

nomination shall then be sent through the chain-of-command to the Chief of Police, with or without endorsement.

- 2.3.4. Shift supervisors shall investigate all cases occurring during their tour of duty relating to civilians who assist the Department and submit any report to the Chief of Police with recommendations.
- 2.3.5. The Department award review process, for both internal and external awards, will be assessed on an ongoing basis, to ensure that like actions are recognized.
- 2.3.6. The Awards Committee will review actions of all officers on the scene of incidents in all award decisions.

3. AWARDS PROCEDURES AND CRITERIA

3.1. Citizen Commendation Letters - Commendation letters received from citizens about Department members are handled in the following manner:

- 3.1.1. The Chief of Police (or designee) sends correspondence to the citizen, acknowledging receipt of the letter or documents;
- 3.1.2. The original letter or documents are presented to the recipient;
- 3.1.3. Copies of the letter or documents are placed in the recipient's personnel file and copies are sent to Human Resources for the master personnel file maintained at City Hall;
- 3.1.4. A copy is also sent to the City Manager's Office for inclusion in the Checkmate; and
- 3.1.5. If the action meets the criteria for a higher class of award, the supervisor should nominate the recipient for a Department award and/or the City-wide Employee Recognition Award.

3.2. Department Commendation Letter

- 3.2.1. A member may commend another member by submitting, via chain-of-command, a commendation for an action or suggestion beneficial to the Department and/or for continued excellence in the performance of duty.
- 3.2.2. This document is handled in the same manner as a citizen's letter of commendation (Section III, A).

3.3. Class "C" Commendation (Ribbon)

- 3.3.1. A Class "C" Commendation may be awarded for outstanding performance beyond the realm of normal police work that did not

involve personal risk.

- 3.3.2. The criteria for when this type of award may be appropriate includes:
 - 3.3.2.1. Rendering aid to another person under adverse, but not safety-threatening conditions;
 - 3.3.2.2. Successful resolution of a complex investigation; and/or
 - 3.3.2.3. Outstanding service that reflects on the Department as a whole.
- 3.3.3. The recipient receives a ribbon (pin) for the duty uniform (uniform-of-the-day), a medal, an Award Citation for the officer's personnel file and any other consideration deemed suitable by the Chief of Police or City Manager.
- 3.3.4. Presentation of this award is made at the annual All Hands meeting and/or a Mayor and Council meeting.
- 3.3.5. The wearing of the ribbon (pin) on the duty uniform is encouraged but may be worn at the member's discretion (See General Order 203.1).
- 3.3.6. The ribbon shall be worn on the Department's Class A uniform.

3.4. Class "B" Commendation (Bronze Star)

- 3.4.1. The Department's Bronze Star may be awarded for outstanding performance or for valor at a level above that required for a Class "C" Commendation.
- 3.4.2. Criteria for when this type of award may be appropriate include:
 - 3.4.2.1. Tenacity in investigation resulting in multiple clearances by arrest for serious offenses or significant recovery of property;
 - 3.4.2.2. Arrest(s) of criminal suspects under adverse conditions where risk is a factor; and
 - 3.4.2.3. The effort to save the life of another which may or may not involve personal risk.
- 3.4.3. The recipient receives a ribbon (pin) for the duty uniform, a medal, an award citation for the recipient's personnel file and other consideration deemed suitable by the Chief of Police.
- 3.4.4. The presentation of this award and its wearing on the uniform is the same as the Class "C" Commendation.

3.5. Class "A" Commendation (Silver Star)

- 3.5.1. The Department's Silver Star may be awarded for actions well above the realm of normal police work.
- 3.5.2. Criteria for when this type of award may be appropriate include:
 - 3.5.2.1. Rescue of another person under conditions where the nominee risked death or serious personal injury; and
 - 3.5.2.2. Arrest of a suspect(s) wanted for serious offenses where the nominee(s) affected the arrest under adverse conditions (i.e., injury to the officer and/or apprehension without the use of deadly force where such force may have been justified).
- 3.5.3. The recipient receives a ribbon for the duty uniform, a medal, an award citation, and any other consideration deemed suitable by the Chief of Police.
- 3.5.4. The presentation of this award and its wearing on the uniform is the same as the Class "C" Commendation.

3.6. The Medal of Valor (Gold Star)

- 3.6.1. The Department's Medal of Valor may be awarded to a member for actions above and beyond the call of duty, at the risk of the member's life.
- 3.6.2. The recipient receives a ribbon for the duty uniform, a medal, an award citation for the recipient's personnel file and any other consideration deemed suitable by the Chief of Police.
- 3.6.3. This award also applies to personnel killed in the line-of-duty.

