

Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the University of Maryland, Baltimore Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the University of Maryland, Baltimore Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action of performance that is above and beyond typical duties.

1015.5 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation (i.e., memorandum, Form 95, etc.) should contain:

- (a) Identifying information:
 1. For members of the Department - name, bureau and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the member submitting the documentation.

1015.6 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department

Commendations and Awards

members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 - 1. For members of the Department - name, bureau and assignment at the date and time of the meritorious or commendable act
 - 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation, if possible.

1015.7 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded through the chain of command with endorsements at each level to the appropriate Bureau Commander for his/her review. The Bureau Commander should sign and forward the documentation through the chain of command to the Chief of Police.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded through the chain of command with endorsements at each level to the member's Bureau Commander. The documentation will be signed by the Bureau Commander and forwarded through the chain of command the Chief of Police.

1015.8 AWARDS COMMITTEE

An Awards Committee will consist of four members appointed by the Chief of Police or authorized designee. 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.

The Awards Committee will convene at the discretion of the chairman of the committee and will review all award memorandums submitted. 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.

1015.9 AWARDS COMMITTEE RESPONSIBILITIES

The Awards Committee will review and 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 UMBPD awards ceremony where the individual will receive the appropriate certificate and/or ribbon.

Commendations and Awards

In either case, the decision of the Awards Committee will be indicated on the memorandum. After final approval or disapproval by the Chief of Police or authorized designee, 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. The Chairperson of the Awards Committee will also send the approved awards to the Chief of Police after the conclusion of each meeting.

1015.10 AWARDS CEREMONIES

The Chief of Police shall determine when award ceremonies will be held. When a determination has been made to conduct an awards ceremony, an appropriate venue or ceremony to acknowledge the individual's actions should be arranged. The Public Information Officer or authorized designee will be responsible for coordinating the awards ceremony. Documentation of the commendation shall be maintained in a file designated for such records.

1015.11 TYPES OF AWARDS

Awards may be bestowed upon members of the Department and individuals from the community.

(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 UMBPD 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 UMBPD 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

Commendations and Awards

1. To be included in this classification, the report and record shall clearly indicate that a member of the UMBPD 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) Lifesaving Award
1. The Lifesaving Award will be given to a member whose actions resulted in saving or attempting to save human life by rescue related efforts or by medically related efforts.
 2. A Lifesaving Award will be worn on the uniform's outer garment above the name plate.
 3. Each recipient will receive a framed certificate.
- (f) Commendatory Letter
1. 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.
- (g) Civilian Award
1. Civilian Awards are given for the performance of valuable or courageous assistance by acivilian to a member of the UMBPD, 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 UMBPDF shall also be recognized and commended. A Civilian Award Certificate will be given to recognized citizens.
- (h) Firearms Qualification Medals

University of Maryland, Baltimore Police Department

Policy Manual

Commendations and Awards

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 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.

Off duty weapons qualification does not count toward Firearms Qualification Medals

1015.12 DISPLAY OF RIBBONS

(a) UMBPD 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;
 - (e) Lifesaving 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

1. 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 UMBPD awards, but in the same manner as UMBPD awards.

(c) Description of Ribbons

1. Medal of Valor (Bar) contains a gold or silver colored V on a two section, red and yellow in color bar, with gold or silver colored trim, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.

University of Maryland, Baltimore Police Department

Policy Manual

Commendations and Awards

2. Commendation Award (Bar) a one section, yellow colored bar, with gold or silver colored trim, and is 1-3/8 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members
3. Meritorious Service (Bar) is a two section, red and yellow in color bar, with gold or silver colored trim, trim, and is 1-3/8 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
4. Distinguished Service Award (Bar) is a one section, black in color bar with the years of service number in gold or silver color, with gold or silver colored trim, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
5. Lifesaving Award (Bar) is a one section, red colored, with the words Live Saving in gold or silver color, and trimmed in gold or silver color, and is 1-3/4 inches by 3/8 inches in size. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.
6. Unit Citation (Bar) is a one section, red colored bar, with gold or silver color trim. Gold colored trim is designated for sworn members and silver colored trim is designated for non-sworn members.