

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>GENERAL ORDER MULTI-BUREAU</b>	<b>DATE OF ISSUE SEPTEMBER 3, 2025</b>	<b>EFFECTIVE DATE SEPTEMBER 3, 2025</b>	<b>NO. 043-25</b>
<b>SUBJECT: GENERAL ORDER  SHERIFF'S OFFICE AWARDS PROGRAM</b>		<b>DISTRIBUTION  All Personnel</b>	<b>AMENDS</b>
<b>REFERENCE: NYSLEAP 17.1, NYSSA-JAIL 51</b>			<b>RESCINDS 043-20</b>

**Purpose:** To establish a policy and procedure regarding the recognition of outstanding acts of bravery, heroism, outstanding accomplishments, and/or exceptional performance by a member/employee or a citizen.

**Policy:** It is the policy of the Monroe County Sheriff's Office (MCSO) to publicly recognize members/employees of exceptional performance of duty and/or citizens for outstanding actions. All members/employees are urged to report the outstanding performance and deeds that bring credit to the Sheriff's Office by use of the MB-096- Recommendation for Award Form.

**Definition:** Medal: A flat piece of metal often suspended by a piece of cloth and ribbon like material, usually bearing an inscription or design, issued to commemorate a person, action, or event, or given as a reward for bravery or merit.

\* Slide Bar: A mounting device for ribbons (bars) for attachment to the uniform. The mounting plate is designed to mate with commendation ribbons (bars) by inserting the pins into openings on the mounting plate.

\* Service Ribbon: Small ribbon or bar, equipped with an attaching device, issued to commemorate a person, action, or event, or given as a reward for bravery or merit.

Heroic First Aid Measures are defined as those that attempted and/or saved the life of another through selfless action(s) in which the member/employee may have placed themselves in jeopardy or to the point of complete exhaustion.

**I. Awards Committee**

A. There shall be an Awards Committee consisting of members/employees of the Sheriff's Office selected from all bureaus; a minimum of one sworn representative from each bureau will be appointed, as well as non-sworn employee(s). The Commander of Staff Services will be the convening authority over the committee.

B. The committee shall meet quarterly and/or as directed by the Commander of Staff Services.

C. Upon convening, the Committee will review all of recommendations for awards and may:

1. Endorse the recommendation.
2. Recommend that another appropriate award be presented.

3. Request additional documentation by submitted.
  4. Request the appearance before the committee of persons having direct knowledge to substantiate the recommendation.
  5. Recommend another course of action.
- D. At the request of outside agencies, individual recommendations will be given to the committee for awards and honors meeting their criteria.

## II. Eligibility Criteria

- A. All members/employees are eligible for these awards. The incident may occur on or off-duty and is not limited to acts performed in Monroe County.
- B. Citizens may be recommended for a Civilian Service Award, Sheriff's Commendation Award, or Value Based Culture Recognition Letter when they have distinguished themselves in a manner, which, under similar conditions, would result in an award or decoration for a Sheriff's member/employee.

## III. Procedure

- A. Any member/employee may submit a MB-096 Recommendation for Award Form to the Commander of Staff Services.
- B. The Commander of Staff Services will forward a copy of the form to the nominator, indicating receipt of the nomination. The Commander of Staff Services will also forward a copy of the form to the awards committee members and the respective Bureau Chief of the person nominated for the award. The Bureau Chief will forward the nomination through their chain-of-command for comment. Any supervisor who reviews the nomination will comment on the merits of the nomination. All comments from the respective bureau will be forwarded back through the Bureau Chief and then forwarded to the Commander of Staff Services for inclusion into the awards committee review of the nomination.
- C. The awards committee shall review the nomination and make recommendations to the Sheriff.

## IV. Awards

- A. **Medal of Valor:** This medal/ribbon is the highest award presented and shall be awarded only under the most extraordinary circumstances.

Criteria: The member/employee conspicuously distinguished themselves by displaying great courage, above and beyond the call of duty, in the face of immediate life-threatening peril against them or a third party and will full knowledge of the risk involved. The act showed great courage, sound judgement, and selflessness.



- B. **Meritorious Conduct Award:** This medal/ribbon is the second highest award presented and shall be awarded for heroic actions under extraordinary circumstances, not rising to the level of the Medal of Valor.

Criteria: The member/employee while placing themselves in immediate peril saving or attempted to save the life of another or performed an act of exceptional heroism.



- C. **Purple Heart:** This medal/ribbon is awarded to a member/employee who, in the line of duty, sustains a fatal or serious physical injury.

