



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 312.2

Subject: Employee Recognition

Topic: Awards and Recognition Program

Accreditation: PER. 11.01

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to establish policy and procedure for recognizing the exemplary performance of the members of the Loudoun County Sheriff's Office.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to recognize and reward members for outstanding achievement and/or exemplary performance.

With the exception of extenuating circumstances, as determined by the appropriate Division Commander, attendance for award recipients at the awards ceremony shall be a mandatory duty assignment.

III. PROCEDURE

All personnel are strongly encouraged to submit nominations whenever criteria, set forth in this General Order, are met by a member of the Loudoun County Sheriff's Office; however members are not permitted to nominate themselves. For purposes of this General Order, "member," "individual" and/or "employee" refers to sworn personnel, civilian personnel and Auxiliary Deputy Sheriffs serving in the Loudoun County Sheriff's Office.

Members of other agencies and citizens are eligible to be nominated for a Meritorious Action Award and Commendations.

IV. AWARDS CONFERRED AT THE ANNUAL AWARDS AND RECOGNITION CEREMONY

A. Award Categories

1. Meritorious Service Award

- a. This award recognizes sustained, exemplary performance by a member within the scope of normal responsibilities, but performed in such a manner as to deserve special recognition.
- b. The Meritorious Service Award is intended to provide recognition to a consistently productive member. The criterion for this award is exemplary service over a period of time. Factors to be considered in nominating members for a Meritorious Service Award are reliability, conduct, demeanor, productivity, consistency, judgment, appearance, attitude, and dedication to the goals of the agency; however not all of these qualities need to be exemplary. Outstanding performance in a majority of these

categories is deserving of recognition through this award.

2. Meritorious Action Award

- a. This award is intended to recognize an individual, or team of individuals, who have demonstrated exemplary action in response to a specific situation or an emergency, or as part of a routine event, where the member's exceptional performance merits special recognition.
- b. The specific action may or may not place the member in a perilous situation, but should rise to such a level as to deserve recognition.

3. Sheriff's Excellence Award

- a. This award recognizes senior civilian supervisors and senior first line supervisors at the rank of sergeant and second lieutenant for superior job knowledge, devotion to duty, and dedication to the community and the agency.
- b. Members eligible to receive this award must have held the supervisory position for at least five years (combined total for both sworn ranks meets the eligibility requirement).

4. Commendation

- a. A Commendation is awarded by the Sheriff to any individual or team of individuals for an act that materially contributes to the accomplishment of Sheriff's Office goals or for an act that warrants special recognition in the public interest.

5. Distinguished Training Officer

- a. This award recognizes Loudoun County Sheriff's Office training officers who consistently demonstrate distinguished performance in the area of training within their respective divisions.
- b. Recipients of the award are selected by the Training and Evaluation Program Supervisor of the respective division based on nominations submitted to the respective Division Commander.

6. Master Deputy Sheriff Achievement Award

- a. This award recognizes deputies within the Master Deputy Program for their superior job knowledge, devotion to duty specifically related to their selected career path, i.e. training beyond that which is mandated, conducting training sessions, etc., dedication to those who they serve, and loyalty to the Sheriff's

Office.

- b. Those members eligible to receive this award must meet the requirements of the Master Deputy Program and have held such position for a minimum of three (3) years.
- c. This award shall be given to no more than one individual per division per year.

B. Awards Nominations

1. Nomination Procedures

- a. All award nominations 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 Division Commander shall submit nominations to the awards committee no later than November 1st of the current calendar year. Those nominations received after November 1st of the current calendar year will be held to the following year for consideration.

C. Program Administration

1. Awards Committee

- a. A standing awards committee shall meet on a quarterly basis each year to accomplish the tasks set forth below. The committee shall be comprised of no more than two supervisors from each division who have been appointed by the respective Division Commander. The rank/position of the selected supervisor(s) shall be at the discretion of the Division Commander.
- b. The Awards Committee shall be responsible for the following;
 - i. Receiving and reviewing the awards nominations from each division. Committee members shall acknowledge receipt of each nomination to the nominator(s) within 14 calendar days of receipt and provide subsequent status updates regarding the nomination, i.e. approved, not approved, etc.
 - ii. Approving those nominations that meet the criteria set forth in this General Order and that have been submitted by November 1st of the current calendar year
 - iii. Planning and coordinating the Loudoun County Sheriff's Office Annual Awards and Recognition Ceremony

- iv. Formally notifying and inviting the award recipients to the annual Awards and Recognition Ceremony at least three weeks prior to the event. The award recipient may extend an invitation to his/her immediate family
- v. Ensuring that personnel who have received an external award or promotion, or both, during the respective calendar year are verbally recognized during the Annual Awards and Recognition Ceremony

2. Awards and Recognition Ceremony

- a. The Awards and Recognition Ceremony shall be held during the month of December or the following January of the award cycle in the Loudoun County School Board Meeting Room or venue similar in size and aesthetics.

b. Presentation

- i. All awards listed within the above Awards Category shall be verbally recognized during the annual Loudoun County Sheriff's Office Awards and Recognition Ceremony.

