
Section: 1.22 Award & Recognition

Effective Date: 01/01/2008

Revision Date: 12/15/2007

Approved by: J. Ehret, Fire Chief 12/15/2007

SCOPE:

This guideline applies to all South Metro Fire Department personnel.

PURPOSE:

The purpose of this policy is to recognize individuals who perform administrative, firefighting or emergency medical service duties in an exemplary manner. To appropriately recognize the achievement or action, increasing levels of recognition and awards have been established. It is the intent of this policy, in addition to demonstrating appreciation to the individual who achieves the award, to demonstrate standards of conduct as a model to other members of the department. It is not the intent of this policy to condone reckless or unsafe actions not in keeping with accepted firefighting and rescue practices.

Examples:

- Acts of life saving attempts above the routine firefighter activities
- Involvement with initiatives to improve workplace safety or development money/time –saving process
- Outstanding productivity or work effort
- Exemplary customer service participation beyond regular duties
- Excellent leadership
- Flexibility/versatility
- Dependability

Recognition Levels:

Letters/Certificates of Appreciation may be given to an individual for an act or action benefiting the department or team. It may be in the form of a memo given by a Fire Captain to extend appreciation for such act or action. Copies of the letter/certificate will be forwarded to the personnel file and the Fire Chief.

Certificates of Achievement may be awarded by the Fire Captain to an individual who accomplishes a major task such as developing a training program, contributing to a project benefiting the department, successfully completing a school or accomplishing some other non-emergency action or achievement. Copies of the certificate will be forwarded to the employee's personnel file and the Fire Chief.

Certificate of Merit is an award that may be given to department members or other persons for a distinguished administrative project or program that greatly benefits the South Metro Fire Department by the Fire Captain. This award may also be given to some other person for saving a life or property, attempting to save life or property and is the highest award given to non- firefighting department members. Copies of the certificate will be forwarded to the Employee's personnel file and the Fire Chief.

A **Commendation Bar of Meritorious Action** is an award that may be given to a department member for saving a life or property or attempting to save life or property by some significant action.

The **Medal of Valor** is an award that may be given to a department member for saving life or property or attempting to save life or property under hazardous circumstances.

The **Medal of Honor** may be awarded to a department member for saving a life or attempting to save a life under extremely hazardous circumstances.

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Nomination Process:

Any department member may initiate the nomination of a person for an award for good and sufficient reason. A captain will receive all recommendations for recognition, unless initiated by a superior officer, and will issue a letter/certificate and forward copies to the personnel file and fire chief. Each letter/certificate will list the person involved and a summary of the incident and other pertinent details. The letter/certificate along with any background will be placed on the agenda for the next Captains Meeting for information and recognition.

For Commendations, Medal of Valor or Medal of Honor, the Captain shall provide the background and pertinent information for a Captains meeting for discussion and a ballot, with a majority of those present. It is important that all awards are issued in a timely manner. It is the goal of the officers to keep the integrity and significance of the process.

Presentations:

Letters/Certificates of Appreciation will be delivered to the person and copies shall be forwarded to the employees personnel file and the Fire Chief. The Fire Chief will forward Fire Board Packet.

Certificates of Achievement, Certificates of Merit and Certificates of Meritorious Action will be presented at department meetings or Officer meetings. Copies will be forwarded , employee file, the Fire Chief and Board Packet for a public reading. The presentation may be before the Fire Board by the Fire Captain.

Commendation Bars of Meritorious Action, Medals of Valor and Medals of Honor will be presented at a City Recognition Ceremony that occurs. The commendation bar associated with these awards should be worn above the name tag on the uniform shirt and will be issued as soon after the event as possible. The award presentations will be done at an appropriate gathering such as before the Fire Board.