

# GENERAL ORDER



DISTRICT OF COLUMBIA

Title  
**Awards Policy**

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Replaces / Rescinds  
General Order 201.10 Crime Reduction Awards  
Dated September 19, 1986  
General Order 201.5 Awards Committee,  
Dated November 1, 1979  
Special Order 99.5 Blue Shield Award,  
Dated February 4, 1999  
Special Order 92.17 CEP Performance Awards,  
Dated October 28, 1992  
Special Order 91.6 COPS Team Award  
Program, Dated July 15, 1999  
Special Order 99.5 Blue Shield Award,  
Dated February 4, 1999

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## **I. Background**

The Metropolitan Police Department Awards Committee is established in order to formally recognize the outstanding efforts and accomplishments of sworn and civilian members of the Department, and increase the awareness of the sacrifices, services, and contributions made by the members of our Department. The Awards Committee will function under a standard operating procedure approved by the Chief of Police to ensure the efficient review and distribution of the awards documented below.

## **II. Policy**

The Metropolitan Police Department will honor individuals or groups who have made an outstanding contribution to the mission of the Metropolitan Police Department and to the citizens of and visitors to the District of Columbia. This recognition will be in the form of Letters, Certificates, Ribbons, Pins and Medals, and other forms of recognition as deemed appropriate by the Awards Committee and the Chief of Police. It shall be the policy of the Department to encourage award submissions from all sources to include members and community stakeholders. Metropolitan Police Department Awards also may be issued to sworn members of federal, state and local law enforcement agencies.

### III. Definitions

#### A. Mayoral Awards

##### Mayor's Meritorious Service Awards- Gold & Silver Medals For Valor

The D.C. Office of Ceremonial Services handles all awards issued by the Mayor. Annually, the Mayor's Office of Ceremonial Services awards the Mayor's Meritorious Service Award, Gold Medal For Valor, and Silver Medal for Meritorious Service, recognizing exceptional bravery by the members of the District of Columbia Police, Fire and Corrections Departments. Nominations for this award are submitted by the agencies and recipients are selected by the Mayor's Office. The D.C. Chamber of Commerce sponsors these awards.

DECORATION: The Mayor's Office issues a medal and a pin. A corresponding MPD ribbon will be authorized for wear and awarded to indicate the receipt of this prestigious award. The ribbon will be worn with a gold or silver star corresponding to the level of the award. The insignia plate (pin) is reserved for wear on the dress (Class A) uniform only.

#### B. MPD Awards

The following awards and ribbons will be presented to MPD employees and citizens of the District of Columbia who have distinguished themselves by significantly contributing to the mission and goals of the Metropolitan Police Department:

##### 1. Medal of Honor

MPD sworn or civilian personnel, who perform an act of EXCEPTIONAL BRAVERY, above and beyond the call of duty, with the awareness of the possibility that the act could result in great bodily harm or death to themselves, are eligible to receive the Medal of Honor. As the premier award of the Metropolitan Police Department, this honor is only bestowed upon members in conjunction with an award of either the Medal of Valor and/or the Blue Badge award.

DECORATION: Certificate, Medal, Ribbon with "V" device distinguishing valor, and Pin.

2. Police Medal

MPD sworn or civilian personnel, who receive the Medal of Valor, Meritorious Service Medal, Department Blue Badge Medal, and whose accomplishments or performance was so outstanding as to justify additional recognition by the Chief of Police. The award may be presented annually.

DECORATION: Medal, Ribbon and Certificate.

3. Medal of Valor

MPD sworn or civilian personnel who perform a heroic act that by its nature results in the saving of a life, preventing a serious crime, or apprehending a person who commits a serious crime are eligible to receive the Medal of Valor.

DECORATION: Certificate, Medal, Ribbon with “V” device distinguishing valor is authorized, and Pin.

4. Department Blue Badge Medal

MPD sworn or civilian personnel, who in the performance of enforcement duties, are seriously, critically or fatally injured while in the performance of police duties. In addition, this award may be conferred if the injury was averted by wearing body armor. This award is limited to those cases resulting from attack by an assailant, personal combat or the performance of an act of valor.

DECORATION: Certificate, Medal, Ribbon and Pin; “V” device distinguishing valor or an extremely hazardous circumstance may be authorized.

