



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **AWARDS AND COMMENDATIONS**

#### NEW REVISED RESCINDS

APPROVED: *CB*

C. Batenga  
ACTING CHIEF OF POLICE

Effective Date 12/10/2019

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#### **I. POLICY**

It is the policy of this Department to recognize significant achievements of all employees and outstanding contributions to Cottage City, the police department, and the community. Praiseworthy and commendable effort can be recognized in a variety of ways including verbal supervisory comments, written supervisory comments, and notations on performance evaluations, written commendations, merit pay increases, and awards.

Exceptional acts by any employee should be clearly and promptly brought to the attention of the Chief.

#### **II. AWARDS**

##### **A. Merit Increase**

The Commissioners, upon recommendation of the Chief of Police, may grant to an employee a special in-grade increase or cash bonus for outstanding performance.

##### **B. Certificate for Outstanding Police Service**

This certificate is awarded by the Chief of Police to an individual officer, citizen, or citizen's group involved in law enforcement to recognize an exceptional act or service to the public, to the Town, or to the Cottage City police department.

- C. Nominations for awards outside of the police department shall be submitted by memorandum to the Commission.

### III. DISPLAY OF DEPARTMENTAL AWARDS

Generally, Ribbons and/or Medals are displayed on the dress "A" blouse. Ribbons may be displayed on the patrol uniform shirts when wearing inner carry vest. Award ribbons are not authorized for display on any other uniform or civilian garment. All ribbons must be 1 3/8" x 3/8" measurement.

Ribbons displayed on the blouse shall be positioned immediately above the left pocket. Valor medals may be worn in place of the award ribbon only on the dress "A" uniform. Shooting Badge may be worn under ribbons 1/4" inch center above of pocket. Badge should be placed center of left pocket.

Ribbons displayed on patrol uniform shirt shall be positioned immediately above the nametag 1/4" of the right pocket. Multiple ribbons should be affixed with a multiple ribbon bar holder. Only one ribbon of each type may be displayed. Subsequent awards of the same type shall be denoted by an additional star placed upon the original ribbon. When a fifth award of any ribbon type is earned, the stars are replaced with an oak leaf cluster. Additional stars and oak leaf clusters shall be affixed to the original ribbon as appropriate. A maximum of (3) ribbons shall be displayed per row.

#### A. Order of Precedence

Ribbons shall be arranged in order of precedence from highest to lowest, starting nearest the centerline and working outward. The order of precedence is:

1. USA Pride Ribbon
2. Gold Medal of Valor
3. Silver Medal of Valor
4. Bronze Medal of Valor
5. Police Officer of the Year
6. Community Officer of the Year
7. Chief's Award
8. Special Achievement Citation
9. Lifesaving Award
10. Impaired Driving Law Enforcement Award
11. Good Conduct Award
12. Departmental Service Award
13. Military Service Award

B. USA Pride Ribbon

This ribbon is awarded to all officers who joined the call of duty to support and defend all the citizens of the USA, Maryland, Prince George's County, and Town of Cottage City. In accordance to the Constitution and the Law of this State and the state of Maryland.

This award is recognized by the issuance of a USA Flag award ribbon and appropriate certificate.

C. Gold Medal of Valor

A Gold Medal of Valor is denoted by a half-white and half-purple award ribbon and may be issued when:

1. The officer performs a courageous act far above and beyond the call of duty
2. No other recourse for the successful performance of the police service exists
3. The officer is knowingly and voluntarily exposed to danger
4. The danger is so extreme that the officer's death or serious injury is a predictable, reasonable expected result.

D. Silver Medal of Valor

A Silver Medal of Valor is denoted by a half-white and half-blue award ribbon and may be issued when:

1. The officer performs a courageous act far above and beyond the call of duty
2. No other recourse for the successful performance of the police service is readily apparent to the officer
3. The officer is knowingly and voluntarily exposed to danger
4. The danger is so extreme that the officer's death or serious injury is a predictable, reasonable expected result.

E. Bronze Medal of Valor

A Gold Medal of Valor is denoted by a half-white and half-purple award ribbon and may be issued when:

1. The officer performs a courageous beyond that normally expected of a dedication officer in a similar situation
2. The officer's actions are sound and appropriate

3. The officer, either through his or her own actions or those of others, is exposed to an unusually high level of danger.
4. The danger is such that the officer's death or serious injury is a realistic possibility.

When displayed, the white half of the valor medals shall be positioned on the inside toward the gig line.

