



**Bowie State University Police Department**

*General Order*

<i>Subject: Awards</i>	<i>Number: 23</i>
<i>Effective Date: January 1, 1996</i>	<i>Rescinds: *</i>
<i>Approved: Capt. B. S. Biscoe</i>	

*This article consists of the following sections:*

- 23.1**      *Policy*
- 23.2**      *Awards*
- 23.3**      *Display of Awards*
- 23.4**      *Submission and Selection Procedures*

**23.1**      **Policy**

**23.1.1** The BSUPD recognizes that members should be commended when their performance exceeds normal standards, and that such recognition is a means to create positive discipline within the force.

**23.1.2** In order to recognize these members, a system of commendatory awards is established.

- a.      These awards will be given to members according to established criteria.
- b.      All members of the force are eligible to receive an award according to their performance and responsibilities.
- c.      The awards are divided into eight (8) categories:
  - (1)      Medal of Valor
  - (2)      Commendation
  - (3)      Distinguished Service
  - (4)      Meritorious Service
  - (5)      Certificate of Recognition
  - (6)      Civilian Award
  - (7)      Commendatory Letter
  - (8)      Firearms Qualification

**23.1.3** Members may submit nominations on behalf of themselves or others.

**23.1.4** A Commendation Board is established and shall consist of members of the force.

**23.1.5** The Board shall screen and recommend nominations for selection by the Assistant Director

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of Campus Safety.

## **23.2 Awards**

### **23.2.1 Medal of Valor**

- a. The Medal of Valor is given for valor, courage, and conduct above and beyond the normal requirements of duty.
- b. It may be awarded for the following acts:
  - (1) Extraordinary police work involving grave personal danger;
  - (2) Protecting the life of another; or
  - (3) Effecting an arrest where circumstances indicate that the use of firearms or other weapons could reasonably have been expected, but, by reason of vigilance and alertness on the part of the officer, the arrest was effected avoiding direct combat with deadly weapons.
- c. The award is intended to recognize and commend performance involving the successful resolution of gravely dangerous situations by unusual acts of courage and intelligence.
- d. The Medal of Valor will consist of a Valor Medal suspended from a ribbon hung around the neck. The Valor Medal shall only be worn during ceremonial occasions.
- e. A Valor Ribbon Bar will also be awarded and shall be worn on the uniform's outer garment above the name plate.
- f. 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.
- g. For each Medal of Valor awarded, the recipient will receive a framed certificate.

### **23.2.2 Commendation Award**

- a. The Commendation Award will be given for outstanding service involving an exceptional display of courage, intelligence, alertness, or skill in the performance of duty in unusual circumstances.
- b. The Commendation Award may be awarded in the following cases:
  - (1) For the arrest of an armed adversary, not necessarily at imminent risk of life nor the result of physical combat;
  - (2) For an act of extraordinary intelligence reflecting a highly creditable police accomplishment;
  - (3) For displaying perseverance and devotion to duty resulting in the

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- prevention or solution of a crime or criminal act and the apprehension of those responsible;
    - (4) For an act involving personal danger in physical combat or otherwise; or,
    - (5) For protecting the life of another.
  - c. This award is intended to recognize and commend performance involving the successful resolution of unusual situations by unusual acts of courage and intelligence.
  - d. The Commendation Award will consist of a Commendation Ribbon Bar, which shall be worn on the uniform's outer garment above the name plate, and a framed Commendation Certificate.
  - e. For each additional Commendation Award, the recipient will receive a star, to be added to the Commendation Ribbon Bar, and a framed certificate.

### **23.2.3 Distinguished Service Award**

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

### **23.2.4 Meritorious Award**

- a. The Meritorious Award will be given to a member who receives four (4) certificates of recognition.
- b. A Meritorious Ribbon Bar will be awarded and shall be worn on the uniform's outer garment over the nameplate.
- c. For each additional meritorious award, a star will be added to the current ribbon and the recipient will receive a framed certificate.

### **23.2.5 Certificate of Recognition**

- a. The Certificate of Recognition will be given for display of exceptional

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intelligence, courage, and ability in effecting arrests, preventing a crime, or solving a case.

- b. It may be awarded for any act of intelligence contributing to a valuable police accomplishment, or for submitting a suggestion or procedure adopted by the BSUPD which increases its efficiency and effectiveness.
- c. A framed Certificate of Recognition will be given to the member.

### **23.2.6 Civilian Award**

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

### **32.2.7 Commendatory Letter**

A Commendatory Letter is a letter from the Assistant Director of Campus Safety, directed to members for acts performed which do not merit the aforementioned awards, but for which some form of recognition is appropriate.

