



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Raymond M. Kight, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Awards and Recognition Program	2.09	03/01/10

Policy: It is the policy of the *Montgomery County* Sheriff's Office to *encourage the recognition of all employees for outstanding or exceptional performance.*
(26.1.2)

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I. *Verbal Compliments*

- A. *Verbal compliments are those compliments which are usually received via telephone or in person from a member of the community.*
- B. *When verbal compliments are received, the person giving the compliment will be referred to the employee's supervisor, or if unavailable, to the highest ranking supervisor on duty. Supervisors are encouraged to document compliments by using the Supervisors Documentation form (MCSO90) for outstanding performance.*

II. *Commendations*

- A. When a letter of commendation *is received* from outside the Sheriff's Office, *the Sheriff or Chief Deputy will forward a copy to the employees' Division Captain. The employee's immediate supervisor will place a copy in the employee's Performance Planning and Evaluation (PPE) file and a copy will be given to the employee for their records.* These letters will be considered when performance evaluations are conducted. *The Senior Executive Administrative aide will place the original commendation in the employee's office personnel file.*
- B. *Supervisors Documentation forms (MCSO90) for outstanding or exceptional performance will be forwarded through the chain of command to the Sheriff and Chief Deputy. The original will be given to the employee and copies will be placed in the employee's PPE file and forwarded to the Senior Executive Administrative aide and for inclusion in the employee's office personnel file. These forms will be considered when performance evaluations are conducted.*

III. Annual Award Programs

The Sheriff's Office *participates* in *two (2)* annual public safety awards programs, the City of Rockville *Public Safety Awards* and the *Montgomery County Chamber of Commerce Public Safety Awards*. Criteria for *each program* are as follows:

A) The City of Rockville *Public Safety* Awards

- 1) An Awards Board *is* convened annually. This board *includes a representative from the following Public Safety agencies*;
 - (a) *Montgomery County Sheriff's Office,*
 - (b) *Montgomery County Department of Corrections & Rehabilitation,*
 - (c) *Rockville City Police Department, and*
 - (d) *Rockville Volunteer Fire Department.*
- 2) *Award selections will be made based upon a consensus of the board. Nominations will be presented to the board for consideration in the following award categories:*

(a) Medal of Valor

The Medal of Valor shall be the highest award that may be bestowed upon any member of public safety. It shall be awarded only in exceptional instances involving extremely hazardous circumstances in which a member has actually risked *their* life in the performance of duty. The act or acts performed shall be of an extraordinary nature, beyond the call of duty, which exposed the member's life to extreme danger, or resulted in the member's death.

(b) Citation for Bravery

The Citation for Bravery shall be presented to a member who has performed an act of bravery *that was* beyond the call of duty, wherein the member's physical safety *was* perilously exposed to danger in order to save the life of another, or to perform an extraordinary and heroic public safety duty.

(c) Distinguished Service Citation

The Distinguished *Service* Citation shall be presented to a member who has rendered a service beyond the ordinary call of duty. It shall recognize those incidents wherein the member's diligence, perseverance, and timely judgment in the performance of a difficult task resulted in the protection of life or property, the prevention of a major crime, or the apprehension of an armed and dangerous criminal.

(d) Meritorious Service Citation

When a service rendered by a member does not fall within the guidelines of the medal of valor or citation for bravery or distinguished service, yet some special acknowledgement should be made, the Meritorious Service Citation may be presented.

B. ***The Montgomery County Chamber of Commerce Public Safety Awards***

(1) ***The Awards Board will meet regularly between August and March prior to the annual ceremony held in the spring. The Board includes members from the;***

- (a) ***Montgomery County Chamber of Commerce,***
- (b) ***Montgomery County Business Community,***
- (c) ***Montgomery County Department of Police,***
- (d) ***Montgomery County Sheriff's Office,***
- (e) ***Montgomery County Department of Fire Rescue Services,***
- (f) ***Montgomery County Department of Corrections & Rehabilitation, and***
- (g) ***Montgomery County National Capital Park Police.***

(2) ***Nominations will be presented to the Board for consideration in the following award categories:***

(a) ***Gold Medal of Valor***

This premier award recognizes an act of bravery involving extreme personal risk that is clearly above and beyond the call of duty or an incident of valor that results in serious injury or death. Except in the most unusual circumstances, not more than one gold medal shall be awarded annually to each service.

(b) ***Silver Medal of Valor***

This award recognizes acts of bravery involving personal risk beyond the call of duty.

(c) ***Bronze Medal***

This award recognizes acts of bravery involving unusual personal risk beyond expectation while performing the usual responsibility. Bronze medals may also be awarded to a member who demonstrates unusual judgment, zeal, or ingenuity not typically expected in the performance of duties.

(d) ***Honorable Mention of Valor***

This award recognizes acts of valor and acts that involve personal risk, unusual demonstration of judgment, zeal, or ingenuity not typically expected in the performance of duties.

(e) ***Community Service***

This is a special award presented for outstanding volunteer dedication and initiative above and beyond the call of duty over a period of time that has affected and benefited the citizens of Montgomery County.

- C. ***Supervisors are encouraged to review incident reports and commendation letters from the past year to identify exceptional achievement among employees. Recommendations for awards should be submitted to the Sheriff's Office representative.***

IV. **Other Award Programs**

Occasionally, exceptional performance by ***deputies will be*** recognized by Service Agencies, Community Organizations or other organizations. The Sheriff's Office will participate in such awards programs.

V. **Annual Leave and Other Monetary Awards**

The Montgomery County Office of Human Resources administers the Annual Leave and other monetary awards programs. The Sheriff's Office will utilize these ***types*** of awards as appropriate and as offered by the Montgomery County Government. The procedures for such awards specified by the Executive Branch will be followed in utilizing these awards.

VI. **CALEA Standards**

26.1.2

VII. **Cancellation**

This General Orders/Personnel Procedures cancels and replaces General Orders/Personnel Procedures 2.09, Effective Date: ***05/01/95. Shred replaced directive.***

AUTHORITY:


Raymond M. Knight, Sheriff
03/01/2010