- ii. Recipients of a Meritorious Service Award, Meritorious Action Award, Sheriff's Excellence Award, Commendation, Distinguished Training Officer, or Master Deputy Program Achievement Award shall receive an award in the form of a plaque and commendation pin.

1. Award recipients who receive a designated pin during the presentation ceremony are authorized to wear the pin on their uniform in accordance with General Order 308, Uniforms and Equipment/Personal Appearance and Grooming.

2. In addition, recipients of a Meritorious Service Award or Meritorious Action Award shall receive two days off with pay; recipients of a Sheriff's Excellence Award, Commendation, Distinguished Training Officer, or Master Deputy Program Achievement Award shall receive one day off with pay.

V. EXTERNAL AWARDS

- A. Throughout the year, awards may be presented to Sheriff's Office members from community organizations, other jurisdictions, etc.

- B. When an employee is to receive an award from an external organization/agency, it shall be mandatory that the employee notify his/her immediate supervisor. The immediate supervisor shall, as soon as practical, notify the Division Commander through their respective chain of command. The Division Commander shall attempt to ensure that at least one supervisor from the affected employee's chain of command attends the awards ceremony.
- C. The Division Commander from each division shall forward documentation to the Awards Committee regarding any external award(s) that have been issued to an employee.
- D. Recipients of an External Award generally receive a plaque or other form of recognition during the specific ceremony.
 - 1. Pins issued from an external agency/organization shall be reviewed by the Sheriff or his/her designee on a case-by-case basis regarding the authorization to wear awarded pins on a duty uniform.

VI. DEPARTMENTAL HONOR AWARDS

- A. Award Categories
 - 1. LCSO Deputy/Employee of the Month Award
 - a. This award is separate from the Loudoun County Employee/Team of the Month award. It recognizes individual efforts that go above and beyond what is typically expected from a member with regard to job performance. Examples include but are not limited to, outstanding case investigation, exercising exceptional judgment during a call for service or other similar incident, unique innovations/implementation/revision to agency programs, etc.
 - i. Each Division Commander or designee shall solicit and accept nominations each month from respective division members.
 - ii. Members may nominate members from other divisions; such nominations shall be forwarded to the nominated member's Division Commander.
 - b. This award shall be presented to the recipient in a location comprised of the recipient's peers during roll call or some other similar venue and shall be in the form of a plaque, certificate or other recognition award as determined by the respective Division Commander. The recipient shall also receive one day off with pay.
 - c. The nomination 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.

2. Community Commendation Award

- a. This award is given to a member who has received at least three letters of praise during the calendar year from citizens, businesses or other customers. For the purpose of this General Order, a letter of praise may include letters, emails, telephone calls, or any other method by which a member of the agency is made aware of high quality service delivery.
- b. Supervisors shall review members' squad files for letters of commendation received during the current calendar year. Whenever three or more letters exist for the current calendar year, the member's immediate supervisor is authorized to issue a certificate, a copy of which shall be forwarded for inclusion in the member's permanent file.
- c. This award shall be presented in a public forum comprised of the recipient's peers, e.g. roll call, and in the form of a certificate, which shall be made available by the Awards Committee.
- d. An employee may only receive one Community Commendation Award during each calendar year.

3. Proficiency Awards

a. Marksmanship

- i. This award recognizes firearms proficiency by employees who complete the approved semi-annual firearms training or academy training and achieves a specific score as officially recorded by a firearms instructor.
- ii. Marksmanship Proficiency Awards are given as follows:

PROFICIENCY PIN	SCORE	PERCENTAGE
Marksmanship	188 - 212	75 - 84%
Sharpshooter	213 - 237	85 - 94%
Expert	238 - 250	95 - 100%

- iii. Personnel who score 250 (100%) during five separate semi-annual firearms qualifications are eligible to participate in a National Rifle Association distinguished course, which shall be arranged by the Training Section. Participation is optional.

