

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE DIVISION AWARDS		PROCEDURE NUMBER PG703.0	
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 12/01/04	REVIEW DATE 12/01/06
REPLACES PG703.0 "Divisional Awards", issued 05/01/02			
RELATED DIRECTIVES	REFERENCES CALEA 26	AUTHORITY Commander Larry M. Brownlee, Sr. –Division Chief	

I. POLICY

The policy of the Division is to recognize outstanding achievement by members of this Division.

II. PROCEDURES

A. Award Nominations

1. Any Divisional 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 Office of the Division Chief. 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.

DIVISION AWARDS

PG703.0

2. The Awards Committee will impartially evaluate all nominations and forward its selection to the Division Chief.
3. The Awards Committee may nominate an individual for any award in this directive 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 Division Chief, and be representative of all sections of the Division.
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 Division Chief 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 Division Chief 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 Division Chief by April 15 of each year, of the specific details of the ceremonial presentation of awards.

DIVISION AWARDS

PG703.0

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

III. DIVISION AWARDS

- A. The **Medal of Valor** is the highest Divisional 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 Divisional 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 Division; 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 Division; 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 Division.

DIVISION AWARDS

PG703.0

- F. The **Commander's Award** is administered by the Office of the Division Chief. To be considered for this award, the individual must meet the following criteria:
1. An employee who has provided significant contributions to the Division either internally or externally.
- G. The **Kitty Hall Memorial Civilian of the Year Award** is the highest award given to a civilian employed by the Maryland-National Capital Park Police Division. 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 Division.
 3. Civilian of the Year will be denoted with a ribbon and citation. The ribbon may be worn on the shirt or blouse.
- H. The **Volunteer of the Year Award** is the highest award given to a volunteer working for the Division. Any employee or volunteer may nominate any Division volunteer for an award. The following criteria must be met in selecting the Volunteer of the Year Award:
1. Volunteers receiving letters of commendation; or,
 2. Outstanding achievement or service which reflects credit on the individual and/or the Division.
 3. Volunteer of the Year will be denoted with a ribbon and citation.
- I. Performance Awards
1. The Division 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

DIVISION AWARDS
PG703.0

- g. Any other performance deemed by the Division Chief 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.

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 Division Directive PG1700.0 and Section VI. A. of this directive. 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 directive.

DIVISION AWARDS

PG703.0

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.
 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 directive)
 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.
 11. Distinguished Volunteer Service- Cloth ribbon, three equal sections of brown, white and brown.
- 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

**DIVISION AWARDS
PG703.0**

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