

**MONROE COUNTY SHERIFF'S OFFICE**

**General Order**

<b>CHAPTER:</b> 12		<b>TITLE:</b> Commendation and Awards Program
<b>EFFECTIVE DATE:</b> February 1, 2014	<b>NO. PAGES:</b> 4	<b>REVIEWED/REVISED:</b> January 25, 2014
<b>REFERENCE:</b>		<b>RESCINDS:</b>

**PURPOSE**

The purpose of this directive is to establish the Office Awards and Medal Program

**DISCUSSION**

This directive shall apply to all Sheriff's Office Members

**POLICY AND PROCEDURES**

- Member of the Quarter Awards
  - The awards program will be administered by the Sheriff or his designee.
  - The commendations will be awarded based on evaluation of distinguished service and/or individual achievement.
  - Five categories for recognition have been created.
    - Law Enforcement – Deputies and Detectives
    - Corrections – Sworn
    - Reserves, Auxiliaries and Auxiliary Support
    - Support Staff
    - Cadets (Explorers)
  - Quarterly Awards
    - All Members of the Office are eligible for selection of the quarterly award. Each Member should be recognized for his/her outstanding effort, distinguished service, and/or individual achievement. Recommendations may be submitted by citizens, fellow officers, supervisors, and/or non-sworn members, to the nominated Member's Commander or Director. All nominations shall be forwarded in writing to Human Resources. Each Commander and/or Director may submit one nomination for each category.
    - At the end of the quarter, Human Resources will send out notification to all Commanders and Directors that nominations are due. Upon receipt of the nominations, Human Resources will forward the nominations to the Undersheriff for presentation at the appropriate Command Staff meeting for consideration and selection. The Sheriff will have the final decision on all selections.

- The time periods for the Officer / Member of the Quarter are as follows:
  - 1<sup>st</sup> Quarter – January 1 through March 31
  - 2<sup>nd</sup> Quarter – April 1 through June 30
  - 3<sup>rd</sup> Quarter – July 1 through September 30
  - 4<sup>th</sup> Quarter – October 1 through December 31
- Yearly Award
  - The Member of the Year Award will be selected from the time period commencing January 1 and ending December 31 of each calendar year. Only those Members who have been selected throughout the year as Members of the Quarter are eligible for this nomination.
  - At the end of the year, the names of those Members who are eligible for the yearly award are presented to the Sheriff and Command Staff for consideration and selection. The Sheriff will have the final decision on all selections.
- Awards
  - The Quarterly Award – The Officer/Member will be presented with an engraved plaque and a commendation ribbon, which is maroon and yellow in color.
  - The Yearly Award – The Officer/Member will be presented with a monetary award, an engraved plaque, and a commendation ribbon, which is gold in color.
- **Medals Program**
  - The Medals Program is to recognize outstanding performance and actions by Members that go beyond their job function or deserve specific recognition not available through the Quarterly/Year Award Program. The Law Enforcement Explorers, through their parent organization, have a ribbon program, which is recognized by the Sheriff. The Explorer ribbon program is governed by those established guidelines and when presented it will be done at an Office Awards Ceremony.
    - Type of Medals
    - Medal of Valor – will be awarded to the Member who displays distinguished and extraordinary heroism in the line of duty and does so at risk of imminent personal hazard to her/his life. This award will be presented as mandated by performance.
    - The Member will be presented with a letter from the Sheriff and a commendation ribbon, which is solid red in color
    - Sheriff's Medal - shall be awarded to those Members of the Office who are involved in an incident where a meritorious act is performed. This would include a shooting incident, attempting to save another's life, or apprehending a felon with knowledge of risk to life or limb. This award will be presented as mandated by performance.
      - The Member will be presented with a letter from the Sheriff and a commendation ribbon, which is green with four yellow vertical stripes in color.
    - Purple Heart - will be awarded to a Member who sustains a serious / debilitating injury while performing his/her duties. The award will be presented as mandated by performance.

