

Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Havre de Grace Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Havre de Grace 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 via Blue Team. The documentation should contain:

- (a) Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community (Form 17 memorandum) - 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 members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

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- (a) Identifying information:
 - 1. For members of the Department - name, division 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.

1015.7 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander through the chain of command, with endorsements made by each supervisor. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review. Final decision on awarding departmental commendations will be made by the Chief of Police.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Division Commander for entry into the member's personnel file.

Documentation regarding citizen recognition should be forwarded to the Administrative Services Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.8 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Award of Valor
 - An act of valor is considered to be above and beyond the call of duty; and exhibiting exceptional courage, extraordinary decisiveness and presence of mind along with unusual swiftness of action, regardless of his or her personal safety, in an attempt to save or protect human life.
- Award of Merit
 - A merit award is presented to an officer who has performed their duties in an exemplary manner and has gone far beyond the requirements of their normal assignment. This nomination may also be awarded to an employee whose performance contribute to a more effective and efficient police service.
- Lifesaving Award

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- Awarded to an officer who actively participates in the saving of a human life by physical rescue or through the administration of first aid or cardiopulmonary resuscitation (CPR).
- Letter of Commendation
 - A Letter of Commendation may be issued to a nominee whose performance deserves recognition but does not meet the criteria for any other designated award. The nominee must be an employee of the City of Havre de Grace.
- Citizen Recognition
 - Presented to a citizen who voluntarily puts their safety at risk to aid a police officer or fellow citizen during a criminal act or life-threatening situation; or provides an act of service that significantly assisted the Havre de Grace Police Department.