Criteria: The member/employee in the performance of their duty sustains a wound inflicted intentionally by an adversary resulting in severe puncture wounds, lacerations, fractures, heart failure, concussions, or protracted impairment of health. This award may be presented in addition to any other Sheriff's Office award.



- D. **Distinguished Service Award:** This medal/ribbon shall be awarded to a member/employee who has distinguished themselves by extraordinary credible service or unusual accomplishment and/or act which is far beyond those required for their position and which result in a significant contribution towards the betterment of the MCSO and/or its members/employees.

- \* On the occasion of an employee's retirement, the Sheriff can authorize the awarding of a Distinguished Service Medal in recognition of their significant contribution(s) to the betterment of the Sheriff's Office.



- E. **Life-Saving Award:** This medal ribbon shall be presented to the member/employee of the Sheriff's Office when their actions saved the life of another and meets either of the following criteria:

1. Member/employee conducts a rescue of a victim or victim(s) that without said rescue the victim(s) would have perished.
2. Member/employee administers heroic first aid measures to include, but not limited to, prolonged individual or team CPR; the employment of the Heimlich Maneuver etc.

Note: Team efforts must clearly define the actions taken by each member/employee involved.

Those actions should be considered above and beyond the normal scope of duties and do not include actions taken in support of professional medical

intervention unless said intervention would not have led to the saving of a life without the member(s)/employee(s) direct assistance or action.

The member/employee may still be considered for the Life Saving award even though the victim succumbs to the event when the member/employee utilized good judgment and their actions were heroic in nature. A statement by Medical Personnel or First Responder that the actions taken by the member/employee were consistent with the saving of a life shall be considered adequate confirmation.



**F. Civilian Service Award (Certificate)**

This award certificate shall be presented to a civilian who has distinguished themselves by actions, which have made a significant to the community and/or their fellow citizen(s).

Criteria: The civilian(s), has achieved one of the following but not limited to:

1. Contribution to public safety, the community, and/or Office of Sheriff
2. Humanitarian act (i.e. lifesaving)
3. Aided a law enforcement officer

**G. Sheriff's Commendation Award**

The Sheriff's Commendation Award is initiated by the Sheriff. This ribbon may be issued to a member, employee, or citizen, who has performed in an exemplary manner or who is worthy of special acknowledgement. Receiving a Sheriff's Commendation award does not preclude the recipient from consideration for another award or decoration.

Criteria: The member/employee(s) have assisted the Sheriff's Office with one or more of the following:

1. Improved efficiency.
2. Improved effectiveness.
3. Improved personal safety.
4. Substantial cost savings.
5. Enhanced public image.
6. Consistent career excellence.
7. Technical innovation.

8. If a member/employee receives three (3) Value Based Culture Recognition Letters with eighteen months that will automatically trigger a Sheriff's Commendation Award.



**H. Value Based Culture Recognition Letter**

- \* The Value Based Culture Recognition Letter is initiated by a supervisor but can be initiated by another member and is issued by a command officer. This recognition letter may be issued to a member, employee, citizen, or a group of members, employees, or citizens who have performed and/or displayed Respect, Integrity, Teamwork, and/or Excellence. Receiving a Value Based Culture Recognition Letter does not preclude the recipient from consideration for another award or decoration.
- \* The employee's immediate supervisor will track Value Based Recognition Letter at the time of the employee's annual evaluation. Three (3) value Based Culture Recognition Letters within eighteen (18) months will automatically trigger a Sheriff's Commendation Award.

**I. Safe Driving Award**

- \* The Safe Driving Award ribbon will be presented to any member of the Road Patrol (except persons assigned to administrative duties not requiring a significant amount of driving) who has operated a fleet vehicle within the normal course of duties without a preventable accident. There are six (6) levels in this award category. An award will be presented for five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years or avoidable accident-free driving. The member's immediate supervisor will contact Staff Services during the member's performance evaluation to determine eligibility for an award.



**J. Physical Fitness Award**

The MCSO encourages all employees to maintain a level of fitness that would allow each person to perform their duties safely and efficiently and to remain healthy for the duration of their employment. A ribbon will be presented to each employee who obtains the level of physical fitness as outlined in the guidelines of the Cooper Standards and established by the Physical Fitness committee. Physical Fitness Instructors will conduct fitness evaluations to those who volunteer.



**K. Andrew P. Meloni Award**

This ribbon honors an individual whose service has a positive and lasting effect on the growth or improvement of the community of given population, and brings favorable light to the MCSO.

Criteria:

1. Outstanding contribution to a community or volunteer organization.
2. Demonstration of a sustained commitment to the community.
3. Significant involvement in a professional, charitable, or community service organization.



