



AWARDS AND COMMENDATIONS

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Contents

- I. Purpose
- II. Policy
- III. Background
- IV. Awards and Commendations
- V. Types of Awards
- VI. Display of Medals and Ribbons

I. Purpose

The purpose of this Written Directive is to provide procedures and criteria for the presentation of awards for acts of valor, outstanding performance, dedication to duty, and service to the University of Maryland, Baltimore Police Force (UMBPF).

II. Policy

It shall be the policy of the UMBPF to commend members when their performance exceeds normal standards.

III. Background

In order to recognize members that have exceeded performance expectations, a system for commendatory awards has been established. These awards will be given to members according to established criteria and are available to any member whose performance exceeds expectations. All members may submit performance awards on themselves and/or others.

IV. Awards and Commendations

A. Award Recommendation

1. Any member of the UMBPF may recognize an individual in a positive way by preparing and submitting a memorandum. The memorandum shall be accompanied by substantiating information and/or witness statements.
2. The memorandum shall be submitted through the chain of command to the Support Services Commander who will review and add any necessary comments. The Support Services Commander will then convene the Awards Committee for review of the commendation request. The Awards Committee will forward the entire packet to the Chief for final approval or disapproval.
3. When two or more members are being considered for recognition arising from a joint act, individual memorandums must be submitted for each member; however, the event need only be explained in detail on one of the forms with an additional face sheet attached for

each additional member being considered. Awards may be voted upon at the same time when they fall within this category.

B. Awards Committee Responsibilities

1. The Awards Committee will review and will approve or disapprove the commendation request. If disapproved, the form will be returned to the writer with an explanation for the disapproval. If approved, the Awards Committee shall recommend whether to issue the award immediately or whether to hold it for recognition at the next UMBPF awards ceremony where the individual will receive the appropriate certificate and/or ribbon.
2. In either case, the decision of the Awards Committee will be indicated on the memorandum. After final approval or disapproval by the Chief, a copy of the form is sent to the member, the member's commanding officer, and a copy placed in the member's personnel file.
3. The chairman of the Awards Committee will also send the approved awards to the Chief of Police after the conclusion of each meeting.

C. Organization of the Awards Committee

1. The Awards Committee will consist of four members appointed by the Chief of Police. The members will include a command level officer (Chairman), a police lieutenant (Vice Chairman), a sworn member holding the rank of sergeant or below, and a non-sworn member holding the position of supervisor or below.
2. The Awards Committee will convene at the discretion of the chairman of the committee and will review all award memorandums submitted.
3. All submitted award memorandums will be considered and voted on separately by each member of the committee. In the event that there is a tie vote, the Deputy Chief will be called upon to cast the deciding vote. However, before any business may be conducted, there must be at least three committee members in attendance.
4. The Awards Committee is authorized to call and examine witnesses regarding the matters to be heard and may also conduct any other investigation deemed necessary. Members of the Awards Committee who are personally involved, directly or indirectly, in any case before the committee may participate in the proceedings and may be a witness, but are not permitted to vote on the matter under consideration.

D. Award Ceremonies

Although the Chief of Police shall determine when awards ceremonies will be held, the Awards Committee Chairman and the Deputy Chief or designee will coordinate the arrangements for the ceremony.

E. Commendation Ribbons

1. The UMBPF will provide the initial issue for all commendation ribbons; however, should such ribbon become damaged and necessitate replacement, the officer to whom the original award was issued must submit a written request to their supervisor explaining the reason for the replacement.
2. If the supervisor determines the original issued ribbon was damaged through neglect or carelessness, said ribbon will be replaced at the member's expense.
3. Should any member desire a duplicate of any ribbon awarded, they should forward a written request to the member's Bureau Commander, stating the reason an additional ribbon is needed. The Bureau Commander will determine if a duplicate ribbon will be issued at the expense of the UMBPF or the member.

V. **Types of Awards**

A. Medal of Valor

1. To be included in this classification, the report and record must clearly and unmistakably indicate the fact that a member of the UMBPF has performed a deed of personal bravery or self-sacrifice above and beyond the call of duty. It must also clearly distinguish them from their comrades and involve either the risk of life or the performance of an act wherein they are faced with more than the ordinary hazards of service.
2. The Medal of Valor Ribbon will consist of a Valor Medal suspended from a ribbon hung around the neck. The Valor Medal will only be worn during ceremonial occasions. A Valor Ribbon Bar will also be issued which will be worn on the uniform's outer garment above the name plate.
3. For each subsequent Medal of Valor awarded, a Valor Medal suspended from a ribbon will be issued and a star will be added to the Valor Ribbon Bar.
4. For each Medal of Valor awarded the recipient will also receive a framed certificate.

