

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

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| SUBJECT<br>COMMENDATION BOARD            |                                   | NO<br>100 D-2 |
| APPROVED/EFFECTIVE DATE<br>JULY 26, 2010 | AMENDS<br>G.O. 100 D-2<br>8/22/99 | RESCINDS      |
| DISTRIBUTION/DATE<br>JULY 27, 2010       | REFERENCES<br>OCPD General Orders |               |

PURPOSE: To provide a means whereby deserving police employees, both sworn and civilian, and members of the general public, will receive official departmental and public recognition for outstanding acts of valor or meritorious service to the community.

- .10 The Chief of Police shall appoint a Commendation Board of three (3) members to serve for two (2) years, with new appointments every year. One (1) member shall be designated as Chairman and shall set up meetings to review and act upon accomplishments submitted for consideration.
- .20 Any member can submit a nomination for award. The nomination and all related reports shall be submitted promptly after the accomplishment.
- .30 Timely nominations are essential to a successful awards program. A nomination must be submitted, through the Chain of Command, to the Chairperson of the Commendation Board. All nominations must be appropriately justified and sufficiently detailed to allow proper evaluation and decision. Each nomination must be submitted on a **Form 95**.
  - A. All nominations shall include, but not be limited to, the following information, if available:
    - 1. Statement of at least one eyewitness, if possible.
    - 2. Precise time and location of the incident.
    - 3. Names of all rendering assistance, and the nature of the assistance, should be listed.

4. Any injury to the person being nominated should be described in detail and, if possible, a physician's report should also be included.
5. Names of all persons involved and any eyewitnesses are to be included in the statement.
6. The narrative should include a detailed account of the incident and any other pertinent information.
7. Police report of the alleged incident, if applicable.

.50 The Chairperson shall submit the Board's recommendations, in writing, to the Chief of Police, who, upon considerations of the criteria desired, may accept or reject their recommendations. If accepted, a Personnel Order documenting the awards shall be distributed and placed in the members' personnel files.

.60 Types of Awards:

The following types of awards have been established in their order of importance:

- A. **MEDAL OF VALOR:** Awarded to any member of the Police Department who has been killed or seriously wounded in the performance of his/her duties.

**This medal will bear the seal of Maryland, attached to a red, white, and blue ribbon and presented in a walnut case.** This award is given to any member of the Police Department who, while on duty or in the act of performing in a law enforcement capacity while off duty, has been killed or seriously wounded. If a deadly dangerous weapon inflicted the wound or injury, the individual must have required hospitalization. In those cases in which the wound or injury was not inflicted by a deadly or dangerous weapon, the Commendation Board shall make the final determination.

Final decision on each recommendation of this award will rest with the Commendation Board, and then the Chief of Police. The basic elements, which must be

present to quality for the award, are:

1. Sworn personnel;
2. Serious Injury or death must have occurred in the performance of official capacity; and
3. Hospitalization or death required;

- B. **Gold Star**: Awarded to any member of the Police Department who distinguishes him/herself conspicuously by gallantry and at the risk of his/her life.

**This ribbon is a Gold star on a white field.** A deed performed must have been a voluntary act and of personal bravery or of self-sacrifice so conspicuous as to clearly distinguish the individual for gallantry and must have involved risk of life.

Incontestable proof of the performance or the service will be expected and each recommendation for the award of the Silver Star will be considered on the standard of extraordinary merit; and it must be the type of deed, which if not done, would not subject him/her to any criticism.

The basic elements that must be present in order to qualify are:

1. Sworn personnel;
2. Bravery at risk of his/her life, beyond a doubt;
3. Clearly above the call of duty; and,
4. If not done, would not reflect negatively on the officer.

An accumulation of minor acts of heroism **does not** justify this award.

- C. **Silver Star**: Awarded to any member of the Police Department who distinguishes him/herself by displaying courage and devotion to duty.

**This ribbon is a silver star on a white background.** This award is given to any member of the Police Department who distinguishes him/herself by displaying courage and devotion to duty that is over and above that usually required when enforcing the laws of arrest. The act must be one that occurred under unusual circumstances, and the individual demonstrated initiative, intelligence,

expertise, or self-sacrifice that is over and above that required by the rules and regulations for solving crime and apprehension of offenders.

The basic elements, which must be present in order to qualify, are:

1. Sworn personnel;
2. Courage and devotion to duty;
3. Clearly over and above that usually required when enforcing laws or arrest; and
4. Demonstrated initiative, intelligence, expertise or self- sacrifice.

