



**POLICE DEPARTMENT**

**AWARDS**

**PERSONNEL  
PROCEDURE #312**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard Jr.  
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**Policy Statement**

The Johns Hopkins Police Department (JHPD) recognizes and rewards the outstanding, extraordinary, exemplary, and heroic performance of members during the performance of their duties.

**Who Is Governed by This Policy**

This Directive governs all bureaus, sections, and their members, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD.

**Purpose**

The purpose of this Directive is to establish guidelines for recognizing, awarding, and commending outstanding, special, or meritorious performance in advancing public safety. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 26.1.2)

## Definitions

<b>Accouterment:</b>	Individual uniform items such as name plates, collar insignia, ribbons, and similar accessory items issued by the JHPD for wearing with the uniform.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Member of the Public:</b>	Any person who is not a member of the JHPD or Johns Hopkins Public Safety (JHPS). This includes any member of the community, including affiliates and nonaffiliates of Johns Hopkins.
<b>Nonsworn:</b>	All members of the JHPD who are not sworn police officers. This comprises paid employees, including Police Cadets and paid student interns.
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.

## Policy

It is the policy of the JHPD to recognize outstanding service and accomplishments performed in advancing public safety and the JHPD Mission and Guiding Principles.

## Procedures

### I. Compliments

- A. Compliments expressing appreciation for a member's performance of routine tasks may be received from the public, affiliates, or allied agencies through the official JHPD website, the United States Postal Service, email, telephone, or social media or in person.
- B. Whenever a supervisor or other member receives complimentary comments, or observes the noteworthy performance of routine tasks undertaken by any member of the JHPD, they should do the following:
  - Document those compliments on a JHPD Job Observation Report, and
  - Provide the named member with the original copy of the Job Observation Report or written letter.
- C. A copy of the Job Observation Report or written letter will be forwarded to the named member's immediate supervisor for placement in the member's supervisory file until the end of that performance rating period.

## **II. Award Nomination Process**

- A. Any member may submit an Awards and Nomination Form to ensure that no act worthy of recognition is overlooked. This may include nominating a fellow member, or group of members, within or outside their specific unit whom they feel is worthy of recognition.
- B. Members shall ensure all nominations include a short narrative explaining the facts surrounding the incident or the act, including dates and case number if applicable.
- Members may also use the Awards and Nomination Form or an Administrative Memorandum for nominations of officers/employees of the month and the Employee Recognition award.
  - No member shall self-nominate.
- C. Supporting documentation shall be attached to the form by the nominating member and forwarded through the chain of command to the Chief of Police, who will retain the documents until the Awards Committee meets for screening and selection.
- On a quarterly basis, the Awards Committee will review nominations, consider all supporting materials, and document its consensus in a written recommendation of approval or disapproval of each nomination for presentation to the Chief of Police.

## **III. Awards Committee**

- A. Not later than the 15th day of the first month of each new quarter (January, April, July, October), the Chief of Police shall appoint an awards committee of not more than five members, to include the following:
- Deputy Chief, who shall serve as the chairperson,
  - Nonsworn supervisor or their nonsworn designee,
  - Investigation's supervisor or designee,
  - Patrol Section supervisor or designee,
  - Patrol officer appointed by the Chief of Police and who is not otherwise assigned to the same squad/rotation as the Patrol supervisor,
  - Johns Hopkins Accountability Board member.
- B. The committee will evaluate all nominations and supporting documentation, with the chairperson documenting the consensus in a formal recommendation for final presentation to the Chief of Police.

- Once approved by the Chief, awards will be presented to each member as earned.
- C. The Chief of Police will ensure that copies of all nominations or awards are forwarded to the Public Safety Human Resources Director for placement in the respective employee’s personnel file, and to the Director of Strategic Communications to assist with making appropriate announcements.

#### **IV. Awards & Recognition**

- A. **Medal of Honor:** The highest JHPD award, which may be awarded in recognition of acts involving extreme or unusual personal risk, clearly above and beyond the call of duty, that demonstrate valor, bravery, and heroism beyond that normally demanded and expected of a police officer.
- Such acts may include, but are not necessarily limited to, a life-saving effort at great personal risk or an arrest of a dangerous suspect while risking life or great bodily harm.
  - Awarding the Medal of Honor must be carefully monitored so that the acts attached to the medal are never compromised.
  - The bar awarded for the JHPD Medal of Honor is a two-box enameled ribbon colored from left to right: “Gray-Navy,” with a gold star embedded at the centermost point separating both boxes.



- B. **Medal of Tactical De-escalation:** May be awarded to an officer who utilized exceptional tactics or verbal skills and techniques to de-escalate any situation, including a deadly force situation, resulting in the saving or sustaining of a human life.
- The bar awarded for the JHPD Medal of Tactical De-escalation is a three-box enameled ribbon colored from left to right: “Red-Blue-Red.”



- C. **Life Saving Award:** May be awarded to an officer who, through great personal effort, saved a life, such as through the use of cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator, or similar rescue efforts not qualifying under the Medal of Honor.
- The bar awarded for the JHPD Life Saving Award is a three-box enameled ribbon colored from left to right: “Red-White-Red.”