3.7. Life-Saving Award

- 3.7.1. Authorized in instances where one or more Department members have performed a life-saving action in an exemplary manner.
- 3.7.2. All nominations for the Life-Saving Award will be forwarded to the Chief of Police, via chain-of-command, and reviewed by the Awards Committee.
- 3.7.3. The recipient of a Life-Saving Award will receive a certificate, medal and ribbon.

3.8. Officer of the Month

- 3.8.1. Any Department member may nominate any other member(s) for:

- 3.8.1.1. A specific act on the part of the nominee that clearly went above and beyond routine duties;
 - 3.8.1.2. The use of investigative or other skills that led to a significant arrest which may or may not have involved the recovery of a significant amount of stolen property or the seizure of a vehicle or sizeable amount of money;
 - 3.8.1.3. The provision of consistently high quality work; and
 - 3.8.1.4. Any other noteworthy accomplishment that demonstrates his or her commitment to quality service and/or reflects favorably on the Department.
- 3.8.2. The Awards Committee reviews the nominations and determines the Monthly Award winners.
- 3.8.3. The recipient will receive his or her name, photograph, and a detailed description of his or her accomplishments, displayed within the officer of the month plaque in the police facility.

3.9. Officer of the Year

- 3.9.1. Any Department member, except for the command staff, may nominate any sworn member of the Department for Officer of the Year. Nominations will be considered for the following:
- 3.9.1.1. A specific act on the part of the officer that clearly went above and beyond routine duties;
 - 3.9.1.2. Any other noteworthy accomplishment that demonstrates their commitment to the welfare of Department members or any other department group or member; and
 - 3.9.1.3. An exceptionally high quality or quantity of work performed during a sustained period, clearly and significantly exceeding the requirements of a position.
- 3.9.2. All nominations for Officer of the Year will be forwarded to the Chief of Police, via the appropriate bureau commander, and reviewed by the Awards Committee.
- 3.9.3. The Awards Committee will review all nominations and make recommendations to the Chief of Police.
- 3.9.4. The Chief of Police will have final decision making authority on determining the Officer of the year award winner.

3.9.5. The recipient will receive an award recognition plaque with his or her name and the year the award was received.

3.10 Professional Staff Member of the Year

3.10.1. Any Department member, except for the command staff, may nominate any full-time or part-time professional staff member of the Department, to include supervisory and non-supervisory positions, for the Professional Staff Member of the Year. Nominations will be considered for the following:

3.10.1.1. A specific act on the part of the officer that clearly went above and beyond routine duties;

3.10.1.2. Any other noteworthy accomplishment that demonstrates their commitment to the welfare of department members or any other department group or member; and

3.10.1.3. An exceptionally high quality or quantity of work performed during a sustained period, clearly and significantly exceeding the requirements of a position.

3.10.2. All nominations for Professional Staff Member of the Year will be forwarded to the Chief of Police, via the appropriate bureau commander, and reviewed by the Awards Committee.

3.10.3. The Awards Committee will review all nominations and make recommendations to the Chief of Police.

3.10.4. The Chief of Police will have final decision-making authority on determining the Professional Staff Member of the Year award winner.

3.10.5. The recipient will receive an award recognition plaque with his or her name and the year the award was received.

3.11. Unit Citation

3.11.1. Authorized in instances where an entire unit, section or shift has demonstrated superior performance during a calendar year that is clearly deemed exceptional and worthy of recognition.

3.11.2. The recipients of a Unit Citation will receive a ribbon and a certificate

bearing the Chief's signature.

3.12. Supervisor of the Year

- 3.12.1. Any Department member may nominate any sworn supervisor, corporal or sergeant of the Department, for Supervisor of the Year. Nominations will be considered for the following:
 - 3.12.1.1. A specific act on the part of the supervisor that clearly went above and beyond routine duties;
 - 3.12.1.2. Any other noteworthy accomplishment that demonstrates his or her commitment to the welfare of Department members or any other Department group or member; and
 - 3.12.1.3. An exceptionally high quality or quantity of work performed during a sustained period, clearly and significantly exceeding the requirements of his or her supervisory position.
- 3.12.2. All nominations for Supervisor of the Year will be forwarded to the Chief of Police, via chain-of-command, and reviewed by the Awards Committee.
- 3.12.3. The Awards Committee will review all nominations and make recommendations to the Chief of Police.
- 3.12.4. The Chief of Police will have final decision making authority on determining the Supervisor of the Year award winner.
- 3.12.5. The recipient will receive an award recognition plaque with his or her name and the year the award was received.

3.13. Chief's Award

- 3.13.1. The Chief's Award may be awarded to any member of the Gaithersburg Police Department, citizen, or other City employee.
- 3.13.2. Any Department member may nominate any other member of the Gaithersburg Police Department, citizen, or other City employee for the Chief's Award. Nominations will be considered for the following:
 - 3.13.2.1. An outstanding accomplishment which has resulted in improved administration, improved operations, or substantial savings in manpower or operational costs;

- 3.13.2.2. Where the recipient has gone above and beyond the requirements of his or her normal assignment to contribute to a more effective and efficient police service;
- 3.13.2.3. For outstanding police work which has brought a great credit to the Department in a case of unusual public interest; or
- 3.13.2.4. Where valuable or courageous assistance is provided to the agency by a citizen or other City employee, contributing to the accomplishments of the Department's mission or the safety of the community.

