

Awards and Commendations

Index Code: 203

Effective Date: 03/01/08

(Revised 10/24/2022)

I. Purpose

The Office of the Sheriff for Queen Anne's County expects a high level of professionalism for its employees. When employees exceed the minimum standards of the Office, it is appropriate for them to be commended. The official commendation of such performance, and the arrangement of appropriate publicity, is provided by the Office of the Sheriff to give full public recognition to those who have brought honor to themselves, the Office, and Queen Anne's County.

The purpose of this directive is to establish the types of awards and commendations that will be awarded, those who are eligible for each award, and the mechanism for the selection of members who may have obtained such recognition.

II. Policy

It is the policy of the Office of the Sheriff to identify those members of the Office who have exceeded standard levels of performance in specific areas of their duties and provide appropriate recognition in the form of awards and commendations. In addition, allied agency personnel may also be recognized through a Sheriff's commendation.

III. Awards Committee

The awards committee will consist of a minimum of five (5) members from the Office of the Sheriff who are **chosen** by the Chief Deputy, or his designee, and identified to all personnel upon selection. At least **three** of the members shall be **sworn personnel**.

One member of the board will be appointed "Awards Committee **Coordinator**" by the **Awards Committee**. Each board member will serve at the discretion of the Chief Deputy or his designee.

The **Awards Committee Coordinator** will maintain minutes of each meeting.

The Sheriff's Executive Assistant will order the appropriate plaques for each award and print all certificates.

The Quartermaster is responsible for ordering appropriate uniform pins and medals for the nominees as requested by the **Sheriff's Executive Assistant**.

The Awards Committee will meet periodically as directed by the **Awards Committee Coordinator** to consider all recommendations **and nominations received** throughout the year (at least three times per year). The Awards Committee is given access to all information regarding each nominee recommended and may investigate the circumstances surrounding the recommendation in any manner it deems necessary to verify information.