B. Commendation Award

1. To be included in this classification, the report and record shall clearly indicate the fact that a member of the UMBPF has distinguished themselves through an extraordinary or unusual performance in connection with their duty.
2. The Commendation Award will consist of a Commendation Ribbon Bar which will be worn on the uniform's outer garment above the name plate and a framed Commendation Certificate.
3. For each additional Commendation Award the recipient will receive a star to be added to the Commendation Ribbon Bar and an additional framed certificate.

C. Meritorious Award

1. To be included in this classification, the report and record shall clearly indicate that a member of the UMBPF has distinguished themselves by exceptionally meritorious service in the performance of a duty of great or unusual initiative, marked ability, keen observation, and exceptional energy. Cases in which a sworn member of the UMBPF brings a difficult investigation to a successful conclusion may be included in this class.
2. A Meritorious Ribbon Bar will be worn on the uniform's outer garment over the name plate.
3. Each recipient will receive a framed certificate.
4. For each additional Meritorious Ribbon Bar, the recipient will receive a star to be added to the Meritorious Ribbon Bar and a framed certificate.

D. Distinguished Service Award

1. The Distinguished Service Award will be given to a member who has completed more than 15 years of exemplary and honorable service. The member's attendance and disciplinary records, performance ratings and interpersonal skills will be considered. This will not be an automatic award upon completion of 15 years of service.
2. A Distinguished Service Ribbon Bar will be worn on the uniform's outer garment above the name plate.
3. Each recipient will receive a framed certificate.

E. Commendatory Letter

The Commendation Letter will be a letter from the Chief of Police which will be directed to members for acts performed which do not merit the aforementioned awards, but for which some form of recognition is appropriate.

F. Civilian Award

Civilian Awards are given for the performance of valuable or courageous assistance by a civilian to a member of the UMBPF, particularly in cases in which a criminal is seized and detained until the arrival of the police. Unusual acts of cooperation and assistance that are helpful to the UMBPF shall also be recognized and commended. A Civilian Award Certificate will be given to recognized citizens.

G. Firearms Qualification Medals

1. Firearms Qualification Medals awarded to sworn members that include Master, for a score of 96.0% to 100.0%, Expert, for a score of 90.0% to 95.9%, Sharpshooter, for a score of 80.0% to 89.9% and Marksman, for a score of 70.0% to 79.9%.

2. The low light and day light pistol scores will be added together and then divided by two (2) to obtain the final score.
3. A member's current qualification score determines what medal is awarded.
 - a. The Education and Training Unit shall provide the scores to the Support Services Commander annually per **WD 4.13, Career Development and Higher Education**, for medal consideration; and
 - b. Medals shall be awarded annually with officers wearing the current year's awarded medal.
4. If a member fails to qualify and subsequently qualifies, he/she can only receive a Marksman medal for the current qualification year, no matter what his/her requalification score is.
5. Off duty weapons qualification does not count toward Firearms Qualification Medals.

VI. Display of Medals and Ribbons

A. UMBPF Awards

1. The following awards will be worn in a vertical line centered over and approximately 1/4" above the name plate:
 - a. Medal of Valor;
 - b. Commendation Award;
 - c. Meritorious Service Award; and
 - d. Distinguished Service Award.
2. The above listed awards should be displayed with the highest award above awards of lesser distinction (shown above).

B. Awards from Other Jurisdictions

Wearing awards and commendations from other police agencies for service as a police officer or civilian can be authorized by the Chief of Police. Awards of this nature will be worn above the name plate subordinate to any UMBPF awards, but in the same manner as UMBPF awards.

C. Description of Ribbons

1. Medal of Valor (Bar) contains three gold bands divided by four white stripes, with gold trim, and is 1-3/4 inches by 5/16 inches in size.

2. Commendation Award (Bar) contains a bronze band in the center, with a white band on both sides of center band, with gold trim, and is 1-3/8 inches by 5/16 inches in size.
3. Meritorious Service (Bar) is bronze in color, with gold trim, and is 1-3/8 inches by 5/16 inches in size.
4. Distinguished Service Award (Bar) has a bronze band on one half of the bar, a white band on the remaining half of bar, is trimmed in gold, and is 1-3/8 inches by 5/16 inches in size.

Written Directive System Impact

Upon approval and publication, this edition of WD 13.1 supersedes all previous editions. Additionally, this edition of WD 13.1 incorporates and replaces SOM 11.1, Awards and Commendations and CSM 7.1, Awards and Commendations.

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CALEA Standard (s): 26.1.2