an officer and/or supervisor as police officer / supervisor of the year.
3. The detachment commanders will consider the police officers nominated by the supervisors and forward those nominations that meet their approval to the Chief.
4. The Chief will review all recommendations and select one police officer for the award. This selection must be submitted to the Chief for approval by February 1st .
5. The recipient will receive a ribbon and certificate bearing the signature of the Chief and
6. The ribbon is gold in color separated by 3 gold bars.



J. Security Officer of the Year (Department)

1. Nominations for award should be for actions which contributed throughout the year to supporting the mission of DGS-MCP and the Department of General Services.
2. All supervisors and detachment commanders will evaluate the personnel assigned to them and forward their selection, if they choose to nominate a security officer
3. The detachment commanders will consider the security officers nominated by the supervisors and forward those nominations that meet their approval to the Chief.
4. The Chief will review all recommendations and select one security officer for the award. This selection must be submitted to the Chief for approval by February 1st .
5. The recipient will receive a ribbon and certificate bearing the signature of the Chief.
6. The ribbon is gold in color separated by 3 gold bars.



K. Security/Police Officer of the Year for the Detachment

1. Those Security and Police Officers nominated by their Detachment/Division Commander's for Security Officer, Police Officer or Supervisor of the Year but not selected for the Overall Department Award will receive a ribbon and certificate bearing the signature of the Chief.
2. The ribbon is gold to the right and left with a white center.



L. Unit Citation

1. The Unit Citation is awarded to two or more members of a unit who perform an act or a series of acts over a period of time which demonstrate a high degree of teamwork and professionalism and which result in the attainment of departmental goals, thus increasing the department's effectiveness and efficiency.
2. This award may be presented alone or in addition to any other award.

3. If it results from a particular incident, only those personnel actually working at the time are eligible; if it results from a series of acts over a period of time, all personnel assigned to the unit are eligible
4. The recipients of a unit citation will receive a certificate bearing the signature of the Chief.
5. The ribbon is red on the left and blue on the right with a white center as one views the officer wearing it.



M. Lifesaving Award

1. This award is presented to employees who have performed a courageous act in an attempt to save an individual who was in danger of losing his or her life or to individuals who unselfishly rendered service in a time of emergency.
2. The recipients of a lifesaving award will receive a ribbon and certificate bearing the signature of the Chief.
3. The ribbon is green on the left and right with a white center.



N. Commander's Award

1. This award is presented to employees whom the commander believes have contributed in as significant way by consistently supporting the detachment/divisions mission.
2. The employee's contributions should be above and beyond their routine duties and have occurred consistently throughout the course of calendar the year. (i.e. Highest overall enforcement totals, highest percentage of investigations closed by arrest, etc.)
3. The recipient of a commendation will receive a ribbon and certificate bearing the signature of the Commander.
4. The ribbon is red on the right and left with a white center.



O. Certificate of Appreciation

1. The Certificate of Appreciation will be presented to a citizen who has voluntarily provided meritorious and exemplary assistance to a DGS employee, or to another citizen in a matter in which the DGS-MCP was involved.
2. The detachment commander may award a Certificate of Appreciation.

P. Letter of Recognition

1. This award is presented to employees whom the commander believes have contributed in as significant way to the operations at the detachment/division.
2. Letters of recognition are appropriate to acknowledge specific actions of the employee where their efforts exceeded those of their peers (i.e. specific investigative actions or arrests, volunteer efforts, performance during a specific enforcement effort, etc.)

Q. State Awards

1. Length of Service Awards-The Secretary shall give to each employee an appropriate emblem and certificate for:
 - a. The first ten years of service; and
 - b. Each additional five years of service.
2. Innovative Idea Awards
 - a. An employee may be given this award for an innovative idea that, if implemented, would:
 - (1) Increase revenue for the State;
 - (2) Save money for the State;
 - (3) Improve the quality of services delivered to the public; or
 - (4) Otherwise significantly benefit the State.
3. Incentive Performance Awards
 - a. An incentive performance award for extraordinary service may be awarded for extraordinary performance in the public interest in connection with an employee's State employment.
 - b. The Secretary may award the recipient as follows:
 - (1) A gift of not more than \$300.00;
 - (2) Paid administrative leave of not more than three days; or
 - (3) Any combination of cash, gift and leave of not more than \$300.00 in value.

R. Wearing of Ribbons

1. All awarded ribbons may be worn on the Class A, B or C uniform only.
2. On authorized uniforms a maximum of three awarded ribbons may be worn on each row. The officer may choose which ribbons to wear.
3. If more than two ribbons are worn they will be worn on approved ribbon holders with no more than three abreast. Multiple rows may be worn.
4. Ribbons must be maintained in acceptable standards of cleanliness and neatness.

S. Wearing of Medals

1. Only one medal will be worn on a Class A uniform.
2. The officer will choose which medal to wear.
3. Medals may be worn at ceremonial occasions but will not be worn at funerals.

T. Wearing of Pins

1. There will be no more than two pins of unit insignia or unique training insignia worn at a time on all classes of uniform.

2. The officer chooses which pins to wear. However, the Chief must authorize any pin that is worn.

U. Placement of Pins and Ribbons on the Uniform

1. All ribbons and pins will be worn on the right side of the uniform above the name tag and pocket.
2. Only one ribbon of any type may be worn regardless of how many times the officer received the award. (Medal numbers will be worn for subsequent awards.)
3. Ribbons of the highest category will be worn from left to right as you face the officer.
4. The medal will be centered on the right pocket below the flap. Ribbons will be centered and unit pins and training insignia shall be above the ribbons.
5. Medals, Ribbons and insignia from other recognized Law Enforcement agencies may be worn as directed by DGS-MCP regulation. Verification of award(s) will be provided to the Chief for approval prior to wearing.