5. Department Blue Shield Medal

MPD sworn or civilian personnel, who as a result of accidental causes, has been seriously, critically or fatally injured while in the performance of police duty. This award is limited to those cases resulting from accidental or medical circumstances (traffic crash, heart attack, fall, etc.) which occurs during direct performance of police duties.

DECORATION: Certificate, Medal, Ribbon and Pin.

6. Meritorious Service Medal

MPD sworn or civilian personnel who have made significant, outstanding and sustained achievements contributing to the efficiency and/or effectiveness of the department by performing their duties with outstanding skill, enhancing community partnerships, and have exhibited diligence, productivity, judgment, and responsibility are eligible to receive the Meritorious Service Medal.

DECORATION: Certificate, Medal, Ribbon and Pin; “V” device distinguishing valor or an extremely hazardous circumstance may be authorized.

7. Achievement Medal

MPD sworn or civilian personnel performing an outstanding act that results in improved administration or operation, applies unique problem solving skills, provides substantial savings in labor or operational cost, greatly enhances the mission of the Metropolitan Police Department, furthers the goals of Policing for Prevention and enhances the lifestyle of community stakeholders, or brings great credit to the department are eligible to receive the Achievement Medal. The act or acts must be representative of performance beyond the requirements of the normal work assignment.

DECORATION: Certificate, Medal, Ribbon and Pin; “V” device distinguishing valor or an extremely hazardous circumstance may be authorized.

8. Employee(s) of the Year Medal

Awarded yearly to a single MPD Officer or Detective, the rank of sergeant or below, and a single MPD civilian employee who has shown extraordinary commitment to the policing profession and the citizens of the District of Columbia while performing daily activities as a Metropolitan Police Officer or civilian employee. Through this member's relentless dedication to duty, they would have repeatedly exhibited courage and compassion when faced with the challenges of their daily activities. This member will have contributed markedly to the mission of the Metropolitan Police Department by *significantly* reducing crime or the fear of crime within the District of Columbia. Sworn members selected to receive the Employee of the Year award will be issued a vehicle for their sole use while at work (not a take home vehicle). Civilian and sworn members will also receive a designated parking space for their personal vehicle, at

their assigned element, for the year until the next award recipient is named.

DECORATION: Certificate, Medal, Ribbon and Pin

9. Department Lifesaving Medal

MPD sworn or civilian personnel who perform actions or who apply techniques that result in the saving or sustaining a human life are eligible to receive the Department Lifesaving Medal.

DECORATION: Certificate, Medal, Ribbon and Pin; “V” device distinguishing valor or an extremely hazardous circumstance may be authorized.

10. Department Unit Citation Ribbon

Awarded to MPD sworn or civilian personnel within a *distinct* operational unit who have exhibited exceptional professional skill and conduct during a coordinated action and have displayed consistent sustained excellence in carrying out the unit's mission.

DECORATION: Certificate and Ribbon

11. Department Commendation Ribbon

Approved, and awarded monthly, by an Senior Executive Director or an Assistant Chief of Police, to MPD sworn or civilian personnel who perform an outstanding act with diligence, perseverance or exceptional ability that notably contributes to enhancing the image of the department or prepares, directs or executes a plan, program or procedure that makes a notable contribution to the efficiency and/or effectiveness of the department.

DECORATION: Certificate and Ribbon

12. Department Honorable Mention Ribbon

Approved and awarded by Unit Commanders the rank of Inspector and above, or civilian Directors (grade DS-15 or above), to MPD sworn or civilian personnel whose zealous performance of job-related and/or community-related tasks is indicative of superlative performance. This is the only award in which the PD751 is required. All other awards are submitted with the Award Nomination Form.

DECORATION: Certificate and Ribbon. Civilians may receive an optional lapel pin. A cluster will be awarded for the twenty-sixth (26<sup>th</sup>), fifty-first (51<sup>st</sup>), and seventy-sixth (76<sup>th</sup>) award of this ribbon. A single gold star will be awarded at the 100<sup>th</sup> award and will replace the three, previously issued clusters.

13. PSA (Police Service Area) of the Month Award

Approved and awarded by District Commanders to sworn members and citizens based on crime reduction and/or success in problem solving efforts. Each District Commander will select a PSA per month to be recognized for their efforts.

