

STANDARD OPERATING PROCEDURES



Title

Awards Policy

Topic / Number

Awards Committee

Effective Date

August 25, 2000

Distribution

B

Replaces / Rescinds

DISTRICT OF COLUMBIA

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To be used in conjunction with General Order G.O. – ADM – 201.05, Awards Policy

I. Background

In an effort to more effectively recognize the outstanding contributions of the sworn and civilian members of the department and those of the citizens and businesses that assist us, a new Metropolitan Police Department Awards Committee will be implemented on August 1, 2000.

II. Procedural Guidelines

A. Awards Committee

1. The Awards Committee will be responsible for conducting reviews of written submissions of heroic deeds, outstanding police work or exemplary problem-solving efforts by both citizens of the community and members of the department. The Metropolitan Police Department's Awards Committee will honor individuals or groups who have made an outstanding contribution to the mission of the Metropolitan Police Department and to the citizens and visitors of the District of Columbia. The Awards Committee will review these submissions to determine if and what types of departmental awards are appropriate for the type of deed indicated. The Awards Committee will review submissions for both sworn and civilian members of the department, as well as, for members of the community. Members of the Awards Committee will meet on a quarterly basis to conduct these reviews.
2. The Awards Committee will consist of the following members:
 - a. Awards Committee Chairman: Executive Assistant Chief of Police

- b. Awards Committee Vice-Chairman: Senior Executive Director, Corporate Support
- c. Awards Committee Liaison Officer: Director Human Services
- d. Assistant Chief of Police, Office of Professional Responsibility
- e. Assistant Chief of Police, Regional Operations Command North
- f. Assistant Chief of Police, Regional Operations Command Central
- g. Assistant Chief of Police, Regional Operations Command East
- h. Assistant Chief of Police, Maurice T. Turner Jr., Institute for Police Science
- i. Assistant Chief of Police, Special Services Command
- j. Chairman, Chief of Police Citizen's Advisory Council

- 3. In the absence of the Chairman, the senior ranking official present shall serve as the Awards Committee Chairman.
- 4. The Awards Committee Liaison Officer will supply each member of the awards committee with copies of all of the submissions at least 10 (ten) days prior to the scheduled quarterly review. This will allow the Committee members an opportunity to read and review the submissions prior to the convening date.

A. Submissions to the Awards Committee

- 1. Any member of the Metropolitan Police Department, sworn or civilian may initially nominate another member for an award included in this order. Award nominations may also be based upon letters received from citizens, businesses, organizations, groups, etc., that illuminate an act or deed worthy of official acknowledgment or recognition.
- 2. In reviewing award recommendations for submission to the Awards Committee, Commanding Officers shall ensure that nominations are complete, provide in-depth detail and description, and the names and assigned elements of all the members involved. All submissions should contain a clear definition of the role the nominee played in the outlined deed.

3. Submissions should also contain the full names, addresses, and telephone numbers of citizens or businesses being recommended to the Awards Committee.
4. Commanding officers *may* submit for committee review the names of individuals who have already been recognized at the element level (i.e., issuance of a PD 751 does not preclude a member's submission to the Awards Committee for a quarterly, annual, or higher award).
5. All submissions shall contain the necessary supporting documentation in order for the Awards Committee to conduct a proper evaluation.
6. Submissions to the Awards Committee will be on a rolling (open) basis with reviews being conducted on a quarterly basis.
7. Submissions for Awards Committee review shall be directed to the Office of Operational Services, Awards Committee, as soon as possible but no later than thirty (30) days following the date of the event.
8. The Awards Committee will meet quarterly to review the previous quarter's submissions. This review will be conducted in a time and location designated by the Awards Committee Chairman.
9. Following the quarterly review, the Awards Committee Liaison Officer shall contact the respective element commanders in writing, notifying them of the Committee's actions. This response will be provided as quickly as possible, so the Commanding Officer can take whatever element action they deem appropriate.

C. Types of Awards Administered by the Awards Committee

The various types of awards offered by the Metropolitan Police Department and/or the District of Columbia are as follows:

1. Mayor's Meritorious Service Awards- Gold & Silver Medals For Valor
2. MPD Awards to include:
 - a. Medal of Valor
 - b. Medal of Honor
 - c. Department Lifesaving Medal
 - d. Department Blue Badge Award

- e. Meritorious Service Medal
- f. Achievement Medal
- g. Officer of the Year
- h. Department Commendation
- i. Department Unit Citation
- j. Physical Fitness Award
- k. Chief of Police Special Event Commemorative Ribbon
- l. Chief of Police Award for Civilian Merit
- m. Chief of Police Special Awards