F. Police Officer of the Year

The Police Officer of the Year is selected among that year's recipients of Medals of Valor. In any year during which no Medals of Valor are awarded, the selection may be made from among sworn officers who received Community Officer of the Year Award, Chief's Award, Special Achievement Award or Lifesaving Award.

This award is recognized by the issuance of a solid red award ribbon and appropriate certificate.

G. Community Officer of the Year

The Community Officer of the Year is selected in recognition of particularly outstanding and significant contributions to the Department or the public. The Chief of Police personally selects the recipient.

This award is recognized by the issuance of a solid blue award ribbon and appropriate certificate.

H. Chief's Award

The Chief's Award is given for outstanding meritorious achievement reflecting well on the recipient or the Department. It is associated with administrative career development, general public services, or community relations achievements rather than with patrol or investigative performance.

This award is recognized by the issuance of a solid green award ribbon and appropriate certificate.

I. Special Achievement Award

The Special Achievement Award recognizes exceptional, long-term police work as well as outstanding actions related to a short-term event. This award can be

related to an operations-oriented accomplishment and/or involve an administrative or public service accomplishment.

This award is recognized by the issuance of a blue award ribbon with gray stripes and appropriate certificate.

J. Lifesaving Award

The Lifesaving Award is given to members of the Department who save a human life through any of the following interventions:

1. Rendering immediate medical care or cardiopulmonary resuscitation, CPR. The victim's injury must be serious enough that, absent immediate medical care, the victim would have likely died.
2. In the effort of victim potentially being overdosed on a controlled dangerous substance which a Naloxone (NarCan) was administered.
3. Intervening to save the life of a suicidal person or person in mental crisis through either negotiation or direct action. For this award, the person must possess the ability to inflict fatal injury upon themselves or others at the time of the incident.

This award is recognized by the issuance of a red and white award ribbon and appropriate certificate. When displayed, the white half of the ribbon shall be positioned on the inside toward the gig line.

K. Impaired Driving Law Enforcement Award

Individuals who have done outstanding work in the enforcement of DWI/DUI in their area. Not only demonstrating high arrest numbers, but also acting as leaders and motivators to their department to help make an impact on reducing alcohol-related death and injury on the roads.

This award is recognized by the issuance of a Maryland flag with a black strip diagonal across the award ribbon and appropriate certificate. Given by the Maryland Department of Transportation (MDOT).

L. Good Conduct Award

To be eligible for this award, an employee must have:

1. Receive an overall rating of "Above Average" or higher "Outstanding" in the past (2) consecutive annual performance evaluations.
2. Not received any sustained disciplinary actions, including preventable Departmental accidents, within the past 24 months from the date of the last performance evaluations.

This award is recognized by the issuance of a blue with one vertical strip on each end award ribbon and appropriate certificate.

M. Departmental Service Award

To commemorate years of service, the Departmental Service Award is recognizing years of service to the Cottage City Police Department in multiple of five.

This award is recognized by the issuance of a gold with a vertical black stripe at each end with a brass "5" affixed in the center award ribbon and appropriate certificate. Every "5" years completed, the brass number will be replaced with "10", "15", "20", "25", etc.

Previous other services with other police agencies does not rate continuance of this ribbon. In extension of Military service.

N. Military Service Award

This award recognizes the efforts of sworn Cottage City Police Officers who are serving or have served in the United States Military. To be eligible for this award, employees must be currently enlisted in the military or have been Honorably Discharged. Officers must provide a copy of their DD-214 and/or other supporting documents.

This award is recognized by the issuance of a blue with white and red at each end award ribbon with an eagle affixed in the center and appropriate certificate.

#### **IV. BADGES**

Rifle Pin Badge may be awarded with completion of Basic Rifle Course certified through MPCTC. Requirement every 6 months recertified. Rifle Pin is displayed center above the ribbons  $\frac{1}{4}$ ".

Handgun Badges may be worn on the dress "A" uniform below the ribbons center and  $\frac{1}{4}$ " from the left pocket. If (2) handgun badges is awarded (1) semiautomatic handgun and (1) revolver handgun badge may be worn with revolver closes to the gig line.

#### **IV. LETTERS AND MEMORANDUM OF COMMENDATION**

When positive feedback concerning an employee's, performance is received from individuals outside the Department, or is initiated within the Department, the information and thanks will be passed to the employee and the employee's supervisor. When positive comments are received in writing in the Chief's office, a written acknowledgment thanking the individual will be sent. A copy will be placed in the employee's personnel file.