



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 312.1

Subject: Employee Recognition

Topic: Valor Awards

Accreditation: PER. 11.01

Revised:

Reaffirmed:

Enacted: 06/01/2016

Last Review: 01/29/2019

Review: 11/01/2020

I. PURPOSE

The purpose of this General Order is to establish policy by which the Sheriff's Office will work cooperatively with the privately sponsored and operated Loudoun County Chamber of Commerce ("the Chamber") in its efforts to recognize and commend members of the Loudoun County Sheriff's Office.

II. POLICY

It is the policy of the Sheriff to work with the Chamber's Awards Committee to further its efforts in recognizing and commending the employees of the Loudoun County Sheriff's Office.

III. PROCEDURE

A. Nomination Procedure

An awards program has been established by the Chamber to recognize heroic acts displayed by members of public safety organizations and the community. On an annual basis, the Chamber's Awards Committee (which is comprised of representatives from the Chamber, local law enforcement and the Combined Fire Rescue System, county business owners and charities) hosts an event to honor the selected recipients.

Each year the Chamber's Awards Committee will contact the local public safety agencies to plan for the Valor Awards Ceremony. In order to obtain the greatest benefit from this program, the process of awarding commendations must be carefully administered. Unmerited awards are destructive to the purpose for which the award is authorized and reduces the honor and significance attached to the award.

To keep the Sheriff and Command Staff informed of the award or nomination, LCSO employees shall avoid direct submission of the Valor Nomination Form and instead submit the Valor Award nomination using LCSO Form 6.16, Award Nomination, and the Division Commander or his/her designee may submit the nomination.

At the time the Chamber's Awards Committee notifies the Sheriff's Office of the upcoming awards ceremony, the Sheriff, or his/her designee, shall notify all agency employees and solicit their input for nominations.

1. Any employee or volunteer of the Sheriff's Office may recommend another employee or volunteer for consideration of special recognition and award of a medal, plaque, or commendation.

- a. The recommendation should be submitted using LCSO Form 6.16, Award Nomination, and submitted to the nominator's Division Commander or his/her designee for further submission processing.
 - b. The nomination recommendation may include:
 - i. A complete synopsis of the event and/or service along with any related documentation available to substantiate the recommendation.
 - ii. Comments and recommendations from supervisory personnel within the chain-of-command.
2. On an ongoing basis, the Commander of the Administrative and Technical Services Division shall evaluate and consider the circumstances and/or performance of those agency employees who may have shown exemplary performance of duty or been involved in a heroic act. The Commander of the Administrative and Technical Services Division will recommend appropriate nominees to the committee.

B. Levels of Recognition

1. Gold Medal of Honor
Recognition of actions not normally involved in the performance of duties by an individual which involve supreme sacrifice or extreme personal risk and heroism which is clearly above and beyond the call of duty.
2. Silver Medal of Valor
Recognition of actions not normally involved in the performance of duties by an individual which involve significant personal risk and heroism.
3. Bronze Medal of Valor
Recognition of actions not normally involved in the performance of duties by an individual which include personal risk and demonstrate unusual judgment, zeal, bravery and/or ingenuity.
4. Lifesaving Award
Recognition of actions not normally involved in the performance of duties by an individual which directly result in the saving of a human life.
5. Certificate of Valor
Recognition of actions not normally involved in the performance of duties by an individual which demonstrate unusual judgment, zeal or ingenuity.
6. Meritorious Action Award
Recognition of everyday citizens for their extraordinary acts of courage in emergency situations.

7. Unit Citation
Recognition of actions not normally involved in the performance of duties by a unit/division/company which demonstrate unusual judgment, ingenuity, bravery and/or personal risk.

Each of the foregoing awards will not necessarily be given out each year.

- C. Sworn, civilian and volunteer auxiliary members of the Loudoun County Sheriff's Office are eligible to receive these awards.
- D. Those individuals chosen to receive an award by the Chamber's Awards Committee will be presented with one or more of the following in recognition of their performance:
 1. Medal
 2. Valor Ribbon - (Sworn and Auxiliary)
 3. Lapel Pin – (Civilian)
 4. Award Certificate
 5. Service Award Plaque
- E. Awards Ceremony
 1. The Chamber's Awards Committee will host a formal awards ceremony annually. Members of the business community are usually asked to sponsor the event to offset expenses.
 2. The awards ceremony will honor those individuals who have been selected to receive valor awards.
 3. The following persons will be invited to attend the formal awards ceremony:
 - a. Each individual designated to receive an award
 - b. All agency employees, as available
 - c. Family and friends of the award recipients
 - d. Other guests invited by the Sheriff