**L. Core Values Award**

This medal/ribbon honors individuals whose efforts promote and enhance the core values of respect, integrity, teamwork, and excellence.

Criteria:

1. Sustained superior levels of performance.
2. Evidence of contribution to the advancement of core values.
3. Outstanding contribution to public safety that reflects the core values.



- M. Deputy of the Year:** This medal/ribbon and statue is to be presented to a sworn member of the Sheriff's Office of any rank who is devoted to duty beyond the requirements of their job and service to the community. The intent of this award is to acknowledge a consistent, yearlong superior effort, not just one or two specific incidents. The recipient should set a professional example as well as a commitment to the profession of law enforcement. The activities of this sworn member must have enhanced the image of the Sheriff's Office and profession of law enforcement. This award is sponsored by the Sheriff's Foundation.

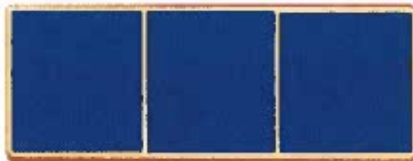


- N. Civilian Employee of the Year:** This plaque is to be presented to a non-sworn employee who is devoted to duty beyond the requirements of their job and service

to the community. The intent of this award is to acknowledge a consistent, yearlong, superior effort, not just one or two specific incidents. This employee should be very positive in his or her approach to carrying out their assigned duties and always attempt to enhance the image of the MCSO. This person should be hardworking, driven employee who brings credit to themselves, the unit they are assigned and ultimately the Sheriff's Office. This award is sponsored to the Sheriff's Foundation.

O. **Public Safety Award:** This certificate is to be presented to a sworn member of another Police agency of any rank who while off-duty has performed in an exemplary manner or who is worthy of special acknowledgement.

\* P. **Perfect Attendance Award:** The Perfect Attendance Award ribbon (sworn) or certificate (non-sworn) will be presented to a sworn or non-sworn member who has no sick time frequencies for five (5) consecutive evaluation periods during the completion of the member's annual evaluation. The member's immediate supervisor will discuss, with the member, the member's sick frequencies during the member's annual performance evaluation to determine eligibility for an award.



\* Q. **The Edward G. Ramsperger Service Award:** This award is presented by The Sheriff's Office Association of Retirees, Inc. (SOAR) annually to the member or employee regardless of Rank, Title or Position who best exemplifies the values of the late Deputy Sheriff Edward G. Ramsperger (Ret.). Those values are Honor, Service, Devotion to Duty, Promotion of the MCSO and Selflessness. The nominee must meet or exceed these values which brings great credit to not only themselves and the Office of the Sheriff, but the Community we serve as well. The Edward G. Ramsperger Service Award (MB-197) nominations may come from any current member of the MCSO, forwarded to the Commander of Staff Services, and reviewed by the Executive Board of SOAR. The Executive Board shall select the recipient and the award will be presented to the recipient at a SOAR scheduled event. The nomination submission window is from January through November.

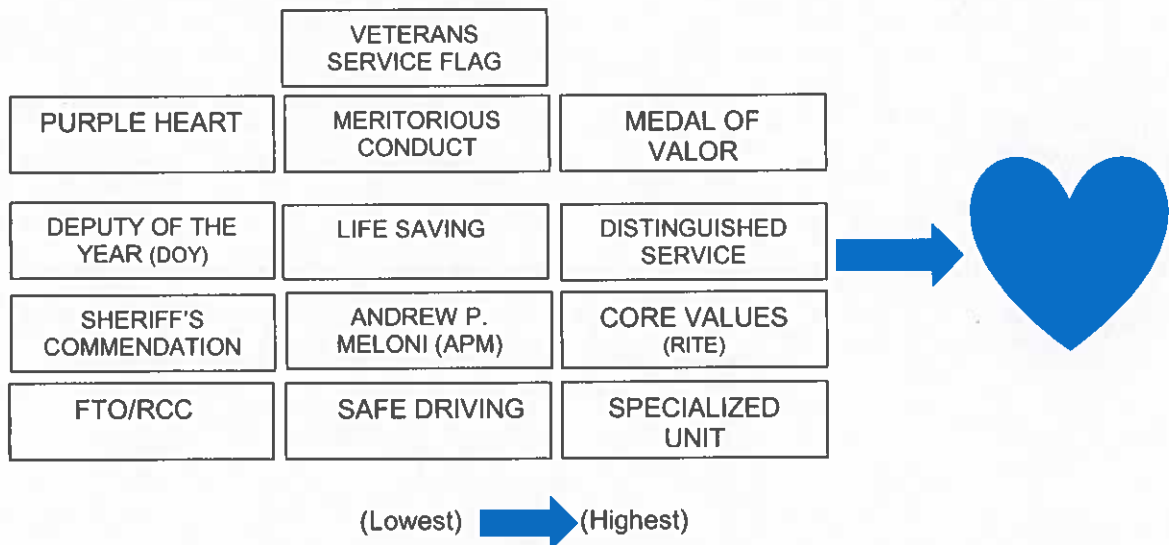
V. **Wearing of Sheriff's Office Medals/Ribbons**

