



TALBOT COUNTY SHERIFF'S OFFICE



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December 2, 2014

**GENERAL ORDER NO. 15-002**

To: Talbot County Sheriff's Office Personnel/Government Employees/General Public

Subject: Talbot County Sheriff's Office Awards and Commendations

***I. Purpose***

- a. The purpose of this General Order is to establish the guidelines for determining and awarding commendations to Sheriff's Office personnel, along with other government employees and the general public.

***II. Policy***

- a. The Talbot County Sheriff's Office believes that all personnel, sworn and civilian, should be recognized for outstanding and meritorious conduct that enhances the performance and image of the Sheriff's Office in the community. This policy also addresses awards to other government agencies and the general public.

***III. Procedure***

- a. Nominations:
  - i. Every supervisor who has direct knowledge of an outstanding or meritorious incident has the responsibility of submitting a nomination for commendation.
  - ii. Any other employee with direct knowledge of an outstanding or meritorious incident has a responsibility to notify command staff and may submit a nomination.
  - iii. Each nomination shall specifically detail:
    1. The exact involvement of the nominee
    2. The date, time, and location of the incident
  - iv. Nominations shall be submitted on official letterhead to the Office of the Sheriff.

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- v. Nominations should be submitted as soon as possible after the incident relating to the personnel's performance.

b. Commendation Committee:

- i. A committee to determine the awarding of commendations shall be appointed by the Sheriff.
- ii. The committee shall consist of the following:
  - 1. A member of the Talbot County Sheriff's Office Command Staff
  - 2. A member with the rank of Sergeant
  - 3. A member with the rank of Corporal
  - 4. A member with the rank of Deputy First Class/Deputy
  - 5. One member of the civilian Administrative Staff
- iii. The committee members shall serve for a period of one year or a period of time authorized by the Sheriff.
- iv. Each member shall have one vote. If a committee member is a nominee, he/she will be disqualified from voting for their own nomination.
- v. If more than one member of the committee is a nominee, the Sheriff shall appoint a corresponding number and classification of employees who shall serve in the nominee's place until the particular issue is resolved.
- vi. The committee may choose to award a commendation, for different reasons than stated on the nomination or not award the commendation at all.
- vii. If new information arises after a nomination is made, the committee may consider it before awarding a commendation, or after declining to award.

c. Commendation Types:

- i. Sheriff's Commendation:
  - 1. A commendation that recognizes outstanding or meritorious conduct by any employee.
  - 2. This conduct can be a single incident or a pattern of conduct.
- ii. Sheriff's Salute:
  - 1. A certificate of appreciation issued by the Sheriff given to any employee, sworn or civilian. This certificate may also be issued to a person from another police agency, government agency or general public.
- iii. Commendation of Valor:
  - 1. Recognizes an extraordinary act of heroism or bravery.
- iv. Life Saving Award:
  - 1. Recognizes an individual sworn or civilian who contributes to the saving of a human life by physical rescue or through the administration of life saving techniques.
- v. Deputy of the Year:
  - 1. Recognizes a sworn deputy as the outstanding deputy of the calendar year.

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2. This award may arise from a single incident or a pattern of outstanding conduct.
- vi. Firearms
  1. “Top Gun Award” which recognizes excellence in marksmanship. Factors that will be considered will be scores on all courses, all-around participation in the program (following range rules, etc.). This award will not necessarily go to the one who scores the best, but who exemplifies and exceeds expectations in all aspects of the program.
  2. “Most Improved Award” which recognizes the most improved all-around participant. Again, not necessarily awarded to the most improved scores, but the most improved in all aspects. This will be based on most improved from the previous calendar year.
  3. Firearms instructors are not eligible for these awards.
- vii. Years of Service:
  1. Recognizes sworn deputies and civilians for their years of service and dedication to the Sheriff’s Office.
  2. This award will be given in five year increments.
- viii. Unique Training Insignia:
  1. Any specialized or unique training insignia can be provided to a sworn deputy. The following are examples of a specialized or unique training:
    - a. FTO
    - b. TSS
    - c. DARE
    - d. EMT
    - e. DRE
    - f. K-9
  2. The insignia must be approved by the Sheriff.
- d. Wearing of Awards and Commendations:
  - i. No award, ribbon, medal or insignia may be worn or displayed on a Sheriff’s Office uniform without the authorization of the Sheriff.
  - ii. Office issued awards will be worn on the wearer’s right breast, one-half inch above the name plate.
  - iii. If more than two ribbons are worn they will be no more than two abreast, in ranking order, from top to bottom and from the wearer’s left to right.
  - iv. If more than one ribbon is worn, they shall be centered on the right pocket with the highest-ranking award worn from the wearer’s right to left.
  - v. If an odd number of ribbons are worn, the highest ranking ribbon will be worn centered over the lower ranking ribbons.

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***IV. Effective Date:***

- a.** This General Order cancels General Order 30 and is effective January 1, 2015.

Joseph J. Gamble  
Sheriff of Talbot County

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