Decoration: Certificate to members and citizens with a plaque presented at the end of the year for the PSA of the year. The PSA of the year is determined by the PSA receiving the most PSA awards during the year.

14. Physical Fitness Award Ribbon

In an effort to promote good health and well being of its members, the Metropolitan Police Department will issue an award recognizing each member's endeavor to attain a high level of physical fitness. The award will recognize each member's overall physical fitness on three levels. Individual member's submission for the physical fitness award will be on a voluntary basis.

Level I: Awarded to MPD personnel with an overall wellness score of 90 percent or above.

DECORATION: Certificate and Ribbon with Gold Star

Level II: Awarded to MPD personnel with an overall wellness score between 80 to 89 percent.

DECORATION: Certificate and Ribbon with Silver Star

Level III: Awarded to MPD personnel with an overall wellness score between 60 to 79 percent.

DECORATION: Certificate and Ribbon

15. Department Special Event Commemorative Service Ribbon

Awarded to MPD sworn or civilian personnel who serve with honor and distinction during special details, events, or assignments.

Example: (50<sup>th</sup> Anniversary of NATO, Y2K, or as defined by the Chief of Police)

DECORATION: Certificate and Ribbon. Civilians may receive an optional lapel pin.

16. Crime Reduction Award

Awarded annually to all MPD sworn and civilian members of the district, including reserves, which realizes the most significant reduction in crime, as measured by comparing present year statistics with that of the previous year. Recipients shall have served a minimum of six (6) months, in the receiving district, in a full duty capacity to be eligible for this award. The Central Crime Analysis Unit will perform crime reduction calculations. This award will only be presented when at least one district achieves a statistical reduction in crime.

DECORATION: Crime Reduction insignia and Crime Reduction certificate.

17. Chief of Police Award of Merit Medal

Awarded to non-MPD civilian employees of the District of Columbia government or members of other law enforcement agencies whose contributions have greatly enhanced the ability of MPD to carry out its mission, deliver services to the public, prevent crime, or build community partnerships throughout our communities and neighborhoods.

DECORATION: Plaque or Certificate, Medal and lapel pin.

18. Chief of Police Special Awards

Awarded to citizens of the Washington Metropolitan area by the Chief of Police for a variety of reasons as the situation warrants. The awards should honor the contributions of individuals, businesses, civic groups and other community stakeholders.

AWARD: Certificates or plaques.

19. CHAMPS Award

Capitol Hotels Award Metropolitan Police Service, or CHAMPS, is an incentive program sponsored by the Hotel Association of Washington, D.C. in appreciation and support of the Metropolitan

Police Department's service to the community. Nominations are made by Commanders, or their designee, of the Districts and Special Services Units to recognize officers who have performed a special community service or demonstrated superior conduct. The awardees attend a bi-monthly luncheon in which they are able to share experience and expertise directly with the Chief of Police and present new ideas from the front line. Command officials will submit nominations to be considered as CHAMPS awardees to attend the bi-monthly luncheon.

Decoration: Certificate, ribbon

20. Length of Service Award

Awarded to all MPD sworn and civilian members recognizing length of service to the Department. Awarded for increments of five years of service.

Award: Certificates and pin

#### **IV. Procedural Guidelines**

A. Nomination for Awards

Anyone may nominate a civilian or sworn member of the Department for an award.

The nomination of a member for an award shall be made within thirty (30) days of the action or event for which the person has been nominated. Commanding Officer's Honorable Mentions – unit level award – is the only award in which a PD751 is required. The Award Nomination Form is the document to be used for all other award submissions, including the Departmental Commendation which is approved/issued by Assistant Chiefs or Executive Directors. Neither the Honorable Mentions nor the Commendation nominations need to be forwarded to Human Services unless the award is to be considered by the Awards Committee for a higher departmental award. However, copies of the award shall be submitted to the Awards Coordinator in Human Services to be filed in the member's Official Personnel Folder. When the nomination is for a higher level departmental award for Committee consideration, the Award Nomination Form will be routed to the Awards Coordinator in Human Services through the chain of command.