D. Responsibilities of Commanding Officers

1. Commanding Officers shall:

- a. Continually monitor their commands seeking out noteworthy incidents that merit award.
- b. Review and submit recommendations within thirty days of occurrence, ensuring their detail, completeness and accuracy.
- c. Ensure that all supporting documents are submitted with the recommendation.
- d. Submit only those recommendations that they feel are worthy of Awards Committee recognition.
- e. Forward the report through channels to the Office of Operational Services, Awards Committee.
- f. Submit a recommendation regarding the type or level of award for which the nominee should be considered.
- g. Institute a program at their unit to enable sworn members to recognize and nominate community stakeholders for awards for the contributions made by citizens, businesses, civic groups, etc.
- h. Issue Department Commendations, Commanding Officer's Letters of Commendation (PD-751), Certificates of Appreciation, and Length of Service Awards, when appropriate, forwarding all associated paperwork to the Awards Committee Liaison Officer.
- i. Institute measures to ensure that members of their unit are familiar with the procedures necessary to propose civilian

entities for awards or recognition. This award is not intended to replace or modify ongoing, local or District award programs, but rather, to enhance and augment existing procedures aimed at noting the superior contributions of our community partners.

2. The Metropolitan Police Department will honor the contributions of citizens, businesses, civic groups, and other community stakeholders to the mission of the Department through the issuance of appropriate Chief of Police Special Awards. As the situation warrants, these awards will range from certificates and photos to plaques and small MPD mementos such as coffee cups, t-shirts, trophies, etc. The determination of the type of award will be based on the type of assistance rendered, as well as the nature of the act for which they were nominated.

E. Awards Committee Liaison Officer

The Awards Committee Liaison Officer will be responsible for maintaining an efficient and effective awards program, the scheduling and planning of awards ceremonies, and will act as the liaison between the Awards Committee and the Office of Human Services.

In addition, the Awards Committee Liaison Officer will be responsible for the following:

1. Receiving awards recommendations from the office of Operational Services on a monthly basis.
2. Reviewing these submissions to make sure that they are complete and contain the required documentation for proper committee review.
3. Providing a quarterly package consisting of a summary of all award submissions to members of the Awards Committee at least ten days prior to scheduled Committee review meeting.
4. Submitting to the Chairman a yearly Awards Committee schedule of events, meetings, and ceremonies for approval.
5. Keeping Awards Committee members apprised of the schedule and any changes that may occur.
6. Keeping a file of all awards submissions, as well as information on action taken on them by the Committee.

7. Ensuring that copies of all awards are placed in the respective member's permanent personnel jacket.
8. Designing, developing, acquiring and maintaining an adequate supply of department medals, ribbons, certificates and citizen's awards.
9. Ensuring the proper printing of ceremonial programs and certificates for awards ceremonies, when required.
10. Providing certificates, commendation letters and letters of appreciation for the Chief of Police and the Awards Committee Chairman, as requested.
11. Following Awards Committee review, the Awards Liaison Officer shall contact the respective element Commanders in writing, notifying them of the actions of the Committee.
12. Planning and preparing the Quarterly and Annual Awards Ceremonies to include at a minimum:
 - a. Scheduling Awards Ceremonies in cooperation with the Awards Committee.
 - b. Reserving appropriate banquet halls or auditoriums.
 - c. Ensuring the creation and proper distribution of ceremony invitations in cooperation with the Awards Committee.
 - d. Preparing requests and obtaining guest speakers in cooperation with the Awards Committee.
 - e. Scheduling photography and/or video services.
 - f. Coordinating with the Director, Corporate Communications, for all upcoming Awards Ceremonies.
 - g. Ensuring the timely distribution of the announcements of upcoming Awards Ceremonies is distributed to the Force, as well as, award recipients.
 - h. Developing a Uniform of the Day for award recipients and members attending the ceremony, in conjunction with the Chairman of the Awards Committee.

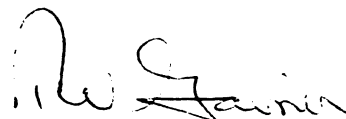
13. Preparing and proposing, for the approval of the Chairman, an annual budget for the Awards Committee.
14. With the approval of the Chairman, assigning tasks to the members of the Committee as appropriate to ensure the success of the quarterly and annual awards ceremonies.
15. Providing the Awards Committee with a budget report at each quarterly meeting.

F. Director, Corporate Communications

The Director, Corporate Communications, will assist the Awards Committee Liaison Officer with the planning and execution of the awards ceremonies providing design services, technical expertise, publicity, writing services, and other assistance, as needed.

Additionally, the Director, Corporate Communications shall:

1. Drawing on their affiliation with the media, assist the Liaison Officer by identifying and procuring guest speakers and entertainment for the awards ceremonies.
2. Design and coordinate invitations, programs, and certificates for the awards ceremonies.
3. Act as Liaison with the Mayor's Office to provide advance notice of all events to the Mayor and Staff.
4. Create and maintain an invitation list for upcoming events to include citizen's groups, ANC's, CAC's, etc.
5. Issue media invitations and press passes for the awards ceremonies.
6. Assist the Liaison Officer with other administrative functions as from time to time may be required to successfully conduct events.



Terrance W. Gainer
Executive Assistant Chief of Police