3.13.3. All nominations for the Chief's Award will be forwarded to the Chief of Police, via chain-of-command, and reviewed by the Awards Committee.

3.13.4. All recipients of the Chief's Award will receive an award recognition plaque.

3.14. Commander's Award

3.14.1. Authorized in instances of sustained exceptional performance by an employee during a calendar year – performance could include community service, community policing, identified enforcement activities, initiatives, or collateral duties in furtherance of the mission of the Department.

3.14.2. The employee must be nominated for the award by a bureau commander.

3.14.3. If a nomination is made by a bureau commander it will be submitted to the Awards Committee.

3.14.4. The award recipient will receive a certificate.

3.15. Safe Driving Award

3.15.1. Eligibility Criteria

3.15.1.1. All sworn personnel below the rank of Lieutenant who drive a City vehicle as part of their primary job duties are eligible for the Safe Driving Award. The intent of the award is to recognize officers for safe driving habits.

3.15.1.2. Sworn personnel who complete a calendar year with no at fault/preventable accidents, traffic citations, payable speed camera/red light citations, and no sustained driving complaints while driving a City vehicle are eligible to

receive one day of Administrative Leave to be used by the end of the calendar year.

3.15.2 Nomination Process

3.15.2.1. Bureau Commanders will provide the Chief of Police with the names of all qualifying officers by January 15 of each year.

3.15.2.2. The Chief of Police will recommend to the City Manager award recipients based on the above criteria.

3.16. **Recruitment/Referrals**

3.16.1. All sworn personnel below the rank of Lieutenant who refer an individual and follow up during the hiring process, may receive twenty (20) hours of official leave dependent upon the approval of the city manager once the individual is hired.

4. **EMPLOYEE RECOGNITION AWARDS PROGRAM**

4.1. **Eligibility Criteria**

4.1.1. Department members are eligible for nomination in the City-wide Employee Recognition Awards Program. The intent of the program is to recognize individuals or teams of employees for outstanding performance, achievements, or contributions to the City.

4.1.2. Any full-time or employment agreement employees can be nominated by any other full-time or employment agreement employee. Nomination criteria include:

4.1.2.1. Sustained an exceptionally high level of productivity and quality of work;

4.1.2.2. Performed work clearly above and beyond what is normally expected on the day-to-day job;

4.1.2.3. Produced a work product of exceptionally high quality under tight deadlines;

4.1.2.4. Consistently performed extra duties beyond those normally assigned;

4.1.2.5. Volunteered for and completed extra or emergency

assignments while maintaining own workload;

- 4.1.2.6. Provided exceptional customer service (to external and/or internal customers);
- 4.1.2.7. Demonstrated and maintained excellent working relationships with coworkers and customers;
- 4.1.2.8. Willingly and cheerfully cooperated with and assisted others whenever needed or requested;
- 4.1.2.9. Displayed exceptional dedication, conscientiousness, dependability and/or reliability;
- 4.1.2.10. Used personal initiative and creativity to solve a problem;
- 4.1.2.11. Suggested and developed an idea or program that saved time or money;
- 4.1.2.12. Made outstanding contributions that enhanced the quality and morale of the workplace;
- 4.1.2.13. Made outstanding contributions that created an exceptional public image of the City;
- 4.1.2.14. Demonstrated outstanding judgment or courage in an emergency situation;
- 4.1.2.15. Exhibited meritorious action to prevent injury, loss of life or damage to/loss of property; and
- 4.1.2.16. Other one-time noteworthy achievement that merits recognition.

4.1.3. The employee or team must display a consistently high quality of teamwork and an attitude that promotes a good work environment.

4.2. Nomination

- 4.2.1. To nominate an employee, a nomination form may be obtained from the Department's representative on the Employee Recognition Awards Committee or electronically on the Employee Intranet.
- 4.2.2. The completed form is submitted to an Employee Recognition Awards Committee representative via interoffice mail or e-mail.

4.3. Committee Selections

- 4.3.1. The Employee Recognition Awards Committee selects the award

recipients on a quarterly basis and the awards are presented at a City Council meeting.

4.3.1.1. First Quarter- January through March;

4.3.1.2. Second Quarter- April through June;

4.3.1.3. Third Quarter- July through September; and

4.3.1.4. Fourth Quarter- October through December.

4.3.2. The Employee of the Year and the Team of the Year are selected by the ERC from all award winners throughout the year. These awards are presented at a designated City event.