When a community stakeholder makes a recommendation for an award, an official on-duty at the unit will be contacted. The official first learning of the award shall obtain as much information possible about the event or



action and complete the Award Nomination Form. The form will be forwarded to the Watch Commander or the highest-ranking member then present at the command for review and further action.

In those cases where there is not a sworn official assigned to a unit, and a community stakeholder recommends a civilian employee for an award, the person first learning of the award nomination shall complete the nomination form and forward it to the Awards Coordinator in Human Services for further action.

B. Awards to be converted

On August 1, 2000, the following MPD awards will be converted to ribbons for the Metropolitan Police Department:

1. Metal Insignia Plate for the Award for Valor to Department Medal of Valor.
2. Metal Insignia Plate for the Award for Honor to: Department Medal of Honor
3. Metal Insignia Plate for the Award for Merit to: Department Meritorious Service

Members who have received these awards in the past will be issued a corresponding ribbon for daily wear. All insignia plates awarded to date may be worn on the dress (Class A) uniforms, as desired, by members who have previously received this award. Additionally, members may wear the single, most recently awarded metal insignia plate on the Uniform of the Day.

4. Annual Crime Reduction Award

Originally established to recognize and commend the district that achieved the largest annual reduction of crime over the previous year.

**DECORATION:** Gold rectangular bar, various ribbons with devices. The award bar and the last awarded associated ribbon will be retained. Members may wear only the single, most recent award bar and last awarded ribbon on the Uniform of the Day. All insignia plates awarded to date may be worn on the dress (Class A) uniforms, as desired, by members who have previously received this award. A crime reduction flag will be awarded to the District Commander for display in a suitable location.

## 5. Quarterly and Monthly Crime Reduction Award

Established to recognize and commend the district that achieves a reduction in index crimes and offenses as determined by a comparative analysis of current (month) statistics with the same month/quarter of the previous year. DECORATION: Ribbons of various colors. This award will be retired. The quarterly crime reduction award gold bar/plate is retired and shall not be worn.

### C. Issuance of Awards

1. All award submissions, with the exception of the Commanding Officer's Honorable Mention (PD751), will be requested on an Awards Nomination Form. The Commanding Officer's Honorable Mention will be documented on a PD751, formerly the Commanding Officer's Letter of Commendation.
2. The issuance of an award at the unit or Assistant Chief of Police level to include the CHAMPS award does not preclude nomination to the Awards Committee for a higher departmental award.
3. The following awards can be issued as indicated below. A copy of the award shall be forwarded to the Awards Committee Coordinator in Human Services for placement in the member's permanent personnel folder:
  - a. Department Commendations may be approved and issued monthly by Assistant Chiefs of Police, Executive Directors, and above.
  - b. Department Honorable Mention may be approved and issued by Unit Commanders the rank of Inspector and above or their civilian counterparts.
  - c. Length of Service Award may be issued by the Unit Commanders as determined by the Executive Director.
4. All higher department awards shall be reviewed and a decision to issue based upon the recommendation of the Chairman of the Awards Committee and final approval of the Chief of Police. In most instances, the higher departmental awards will be given at the official Metropolitan Police Department Awards Ceremony.
5. The Department will host awards ceremonies regularly and one annual Awards Ceremony. Recipients of the Medal of Valor, Department Medal of Honor, Department Lifesaving Award, the

Blue Badge Award, Meritorious Service Medal, Achievement Medal, Employee(s) of the Year Medal, and the Department Lifesaving Medal will be honored and presented the award at the annual awards ceremony or at another appropriate awards ceremony.

6. The Chief of Police might present award recipients an award at any time, as deemed appropriate.
7. If any of these previously listed awards are issued at an event other than the annual awards ceremony; the recipient will be invited to the annual awards ceremony in order to receive the appropriate recognition.
8. Members nominated for departmental awards will be detailed to the awards ceremony for the entire tour of duty. Member's families and friends may be invited to the awards ceremonies, and the Awards Committee will provide a departmental photographer for the event.
9. The Director of Human Services will ensure that all awards are promptly recorded in a member's Official Personnel Folder. It is the responsibility of Assistant Chiefs, Executive Directors and Commanders to notify the Director of Human Services of awards they distribute to members to enable Human Services personnel to record the award in the member's Official Personnel Folder.