- A. Medals awarded by the Sheriff's Office shall be worn only on formal occasions as announced by the Sheriff (**Reference MBGO-26 Uniforms and Equipment**).
- B. The ribbon representing the award may be worn daily, during duty hours on the uniform shirt or blouse coat (**Reference MBGO-26 Uniforms and Equipment**).
- C. If a member/employee has more than one decoration, the ribbons will be worn in the following order (from left to right) lowest to highest. Highest being worn closest to the heart in ascending order of importance (reference MB-026 Uniforms and Equipment).

- 1. Name Plate, Gold w/Serving Since attachment
- 2. FTO or RCC Bar
- 3. Safe Driving Award Bar

4. Specialized Unit Bar (See note below).
5. Any additional ribbon(s) authorized by the Sheriff are worn in order of precedence as determined by the Sheriff.
6. Sheriff's Commendation Ribbon
7. Andrew P. Meloni
8. Core Values
9. Deputy of the Year
10. Life Saving Ribbon
11. Distinguished Service Ribbon
12. Purple Heart Ribbon
13. Meritorious Conduct Ribbon
14. Medal of Valor Ribbon
15. Specialized Unit Device (Optional as approved by the Sheriff and at the members cost) (See note below)
16. United States Flag Bar (Veteran's Flag Bar) or U.S. Flag Pin
17. The Sheriff's RITE Pin shall be worn above the star on the left side

Note: When wearing the Specialized Unit Bar, the Specialized Unit Device is not worn and vice versa.



- D. Slide Bar- Slide bars are to be utilized on the Class A or Class B uniform when two or more ribbons are to be displayed (**Reference MBGO-026 Uniforms and Equipment**).

- \* E. If a member/employee is awarded a Sheriff's Office decoration more than once, a gold numeric number will be centered on the ribbon to signify the second and subsequent awards. For example, a recipient's first Safe Driving Award after five years will not display a number. Their second award, earned after an additional five consecutive years of safe driving, will display a gold "2" in the center of the ribbon.
- F. Members wishing to wear medals/ribbons awarded to them from other agencies will make the request by submitting an MB-003 Intra-Departmental Correspondence through their chain-of-command and ultimately to the Sheriff and/or designee for approval. If MCSO has, an equivalent and/or similar style ribbon, the Quartermaster will issue the approved member the ribbon.
- G. Specialized unit pins may only be worn by members of that specialized unit. Members who leave the specialized unit in "good standing" may continue to wear their unit pin with the approval of the Sheriff or their designee.

**VI. Award Notification and Presentation**

- \* A. Awards submissions should be submitted as soon after the incident as possible.
- \* B. Any member/employee may submit a **MB-096 Recommendation for Award** through their chain of command, who will review the nomination and forward the form to the Commander of Staff Services.
- \* C. The Commander of Staff Services will forward a copy of the form to the nominator, indicating receipt of the nomination.
- \* D. The award will then be reviewed by the Awards Committee and forwarded to the Sheriff for final review and approval.
- \* E. The Sheriff's Office will sponsor a bi-annual awards presentation ceremony in February and October. Submission deadline for February ceremony is December 31<sup>st</sup>. Deadline for October Ceremony is August 31<sup>st</sup>.
- \* F. Deputy and Civilian of the Year Awards, will be given out once a year. The submission deadline for these awards will be December 31<sup>st</sup>.

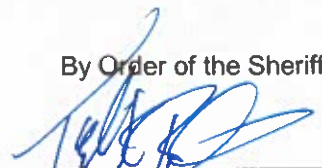
**VII. Awards Funds**

Awards Funds will only be allocated to awards ceremony expenditures unless authorized by the Sheriff or his designee.

**VIII. Accountability**

The Standards and Compliance Unit will conduct an annual financial audit of the cash account of the Sheriff's Office Awards Program. Resulting findings and recommendations will be submitted to the Sheriff and Undersheriff.

By Order of the Sheriff,

  
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Todd K. Baxter

- \* Indicates additions or deletions from previous order.