**D. Purple Heart:** May be awarded to an officer for injuries received in the line of duty. The injury must be of a serious or aggravated nature requiring medical treatment (e.g., broken bones, serious lacerations requiring multiple stitches, being rendered unconscious), and the injury must have occurred as a result of a courageous deed.

- The ribbon awarded for the JHPD Purple Heart is a single-box enameled ribbon colored solid “Purple.”



**E. Commendation:** May be awarded to an officer for outstanding performance for a specific incident or assignment, such as an exceptional arrest, outstanding investigation, temporary assignment, or special project that advances organizational efficiency or officer or campus safety.

- The ribbon awarded for the JHPD Commendation is a solid box enameled ribbon with a background colored: “Navy Blue and bisected by a White Triangle.”



**F. Distinguished Service:** May be awarded to an officer who has served with distinction and without any formal disciplinary action for a period of five years. May be awarded retroactively.

- The ribbon awarded for the JHPD Distinguished Service Award is a two-box enameled ribbon colored from left to right: “Green-Yellow.”



**G. Community Service:** May be awarded to an officer in recognition of outstanding service to the Johns Hopkins community, and/or other general community involvement, that is not part of the regular performance of job responsibilities or line of duty.

- The ribbon awarded for the JHPD Community Service Award is a five-box enameled ribbon colored from left to right: “Yellow-White-Navy Blue-White-Yellow.”



- H. Letter of Recognition/Appreciation:** May be awarded to an officer for exceptional performance and demonstrated commitment to the JHPD Vision, Mission, and Guiding Principles. Similarly, it may be awarded to any person, group or organization that displays exceptional effort and dedication in advancing officer and community safety by providing assistance to the JHPD in completing its mission of service to the community.
- I. Officer of the Year:** Awarded annually to the police officer who most exemplifies a commitment to excellence in their daily performance throughout the year. The recipient will be chosen from among the Employees of the Month selected during the award year.
- J. Unit Citation:** A Unit Citation may be authorized for instances where an entire unit, section, or division has demonstrated superior performance that is clearly deemed exceptional and worthy of recognition. This performance may be for a certain event, including an acknowledged effort, unique initiative, or time period.
- The Unit Citation award may include any member of the JHPD, including sworn, civilian, and/or volunteer.
  - The ribbon awarded for the JHPD Unit Citation is a three-box enameled ribbon, with each box colored “Metallic Gold.”



- K.** All award ribbons and accouterments shall be worn in accordance with JHPD Directive #208, Uniforms & Equipment. Members who receive multiple awards will receive an updated ribbon with a star for each additional award.

## **V. Awards From Other Law Enforcement Agencies**

- A.** On occasion, members are recognized by other law enforcement agencies for acts of valor, meritorious service, and/or conduct that brings credit upon the individual, the JHPD, and the public safety profession. Consequently, recipients of such recognition may display medals received from other law enforcement agencies, after providing a copy of certification of such awards and receiving approval of the Chief of Police.
- B.** A copy of the certificate of award and subsequent approval shall be placed in the member’s personnel file, and
- Where appropriate, the Chief of Police may require the corresponding JHPD ribbon/medal to be worn, or

- Award accouterments from other agencies that are authorized by the Chief of Police shall be worn in accordance with JHPD Directive #208, Uniforms & Equipment.

## **VI. Awards for Nonsworn Members & the Public**

The nomination process for recognizing nonsworn and volunteer members is identical to the process for JHPD officers. Awards that are specific to nonsworn and volunteer members of the JHPD include the following:

- A. **Employee of the Year:** Is awarded annually to the employee who most exemplifies a commitment to excellence in his or her daily performance throughout the year. The recipient will be chosen from among the Employees of the Month selected during the award year.
- B. Additionally, nonsworn and volunteer members of the JHPD may be awarded the following:
  - Police Commendation
  - Distinguished Service
  - Community Service
  - Letter of Recognition/Appreciation
  - Unit Citation
- C. Nonsworn and volunteer members of the JHPD, as well as members of the public, may be awarded a Medal of Honor or Life Saving Award, with the concurrent approval of the Chief and the Awards Committee.
  - When a member of the public or a nonsworn or volunteer member of the JHPD is the recipient of an award, the award will be displayed on an appropriate certificate or other format designated by the Chief of Police.
- D. Additionally, members of the public may be recognized with the following:
  - **Distinguished Service Citation:** May be awarded to members of the Johns Hopkins community and affiliates assisting the JHPD or its officers in the performance of duty at the risk of their lives or personal safety.
  - **Citation of Merit:** May be awarded to members of the Johns Hopkins community and affiliates whose action significantly helps the JHPD or its members in the performance of their duty.
    - The nomination process for recognizing affiliates and members of the public is identical to the process for JHPD officers.

## Policy Enforcement

<b>Enforcement</b>	The JHPD managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Office of the Vice President for Public Safety.

## Related Resources

<b>University Policies and Documents</b>
Personnel Procedure #208, Uniforms & Equipment JHPD Campus Safety & Security General Order #A3
<b>External Documentation</b>
<b>Police Department Forms and Systems</b>
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

## Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	<a href="mailto:jhpdpolicyinquiry@jh.edu">jhpdpolicyinquiry@jh.edu</a>