

Purpose

The awards and commendations program recognizes the fact that the work completed by Sheriff's Office employees is important and accomplished with a high standard of professionalism. We celebrate our shared success by recognizing those members who exhibit exceptional performance and service to the Agency.

Policy

It is the policy of the Cecil County Sheriff's Office to recognize the superior accomplishments and outstanding services of the sworn personnel, civilian personnel of the Sheriff's Office and the citizens of Cecil County.

- A. Awards and Commendations Committee
 1. The Awards and Commendations Committee will consist of members of the Sheriff's Office that are appointed by the Sheriff.
 - a. Captain (Chairperson)
 - b. Lieutenant - Patrol
 - c. Lieutenant – Administrative or CID
 - d. Sergeant
 - e. Corporal
 - f. Deputy First Class - Patrol
 - g. Deputy First Class – Specialized Unit
 2. Terms for the Awards and Commendations committee will be staggered with half of the Committee being replaced after two (2) years.
 3. The Chairperson shall convene the committee as needed to evaluate nominations for awards and commendation.
 4. The Chairperson may select an investigating committee from within the Awards Committee to verify information.
 5. Recipients of awards and commendations shall be selected by a majority vote of the Awards Committee with the exception of the Medal of Honor which must be unanimous.
 6. The Chairperson shall not vote on any nomination, except in the event of a tie.
 7. A Committee member nominated for an award or commendation is excluded from Committee duties relating to the member's own nomination.

8. A Committee member shall be excluded from committee duties relative to any conflict of interest as determined by the chairperson.
 9. The Awards Committee need not receive nominations to recommend awards; it can recommend awards for deserving actions whether an individual has been nominated or not.
 10. All proceedings in the Awards Committee are deemed to be strictly confidential in nature.
- B. Recommendation and Receipt of Awards and Commendations
1. The Awards Committee shall determine which type of awards and/or commendation, if any, should be awarded. Final recommendation shall be forwarded to the Sheriff for review and approval.
 2. Once the Sheriff has reviewed and approved the recommendation, the Awards Committee shall notify the nominee and nominator of the result of the nomination.
- C. Procedure for Award Nominations
1. Anyone may recommend an individual for recognition, regardless of rank or sworn status. Citizen letters shall be treated as internal letters of recommendation and shall follow the same procedure. Employees may also nominate members of other departments or civilians for awards if their actions contribute significantly to the Sheriff's Office and meet the standard for the award.
 2. An employee who believes that an individual's conduct merits recognition should write a letter of recommendation to the Captain/Chairperson specifying:
 - a. The employee being recommended;
 - b. The award he/she is recommended for; and
 - c. The actions of the individual which merit recognition.
- D. Cecil County Sheriff's Office Awards and Commendations in order of Importance:
1. Medal of Honor – **(Bar – Blue and silver with “HONOR” in the center)**
The highest commendation bestowed by the Sheriff's Office. It will be awarded only in exceptional cases where:
A deputy has displayed exceptional bravery, gallantry, or courage in the protection of life or property, enforcement of

laws, preservation of the public peace, prevention of criminal acts or apprehension of criminals, and where there was a definite risk of life to the employee.

(This award must receive a unanimous vote by the Awards and Commendations Committee.)

2. Sheriff's Commendation – **(Bar – Red with a silver star in the center)**
The Sheriff's Commendation may be awarded to a Deputy where the action/response was one not typically expected of, or performed by, an ordinarily prudent person such as exhausting physical effort, performance of difficult skills under adverse conditions or stress, use of innovative techniques not normally considered or applied or persistence beyond normal expectations.
3. Life Saving Award – **(Bar – Red, white and blue with a red cross in the center)**
A Life Saving Commendation may be awarded to a Deputy who extraordinarily participates in the saving of a human life by physical rescue or through the administration of first aid or cardiopulmonary resuscitation (CPR).
4. Deputy of the Year Award – **(Bar – Blue and gray with a silver star in the center)**
A Deputy of the Year Commendation may be awarded to a Deputy who displays outstanding job performance, demonstrates distinguished, career oriented accomplishments, and has assisted in fulfilling the Sheriff's Office's responsibilities. The individual sets a positive example for the work environment (Examples are improved morale and enthusiasm or better cooperation with other agencies)
5. Sheriff's Salute – **(Bar – Black with a silver star in the center)**
A Sheriff's Salute commendation may be awarded to an individual who performs their duties in an exemplary manner and displays initiative, professionalism or devotion to duty that is beyond the expectations of their normal duty assignment.
6. Unit Citation – **(Bar – Solid light blue)**
A unit citation may be awarded to Squads, Units or Divisions in recognition of exemplary team work in the completion of an agency goal or in response to a serious crime substantially leading to the apprehension of those responsible.
7. Citizens Awards – The Citizen's Award is presented to a citizen who substantially assists the Cecil County Sheriff's Office or any of its members, or another member of the community, above and beyond the scope of normal civic responsibility.

E. Display of Commendations

1. Only those awards and commendations awarded or approved by the Sheriff of Cecil County are permitted to be displayed on the uniform. Commendation insignia awarded to deputies by other agencies must be approved by the Sheriff.
2. Refer to Chapter 46 – Uniforms and Personal Appearance for the proper wear and placement of awards and commendations.