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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Performance Awards

Distribution:	All Personnel	Index:	PER 0904
Responsible Unit:	Planning & Research Division	Rescinds:	MAN1500B
DLI Program:	N/A	MD Code:	N/A

Issued:	11/25/15	Revised:	4/30/18	Reviewed	4/30/18	Next Review:	5/1/19
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1. Purpose

To describe the performance awards issued by the HCSO.

2. Policy

It is the policy of the HCSO that outstanding performance by an employee or a group of employees be officially recognized and recorded.

3. Definitions

AWARDS REVIEW COMMITTEE (ARC): a permanent body that meets as necessary to review nominations for specific awards; consists of a chairman and four members.

4. Procedures

A. Awards Issued by the HCSO

MEDAL OF HONOR

The Medal of Honor and written citation may be awarded to nominees who intelligently perform an act of extraordinary heroism when an imminent threat to the life of the nominee exists.

VALOR COMMENDATION

A Valor Commendation and written citation may be awarded to nominees whose performance involves conspicuous gallantry, above and beyond the call of duty, or confrontation with an adversary who presented a threat to the life of the nominee or to the life of another individual.

PURPLE HEART AWARD

A Purple Heart Commendation and written citation may be awarded to a nominee who has received a line of duty injury inflicted by an adversary which has resulted in serious injury to the nominee, including but not limited to, a gunshot wound, severe puncture wound, fracture or other serious wound. The award may also

be presented to nominees who receive serious injury resulting from actions in the line of duty including, but not limited to, a rescue attempt or protecting another individual from imminent danger.

LINE OF DUTY INJURY AWARD

The employee is seriously injured while performing law enforcement activity; may not be the result of carelessness or negligence.

LIFE SAVING AWARD

A Life Saving Commendation and written citation may be awarded to nominees who actively participate in the saving of a human life by physical rescue or through the administration of first aid or cardiopulmonary resuscitation.

MERIT COMMENDATION

A Merit Commendation and written citation may be awarded to nominees who perform their duties in an exemplary manner and display initiative, professionalism, or devotion to duty that is beyond the expectations of their normal duty assignment. This nomination may also be awarded to those nominees whose performance increased the efficiency and/or effectiveness of the Sheriff's Office as a result of a procedure recommended by the nominee, or other meritorious professional accomplishment.

EXCEPTIONAL DUTY COMMENDATION

An Exceptional Duty Commendation may be awarded to nominees who are called upon to perform an act that is within the scope of the nominee's duties, but is rare and difficult in nature (i.e. sniper action, etc.).

SHERIFF'S CITATION

Awarded at the direction of the Sheriff to nominees who have distinguished themselves under extraordinary circumstances or otherwise demonstrate exemplary service above and beyond the normal scope of their duties on a case, incident, special project, or quality of life issue (*HCSO employees or allied sworn personnel).

SHERIFF'S SALUTE

An employee, member of another law enforcement agency, a citizen, or a group contributed to the well-being of the citizens of Harford County or the Harford County Sheriff's Office.

UNIT CITATION

A Unit Citation may be awarded to a specific squad, shift or other unit of the agency, recognizing superior performance during a calendar year that is clearly deemed exceptional and worthy of recognition. More than one unit can receive a Unit Citation.

Criteria considered shall include:

- General performance based upon calendar year.
- Best performance among shifts, squads or other units of the agency.
- Major accomplishments by a shift/unit.

- Nominations must be based upon exceptional overall performance rather than simple improvement during the calendar year.
- Nominations shall be submitted by the commander of the squad, shift or unit nominated.

CRITICAL INCIDENT AWARD

A Critical Incident Award may be awarded to a person(s) who provided professional services during a time of crisis, either criminal or civil, which seriously impacted Harford County and its citizens. Qualifying incidents require the response to have a major impact on the overall operation of the agency. Person(s) considered for this award must have worked during the critical time of the incident. Nominations for this award are not accepted. The issuance of this award is determined by and solely at the discretion of the Sheriff.