### **32.2.8 Firearms Qualification Medal**

The Firearms Qualification Medal is awarded to members as follows:

- a. *Master* - for a score of 96% to 100%
- b. *Expert* - for a score of 90% to 95%
- c. *Sharpshooter* - for a score of 80% to 89%
- d. *Marksman* - for a score of 70% to 79%

## **23.3 Display of Awards**

**23.3.1** The following awards shall be worn in a vertical line centered over, and approximately 1/4" above, the nameplate:

- a. Medal of Valor
- b. Commendation Award
  
- c. Distinguished Service Award
- d. Meritorious Service Award

**23.3.2** The above-listed awards shall be displayed with the highest award above awards of lesser

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distinction.

**23.3.3** Awards and commendations from other police agencies for service as a police officer shall be worn only with the prior approval of the Assistant Director of Campus Safety.

- a. Such awards shall be worn in the same manner as department awards, i.e., in a vertical line centered over, and approximately 1/4" above, the nameplate.
- b. These awards shall be worn below any department awards or commendations.

#### **23.4 Submission and Selection Procedures**

**23.4.1** Members shall submit to their Shift Commander a Commendation Award Request Form, along with copies of all other reports pertaining to the incident cited for recognition.

**23.4.2** The Commendation Award Request Form shall provide detailed information concerning the incident and include the name(s) and address(es) of witnesses and other parties involved.

**23.4.3** When two (2) or more members are being considered for recognition arising from their joint actions in a single incident, individual Commendation Award Request Forms shall be submitted. 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.

**23.4.4** The Shift Commander shall conduct a preliminary investigation and submit his/her recommendation to the Chairperson of the Commendation Board, along with copies of all reports pertaining to the incident.

**23.4.5** Whenever a civilian renders valuable or courageous assistance to members of the force, the member to whom such assistance is rendered shall submit a detailed report of the incident, through channels, to the Chairman of the Commendation Board.

**23.4.6** The Commendation Board shall be chaired by the Assistant Director of Campus Safety and consist of four (4) additional members appointed by him/her, as follows:

- a. Assistant Director of Campus Safety (Chairperson),
- b. Lieutenant (Vice Chairperson),
- c. Sergeant,
- d. Corporal, and
- e. Officer.

**23.4.7** The Commendation Board shall convene at the discretion of the chairperson and shall review all commendation forms submitted.

**23.4.8** All submitted commendation reports shall be considered and voted on separately by each member of the board.

- a. A quorum of four (4) members, including the chairperson, must be in attendance to conduct the business of the board.

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- b. The chairperson shall not vote, unless it is necessary to break a tie.

**23.4.9** Awards concerning two (2) or more members being considered for recognition about the same incident may be voted upon at the same time.

**23.4.10** The board is authorized to call and examine witnesses regarding the matters to be heard and may also conduct any other investigations deemed necessary.

**23.4.11** Members of the board, who are personally involved, directly or indirectly, in any case before the board, may participate in proceedings at the hearing and may be a witness, but shall not vote on the case in which they were involved.

**23.4.12** The decision of the board in each case before it constitutes final administrative action.

**23.4.13** Following the board's deliberations, the Assistant Director of Campus Security shall:

- a. Cause a copy of the Commendation Award Request to be forwarded to the member through the member's commanding officer.
  - (1) The original shall be sent to the Personnel Division for inclusion in the member's personnel file.
  - (2) The decision of the board shall be noted on the request before transmittal;
- b. Determine when award ceremonies will be held and issue a Personnel Order; and
- c. Coordinate arrangements for the award ceremony.

**23.4.14** The department shall provide the initial issue for all agency-awarded commendation ribbons.

- a. Should an initial-issue ribbon become damaged and need replacement, the member to whom the original award was issued shall submit a Form 95 to his/her commanding officer explaining the reason for the replacement.
- b. If the member's commanding officer determines that the initial-issue ribbon was damaged through neglect or carelessness, the ribbon shall be replaced at the member's expense. This includes damage sustained by unsuccessful attempts to cluster ribbons to one bar by welding, gluing, bending, heating, or cracking of the paint by flattening out the bar, etc.
- c. Should a member desire a duplicate of any ribbon awarded, he/she shall forward Form 95 to the Assistant Director of Campus Safety stating the reason an additional ribbon is needed. The Assistant Director shall determine whether a duplicate ribbon will be issued at the expense of the department or the member.

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\* **Rescissions: Former Articles**

1. Article 13, Section 0
2. Article 13, Section 1
3. Article 13, Section 2