

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

<b>General Order: 8.01</b>	<b>Effective: 07/25/2018</b>	<b>Supersedes: 06/01/2016</b>	<b>Number of Pages: 3</b>
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**COMMENDATIONS AND AWARDS: GENERAL GUIDELINES**

The purpose of this General Order is to set policy for all members as it relates to the recognition of distinguished performance of duty and for contributions that significantly enhance the police operation and the achievement of its goals.

There shall be six categories of commendations and awards:

**A. Letters of commendation**

1. Members or citizens may observe, or learn of, acts of duty that are commendable and are performed at a level generally superior to what is commonly expected. As a result, members and citizens are encouraged to submit a memorandum or letter to the Chief of Police detailing the circumstances surrounding the noted actions.
2. Upon review by the Chief of Police, a copy of the letter and all endorsements shall be given to the affected member, as well as their immediate supervisor. A copy shall also be placed in the member's personnel file.

**B. Officer of the Month**

1. Each District may select one or more members as Police Officer of the Month for each calendar month of the year.
2. All Divisions, Bureaus, Sections, Units and other department components operating within the designated Districts shall forward their nominations through the chain of command to the appropriate District Commander for consideration. The District Commander shall forward all nominations to the respective Selection Committee who shall select the Police Officer of the Month.
3. The Selection Committees shall be comprised of one member chosen from each patrol squad within each District. Members shall serve on the committee for one year and will be overseen by the District Commanders, or designee.
4. Members selected as Police Officer of the Month shall be appropriately recognized by the Police Department. Such recognition will include a certificate, display of the member's name in the lobby of the station and a day off with pay.
5. The County Employee of the Month program calls for a day off with pay for the selected employee. In those instances where the member selected as Officer of the Month is also selected as County Employee of the Month, there will be no additional day off.

### C. Civilian of the Quarter

1. Nominations for the Civilian of the Quarter Award may be submitted by anyone who believes a civilian employee's performance or actions merit such recognition. This award will be presented when the actions for the employee are truly exemplary.
2. All nominations should be submitted to the Chief of Police, through the nominator's chain of command.
3. Employees selected for this recognition will be presented with a certificate and will be entitled to take one full workday off with pay.
4. The Civilian of the Quarter Committee will review commendations submitted to the Chief for civilian employees and to determine whether any such commendations deserve additional recognition.

### D. Awards Programs

1. The Prince William County Police Department may participate in awards programs sponsored by various governmental and non-governmental organizations.
  - a. Members are authorized to participate in awards programs sponsored by Prince William County government, including County Employee of the Month and the County Executive's Awards.
  - b. Members are also authorized to participate in awards programs sponsored by the following organizations:
    1. Prince William Chamber of Commerce
    2. International Association of Chiefs of Police
    3. Police Executive Research Forum
    4. Virginia Public Safety Medal of Valor
    5. Virginia Association of Chiefs of Police
    6. Metropolitan Washington Council of Governments
    7. Veterans of Foreign Wars
    8. National Association of Counties
    9. Dale City Civic Association
    10. Sons of the American Revolution
    11. Any other organization, upon approval from the Chief of Police
2. Nominations for awards must be submitted by memorandum to the Chief of Police documenting the circumstances justifying the award nomination.

### 3. Awards Selection

- a. The Chief of Police's designee will announce prior to the nomination deadline each award and its criteria. Members who wish to nominate another member shall submit a memo up their chain of command to the Chief of Police's designee.
- b. In cases where a deadline is approaching and time is of the essence, the nomination may be submitted directly to the Office of the Chief of Police. The Chief of Police's designee shall immediately coordinate with the nominated member's commander (e.g. Captain) prior to submission.
- c. The Chief of Police's designee shall receive award nominations and evaluate them against the established criteria to determine whether the acts fall into any one of the award categories.
- d. Prior to the submission due date, the Chief of Police's designee will forward award recommendations to the Chief of Police.
- e. Any member receiving an award will have the circumstances and the facts of the award made part of their personnel file.