LETTER OF COMMENDATION

A Letter of Commendation may be directed from the Sheriff to any nominee whose performance deserves recognition, but does not meet the criteria for any other designated award. The nominee must be an employee of the Harford County Sheriff's Office. A Letter of Commendation may also serve to enhance the merit of any other award.

CERTIFICATE OF APPRECIATION

A Certificate of Appreciation may be awarded to civilian nominees not employed by the Harford County Sheriff's Office and members of external law enforcement agencies and/or external correctional facilities (Federal, State or Local) in recognition of their outstanding service to the Sheriff's Office.

JOHN T. BROSSEAU COMMUNITY SERVICE AWARD

The John T. Brosseau Community Service Award may be awarded to a member, unit or shift who demonstrates excellence in community service to the citizens of Harford County. The nominee must be an employee of the Harford County Sheriff's Office who has completed a successful or innovative problem solving project that is directly related to a community or group of citizens; or has demonstrated commitment and dedication in the spirit of true volunteerism on behalf of the agency and themselves. The wearing of this pin shall represent that the recipient has had a significant impact on the community in which he or she serves.

CIVILIAN AWARDS

MERITORIOUS CIVILIAN SERVICE AWARD

The Meritorious Civilian Service Award is the highest award. Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. Eligibility is determined by measuring contributions against the following example levels of achievement: accomplished supervisory or nonsupervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work. Individuals demonstrate unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.

SUPERIOR CIVILIAN SERVICE AWARD

The Superior Civilian Service Award is the second highest award. Nominations for this award reflect superior service or achievement of a lesser degree than that recognized by the Meritorious Civilian Service Award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards may be considered for this

award. Individuals accomplish assigned duties in a superior manner, leading team members to higher productivity or completing a complex project more effectively and efficiently than required. Nominees demonstrate a high level of initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, and materials, or improved safety or health of the workforce.

COMMANDER'S AWARD FOR CIVILIAN SERVICE

Nominations reflect service or achievement of a lesser degree than recognized by the Superior Civilian Service Award. Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award. Individuals accomplished supervisory or nonsupervisory duties in an outstanding manner, setting an example of achievement for others to follow. Nominees demonstrate initiative and skill in devising new or improved equipment, work methods, and procedures, or conceiving inventions that resulted in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the workforce. Individuals demonstrate leadership in performing assigned duties that resulted in improved productivity of the unit.

CERTIFICATE OF ACHIEVEMENT (COA)

Nominations reflect recognition for individual or group contributions. Appropriate accomplishments include: Completing assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods, causing a saving of manpower, time, space, or materials.

DEPUTY AND NON-COMMISSIONED OFFICER OF THE YEAR AWARD

1. Nominations for Deputy and Non-Commissioned Officer of the Year Awards will be based on the nominees':
 - a. Continuous promotion of the Agencies goals and mission;
 - b. Exceptional work ethic, expertise and integrity;
 - c. Superior overall performance in the areas of responsibility;
 - d. Initiative to take on commitments above and beyond the call of duty;
 - e. Exceptional ability to interact with peers and the public in crisis situations as well as day to day activities; and
 - f. Exceptional contributions to the Office and community.
2. Criterial is the same for Deputy of the Year and Non-Commissioned Officer of the Year.

VOLUNTEER RECOGNITION

Agency volunteers perform services without promise, expectation, or receipt of compensation for services rendered and their functions are as varied and diverse as law enforcement agencies themselves. Nominations for yearly service recognition will be for 100, 500 and 1,000 hours of service.

VOLUNTEER OF THE YEAR

Nominations will be accepted for volunteers whose performance, proficiency, and service to the citizens and the Harford County Sheriff's Office have been outstanding.

SERVICE AWARDS

Presented to members of the agency who have continued service with the Harford County Sheriff's Office of at least fifteen (15) years. Awards will be given for fifteen, twenty, twenty-five, thirty and thirty-five, forty and forty-five years of consecutive service as a full time member of the Agency.

C. Awards Ceremony

1. Awards Ceremonies will be held at the discretion of the Sheriff.