
Commendations and Awards

1310.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing the commendable and meritorious acts of members of the Montgomery County Sheriff's Office and individuals from the community.

1310.2 POLICY

It is the policy of the Montgomery County Sheriff's Office to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1310.3 COMMENDATIONS

- (a) Commendations for members of the Office may be initiated by the following:
1. Any office member
 2. Any person from the community
- (b) Commendations for individuals from the community may be initiated by the following:
1. Any office member
 2. Any person from the community

1310.4 CRITERIA

A meritorious or commendable act may include, but is not limited to, the following:

- Superior handling of a difficult situation
- Conspicuous bravery or outstanding performance
- Any action of performance that is above and beyond typical duties

1310.5 OFFICE MEMBER DOCUMENTATION

Members of the Office should document meritorious or commendable acts. The documentation should contain the following:

- (a) Identifying information:
1. For members of the Office - Name, Division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - Name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) Signature of the member submitting the documentation

Montgomery County Sheriff's Office

Policy Manual

Commendations and Awards

1310.6 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Office members accepting the documentation should attempt to obtain detailed information regarding the matter, including the following:

- (a) Identifying information:
 - 1. For members of the Office - Name, Division and assignment at the date and time of the meritorious or commendable act
 - 2. For individuals from the community - Name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate
- (c) Signature of the person submitting the documentation

1310.7 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Office shall be forwarded to the appropriate Division Director for his/her review. The Director shall sign and forward the documentation to the Sheriff or his designee for his/her review.

If the Sheriff or his designee determines the commendation is appropriate, he/she will present the commendation to the office member. The documentation will then be entered into the member's personnel file.

1310.8 AWARDS

Awards may be bestowed upon members of the Office.

These awards may include the following:

- Award of Valor
- Award of Merit
- Lifesaving Award
- Meritorious Conduct

Criteria for each award and the selection, presentation and display of any award are determined by the Sheriff.