#### D. Wearing of Departmental Ribbons

1. Members of the department are directed to wear their ribbon bar(s) on the uniform shirt, jacket or blouse, positioned on the right side, just above the nametag. Ribbons will be placed on the uniform in order of ranking priority beginning with the Mayor's Meritorious Service Award. Award ribbon order will begin from the wearer's left (closest to the heart) and move to the right in one or more rows, three ribbons per row. The highest-ranking award will be displayed on the top, for single rows, or as the innermost ribbon for two or three joined ribbons.
  - a. There will be no more than 1/8 inch between rows of ribbons; where possible members shall use the joined, military style ribbon holders.
  - b. No more than three ribbons will be worn in any single row, and there will be no subsequent rows added until the current row has three ribbons.

- c. When subsequent awards require a second row of ribbons, the higher-ranking ribbons will be displayed above the lower ranking ribbons.
2. With the exceptions noted in the description of awards, when awarded a second MPD service ribbon or MPD medal, the recipient will be issued a star to affix to the ribbon previously issued. The star shall be affixed in the center of the ribbon to indicate a second award. A third award will be indicated by a second star affixed and equally spaced in thirds on the face of the ribbon. A fourth award of the same type will be indicated by a third star affixed and equally spaced in fourths on the face of the ribbon. The fifth award of the same type will be indicated by affixing one gold star in the center of the ribbon. Awards six through nine will be marked in the same manner as above, adding a silver star to the side of the gold star, starting with the side closest to the center line of the uniform. A tenth award of the same ribbon or medal will be indicated by a second gold star. This progression will continue for additional awards. If a particular ribbon or award has a center decoration, the above sequence will be followed beginning with the side of the ribbon closest to the centerline of the uniform.

#### E. Wearing of Military Service Ribbons

Service and campaign ribbons awarded by the United States Armed Forces shall be worn on the member's dress (Class A) uniform. The ribbons will be worn above the member's badge, in the same manner and order of precedence as directed by military authority. For members who have earned U.S. Armed Forces specialty qualifications such as the Combat Infantry Badge, the Special Warfare Pin, Ranger insignia, Pilot's Wings, Jump Wings, Surface Warfare Officer, Diver, etc., the qualification pin may be worn directly above the military ribbons.

Members with qualification pins or insignia other than those listed above, may submit a memorandum to the Chairman of the Awards Committee requesting permission to wear the insignia. In all cases members will be guided by the decision of the Chairman.

#### F. Awards from Other Agencies

Medals and ribbons awarded to MPD members by other governments, municipalities, or law enforcement agencies, and medals or ribbons awarded to members by a previous law enforcement agency (i.e., lateral hires), may be worn with MPD issued ribbons and medals with prior approval of the Awards Committee. A memorandum evidencing the prior award must accompany the request to wear the ribbon or medal. If

approved, the member will be instructed by the Awards Committee on how to wear the previous award in conjunction with MPD awards.

G. Evaluation of the Awards Program

Biannually, the Awards Committee will review the current MPD Awards General Order to determine if any changes or additions are necessary. This review will also include awards presented to civilian employees and private citizens of the District of Columbia.

//SIGNED//  
Charles H. Ramsey  
Chief of Police

CHR:NMJ

METROPOLITAN POLICE DEPARTMENT  
AWARDS PROGRAM

DATE: \_\_\_\_\_

**AWARD NOMINATION FORM**

**FULL NAME OF NOMINEE:**

(Include rank/title/badge #), (Include telephone # and address if Nominee is a citizen)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRICT/UNIT OF ASSIGNMENT:**

\_\_\_\_\_

**AWARD CATEGORY:**

(Refer to General Order 201.05 to determine the proper category)

\_\_\_\_\_

**REASON FOR SUBMISSION:**

(Why deserving of an award)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BRIEF SYNOPSIS:**

(Attach supporting documentation)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTED BY:** .....

**TO: METROPOLITAN POLICE DEPARTMENT HUMAN SERVICES THRU ASSISTANT CHIEF/EXECUTIVE DIRECTOR FOR AWARDS COMMITTEE. IF COMMENDATION NOMINATION, THIS DOCUMENT GOES ONLY TO THE ASSISTANT CHIEF/EXECUTIVE DIRECTOR FOR APPROVAL/ISSUANCE.**