- D. **Special Commendation (Life Saving)**: Awarded to any member of the Police Department who distinguishes him/herself by performing extraordinary physical acts or renders life saving techniques to aid in the preservation of a human life.

**This ribbon is blue, white and blue.** This award is given to any member of the Police Department who distinguishes him/herself by performing a HIGHLY EXTRAORDINARY ACCOMPLISHMENT, a display of perseverance.

By performing a physical act or rendering first aid techniques which aid in the preservation of a human life. To qualify for this award, an individual, (victim), will succumb to an existing injury or illness, unless some type of life saving technique is administered and there is no other professional assistance available. A recipient must be the primary aid provider or giver of such assistance that the death of the individual would be imminent should this action not be initiated.

Only one award is authorized for any one incident, regardless of the number of person's rescued/saved.

The basic elements, which must be present to qualify for this award, are:

1. Sworn personnel;
2. Performs a physical act or renders first aid technique to aid in the preservation of a human life,
3. Victim must be in imminent danger of succumbing to an injury or illness unless

- some action is taken
4. Victim must have active injuries or physical illness that is life threatening; and,
  5. Officer must voluntarily participate in the life saving attempt.

- E. **Meritorious Service:** Awarded to any member of the Police Department who distinguishes him/herself by performing his/her duties in a manner that clearly exceeds what is normally required or expected or for a highly creditable police accomplishment.

**This ribbon is red, white and blue.** This award is given to any member of the Police Department who distinguishes him/herself by performing his/her duties in a manner which is above that normally expected or required and sufficient to distinguish the individual from those performing comparable duties. The act performed must clearly exceed what is normally required or expected and must be an important contribution to the achievement of the goals of the law enforcement profession.

The principal elements that are necessary to qualify for this award are:

1. Sworn personnel;
2. Performance substantially above normal requirements;
3. Important contributions to the achievement of law enforcement goals;
4. Demonstrates a high degree of personal initiative; and
5. Exemplary performance which is either sustained or for a single act.

- F. **Excellent Performance:** Awarded to any member of the Police Department, **including civilians**, for an act or achievement above that which is normally required or expected.

**This ribbon is red, white and red.** This award will be given to any member of the Police Department, including civilians, who distinguishes him/herself by the performance of an act or contributes to a device or method that is adopted by the department to increase efficiency

in administrative or operational procedure. Individuals qualify for this award by:

1. Displaying initiative in the fostering of an innovative, valuable or successful program in the area of community affairs,
2. Performance of an act of intelligence or valuable police service, demonstrating special faithfulness or perseverance;
3. Affecting a felony arrest which involved personal initiative without prior knowledge from an inside source.

- G. **Unit Citation:** Awarded to a division, shift, or section for meritorious service or outstanding achievement, wherein the designed unit is clearly set above and apart from other units.

**This ribbon is white and blue.** This award will be given to any member of the Police Department, **including civilians**, who distinguish themselves through their unit, division, shift or group's performance. This performance must be for meritorious service or outstanding achievement wherein the designated unit is clearly set above and apart from other units.

Units qualify for this award by:

1. Nomination by a Supervisor;
2. Some justification for each group member must be presented with the nomination.

- H. **Certificate of Outstanding Service:** Awarded to civilian personnel or a citizen who performs some act involving personal danger above and beyond that which is normally required or expected of a civilian.

A suitably framed certificate will be presented to the recipient of this award, which will contain a brief description of the act, which qualified the individual for the award.

1. This award will be given to any civilian personnel of the department, or a member of the general public, who distinguishes him/ herself by the performance of a heroic act or achievement involving personal hazard with knowledge of risk, above and beyond that normally required or expected of a citizen, or civilian personnel.
2. Rendering of voluntary assistance to police officers and/or the public where human life is in jeopardy.

- I. **Certificate of Appreciation:** Awarded to a citizen for an act, which materially contributes to a police accomplishment in the field of traffic safety, crime prevention, or police/community relations.

A suitably framed certificate will be presented to the recipient of this award that will contain a brief description of the act, which qualified the individual for the award.

1. For providing information that leads to the arrest of a suspect(s) in a felony case or multiple misdemeanor cases. (This is not to include instances that would present an imminent threat to the individual considered for this certificate.)
2. Voluntary assistance in an emergency situation(s) (hurricanes, floods, disasters, etc.)
3. Those who have materially or conceptually contributed significantly to the safety of the community, or the well-being of persons in the community (contributions, purchases, donations of equipment, etc.).