- The Member will be presented with a letter from the Sheriff and a commendation ribbon, which is solid purple in color.
- Distinguished Service Award - will be presented at the sole discretion of the Sheriff and is given in recognition of outstanding service by a Member of the Office. This award will be presented as mandated by performance.
  - The Member will be presented with a letter from the Sheriff and a commendation ribbon, which is blue, yellow and green in color.
- Quarterly Award – See III, A. 4. of this order.
- Yearly Award – See III. A. 5. of this order
- Hurricane Award - The Hurricane Award will be presented to those Officers/Members who stay and work above and beyond the normal realm of their duties during a hurricane. This award will be determined by the Sheriff.
  - The Member will be presented with a ribbon, which has a combination of blue, white, red stripes with a yellow stripes in color.
- Community Involvement Award - will be presented to those Officers / Members who, above and beyond the normal realm of their duties, aid, assist or become part of an organization, project or event where they give unselfishly of their time, expertise or patience to the betterment of the community and its citizens. The award will be determined by the Sheriff when presented with recommendations that provide sufficient evidence of involvement. This award will be presented as mandated by performance.
  - The Member will be presented with a ribbon, which has a combination of blue and white stripes in color.
- Wellness Award - will be presented to those Members who maintain a wellness profile and or has used no sick leave for a period of one year.
  - The Member will be presented with a ribbon, which is red and white in color.
- Good Conduct Award - will be given for each five years of service without disciplinary action more severe than that of a written reprimand. The Division Commanders and/or Directors shall be responsible for recommending the Officers / Members
  - The Member will be presented with a ribbon, which has single blue and white vertical stripes in color.
- Continuous Service Award
  - Regular Members - will be given after the first five years of continuous service. On each fifth anniversary thereafter, an oak leaf will be presented up to twenty years of service, after which the oak leaves will be replaced by a star, representing twenty-five years. This award will be presented as mandated by performance. This ribbon does not replace the longevity bars and stars worn on the long sleeve uniform shirt.
  - Reserve/Auxiliary Members – will be given after the first 1,000 hours of volunteer duty is recorded. For each subsequent 2,000 hours of recorded volunteer duty, an oak leaf will be presented up to 7,000, after which the oak leaves will be replaced by a star, representing 9,000+ of volunteer duty.

- Explorers – will be given after the first five years of continuous service. Upon the anniversary of their tenth year of continuous service an oak leaf will be presented.

The Member will be presented with an engraved plaque, second gift that will vary with longevity, and a ribbon, which has a combination of blue and white stripes in color.

- National Defense Medal – Those members who have served in the Armed Forces of the United States, to include and United States Coast Guard, Reserve or National Guard Unit and have received the National Defense Medal or Medal signifying an area of service during a war or armed conflict may display same in conjunction with Office ribbons.
- Educational Recognition Award - This award will be given to those Members, both sworn and non-sworn, who have obtained a college degree, attended the FBI Academy, the Southern Police Institute, are dual certified corrections / law enforcement. This award will be presented as mandated by performance.
  - The Member will be presented with a ribbon, which is blue, red, and white in color.
- Special Duty Ribbon - The ribbon will be worn by those Deputies who have been trained to perform special functions with the Office above the normal duties of Deputy Sheriff:
  - Field Training Officer (FTO/Cert)
  - Special Weapons and Tactics Team (SWAT)
  - Canine (K-9)
  - Police Diver
  - FDLE Certified Instructor
  - Bomb squad
  - Hostage Negotiator
  - Honor Guard
  - Others as specified by the Sheriff, are considered special duty.

For each additional activity the Deputy shall receive an oak leaf cluster.

- The Member will be presented a ribbon, which has a combination of green, black, yellow, blue, red and white stripes in color.
- Safe Driver Award - will be presented to those Officers who are assigned a vehicle and maintain a clean driving record for five years. A clean driving record is defined as "no chargeable accidents against the Officer". An oak leaf cluster for each additional five years shall designate each additional award.
  - The Member will be presented a ribbon, which has a combination of green, red, yellow and blue stripes in color.
- Marksman Ribbon – Members will be presented with a ribbon upon qualifying with her/his service weapon. The ribbon is solid blue in color.
- Subsequent Duplicate Awards – In the event a Member receives a specific award for a second time, the Member will be presented with a bronze oak leaf for placement on the appropriate ribbon. Four similar awards would result in an oak leaf cluster on the ribbon; in the event of a fifth award the oak leaf cluster will be replaced by a gold star
- Approved Ribbons - Only those ribbons issued by the Monroe County Sheriff's Office will be worn or displayed with the exception of the United States Congressional Medal of Honor.

- Order of Display - Ribbons awarded to a Member shall be worn on the uniform of the day and the Class A uniform, horizontally over the top of the right breast pocket flap. A maximum of three ribbons across and six rows high can be worn. Ribbons will be worn in order of importance from left to right and top to bottom as the uniform is being worn. The following is the order the ribbons are to be worn:
  - Medal of Valor
  - Sheriff's Medal
  - Purple Heart
  - Distinguished Service Award
  - Officer / Member of Year
  - Officer / Member of Quarter
  - Hurricane Award
  - Community Involvement Award
  - Wellness Award
  - Good Conduct Award
  - Continuous Service Award
  - Armed Forces Recognition Award
  - Military Conflict Ribbons – sequentially starting with the Korean Conflict Ribbon. (In lieu of Armed Forces Ribbon)
  - Educational Achievement Award
  - Special Duty Award
  - Safe Driver Award
  - Marksmanship Award
  
- Uniform Display – regular size ribbons only will be worn on Office uniforms. If a Member chooses not to wear his ribbons on the uniform of the day, only the Sheriff's Star / Shield Badge, nametag and rank insignia will be worn.
  
- Civilian Display - Office Members who wear civilian attire may apply for and receive awards/ribbons.