- iv. The Training Section shall monitor all firearms proficiency scores and notify those deputies when they have earned a given proficiency pin. Proficiency pins shall be awarded by the Training Section supervisor.
 - 1. Deputies achieving a higher qualifying score during another semi-annual firearms training course may turn their old pin into the agency's Training Section and request a higher ranking pin.
- v. Recipients of this award may wear the designated pin on their uniforms. The pin shall be worn center on the pocket underneath the Sheriff's Office badge. See General Order 308, Uniforms and Equipment/Personal Appearance and Grooming.
 - 1. Only one Firearms Proficiency Pin may be displayed on the uniform, representing the highest level of proficiency achieved during the current calendar year.
- b. Safe Driving
 - i. This award recognizes the safe operation of Sheriff's vehicles over extended periods of time. The Safe Driving Award will be issued to deputies based on their length of service without a preventable motor vehicle crash or sustained policy violation relating to unsafe driving.
 - ii. Non-preventable crashes will not be held against the deputy for the purpose of this award.
 - iii. Deputies eligible to receive a Safe Driving Award are those who routinely drive during the performance of their duties.
 - iv. There are four levels of awards in this category. Awards will be presented after three, six and nine years of safe driving; a distinguished safe driving award will be presented to any deputy achieving 15 years of crash-free driving.
 - 1. Each award will be represented by a Safe Driving Pin identifying the length of crash-free service.
 - v. Division Commanders, or designees, shall determine whether deputies under their command are eligible to receive an award based upon duty assignment, review of the squad file, crash file, and the number of years of safe driving for which he/she should be recognized.

1. This information shall be forwarded to the Administrative and Technical Services Division Commander on June 1st and January 1st of each year for approval.

VI. COUNTY AWARDS

A. Suggestion Awards Program

The purpose of the Suggestion Awards Program is to provide recognition on a one-time basis to those employees who contribute practical ideas which result in monetary savings, increased effectiveness of public relations or service to the public, safer working conditions. The program also serves as a mechanism to promote employee relations by increasing employee participation in the activities and operation of the County Government.

All awards (including the number and type of award) are approved at the discretion of and by the County Administrator. The type and level of award may include (but is not limited to)

1. Letters of recognition,
2. Days off with pay and
3. Cash awards, which generally do not exceed \$1,000
4. The County Administrator may approve awards above \$1,000 for suggestions that provide extraordinary benefit to the County.
5. Acceptance of an award constitutes a waiver of the employee's or the employee's heirs claims of rights against the County for the County's use of the suggestion.
6. The employee will retain all rights or interest for the use of suggestions in non-County business to include pursuit of patents or royalties.

B. Service Awards Program

The County Service Awards Program provides recognition to employee's total years of regular County service (excluding breaks in service), recognizing service at five-year intervals.

Retirement recognition is based on a minimum of 15 years of regular service with the County and is calculated consistent with the Virginia Retirement System (VRS).

All County employees, and all Elected Officials and their employees who are on the County payroll, or who are signatory to the County's Personnel Policies, are eligible to receive Service Awards.

C. Exceptional Performance/Recognition Leave

Department Heads may provide up to six full days of paid leave per employee per fiscal year. Leave may be granted by the Department Head in full day increments based on the Value of a Day for the employee's position. This leave can be used as a reward for exceptional job performance or as recognition for other work related accomplishments. All regular full-time, part-time and full-time long-term (longer than 1 year) temporary employees are eligible to receive exceptional performance/recognition leave (including employees who are still serving their probationary period). The County Administrator has discretion to approve additional days of paid leave.

1. The nomination should be submitted using LCSO Form 6.16 Award Nomination, and submitted to the nominator's Division Commander or his/her designee to be submitted on the employee's behalf.

D. Loudoun County Employees of the Month Recognition Program, HR-06

2. The purpose of the Employees of the Month program is to recognize the outstanding work of individual county employees and teams. Criteria for selecting Employees of the Month and Teams of the Month include:
 - a. consistently excellent performance in carrying out job responsibilities;
 - b. outstanding performance on a specific project; and
 - c. exemplifying the values of the organization, especially "Service to the Public."
3. The nominations must be received by the Director of Public Information by the 25th of the month in order for nominees to be considered for Employees of the Month or Teams of the Month for the following month.

4. The nomination should be submitted using LCSO Form 6.16 Award Nomination, and submitted to the nominator's Division Commander or his/her designee to be submitted on the employee's behalf.

APPENDIX A

**MERITORIOUS
SERVICE
AWARD**



Blackinton #A10927

**MERITORIOUS
ACTION
AWARD**



Blackinton #A11166

**SHERIFF'S
EXCELLENCE
AWARD**



Blackinton #A8709

COMMENDATION



Blackinton #A9797

**DISTINGUISHED
TRAINING OFFICER**



Blackinton #A11176

**MASTER DEPUTY SHERIFF
ACHIEVEMENT AWARD**



Blackinton #A8105

UNIT/TEAM CITATION



Blackinton #A6265