

Standard Operating Procedures Manual

GA 27.00

Awards/Recognition



City of Poquoson Fire and Rescue

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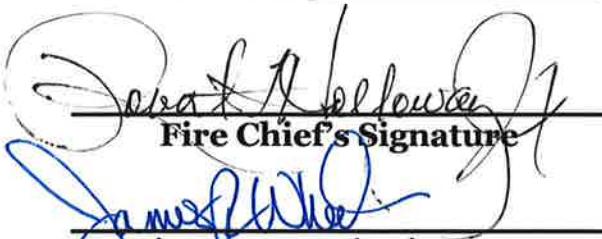
GENERAL ADMINISTRATION

SOP#: GA 27.0

Title: Awards/Recognition

Effective Date: 10/01/2016

Revised Date: 01/01/2018



Fire Chief's Signature



City Manager's Signature

AWARDS & RECOGNITION

I. PURPOSE

The purpose of this document is to establish a guideline for the means of recognizing performance or actions.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICATION

All career personnel. This policy also extends to civilians and volunteers in specific situations.

III. POLICY

The standard to achieve these awards has been purposefully set high. The Department hopes that the attainment of awards will foster well-earned respect within the Department. Application and use of these guidelines will provide public recognition of staff, citizens, and volunteers who bring honor to themselves and the department through:

- Their conduct or actions which exceed the highest standards,
- Outstanding service which is beyond that normally expected,
- Heroic or meritorious acts.

IV. PROCEDURES

An Awards Committee shall be appointed by the Fire Chief to review recommendations for awards and determine the level of award.

The Service Awards Committee shall be comprised of six (6) members representing a cross section of the department. This Committee shall include the Deputy Fire Chief, (1) Battalion Chief, (1) Lieutenant, (1) Master Firefighter, and (2) firefighters. The members of this Committee shall not be directly involved with the nominated persons, if possible.

Any personnel of Poquoson Fire/Rescue may nominate career staff, citizens, or volunteers for an award or commendation. Supervisors shall recognize exceptional performance by personnel under their supervision.

Whenever personnel of the City of Poquoson Fire/Rescue Department or a Volunteer/Civilian has performed an act or rendered service that qualifies for recognition, the nomination procedure will be as follows:

A written nomination will be submitted in a timely fashion, in standard memorandum format, and must include a detailed and accurate account of the circumstances surrounding the act or incident. The nomination should include the following:

DATE

TIME

LOCATION

INCIDENT NUMBER (If Applicable)

DETAILED NARRATIVE

ANY ADDITIONAL RELATED INFORMATION (Pictures, Witnesses etc.)

The nomination will be forwarded through the chain of command to the Fire chief accompanied by any comments or additional facts.

After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and recommendation as to the appropriate award such action merits.

The Awards Committee will submit a recommendation to the Fire Chief for approval.

Upon approval by the Fire Chief, the Awards Committee will prepare the appropriate award. Presentation of awards will be made during an awards ceremony or other special occasion determined by the Awards Committee.

Written appeals regarding recommendations shall be forwarded to the Fire Chief through the chain of command. The Fire Chief shall determine the final disposition of appeals.

V. AWARDS

Fire Service Awards:

Medal of Honor - Awarded for performance of a personal act of courage in the protection of life above and beyond standards defined in normal operating guidelines while engaged in fire ground emergencies, medical emergencies, hazardous materials emergencies and/or technical rescue emergencies.

Award to consist of: Gold Honor medallion (A4118 with RC-53 ribbon), Uniform ribbon, Certificate in 8 1/2" x 11" gold metal frame.

Medal of Valor – Awarded for an act of bravery or heroism on or off duty, within the persons' scope of training and duty while engaged in an action involving either fire ground operations or emergency medical services.

Award to consist of: Silver Valor medallion (A4117 with RC-54 ribbon), Uniform ribbon, Certificate in 8 1/2" x 11" silver metal frame.

Chief's Cross - Awarded only by the Chief of Poquoson Fire/Rescue, at his discretion, for actions that reflect positively on the staff or the department and are in keeping with the highest traditions of the fire service.

Award to consist of: Bronze Cross medallion (A4121-A with RC-27 ribbon), Uniform ribbon, Certificate in 8 1/2" x 11" Bronze metal frame.

Purple Heart - This award is given to staff of Poquoson Fire/Rescue who while performing their duties and utilizing all prudent safety precautions and equipment have suffered a significant injury.

Award to consist of: Gold Purple Heart Medal (A10929 with RC-44 ribbon), uniform ribbon, and certificate of award.

Life Saving Award- Awarded to an individual for the saving of a human life. Intended for an individual directly responsible for the saving of a human life and shall be issued to staff for the saving of a life through various actions such as the application of pre-hospital emergency medical care or public safety measures.

Award to consist of: Silver Star of Life medallion (A1595 with RC-8 ribbon), Uniform ribbon, and Certificate in 8 1/2" x 11" wooden frame.

Distinguished Service Ribbon – Awarded to staff who has distinguished themselves by exceptional service and/or performance above the standards and ideals set forth by Poquoson Fire/Rescue during emergency operations and/or special assignment.

Award to consist of: A uniform ribbon and certificate of award.

Meritorious Service – Awarded to recognize single acts of merit or serving in a non-emergency function such as training, administration, education, prevention, public and community service above the standards and ideals set forth by Poquoson Fire/Rescue.

Award to consist of: A uniform ribbon and certificate of award.

Unit Commendation – Awarded to a unit such as a company, station, or group of individuals while operating as a team in the performance of their duties and exemplifying actions above the standards and ideals set forth by Poquoson Fire/Rescue in the accomplishment of a common goal in emergency or non-emergency functions.

Award to consist of: A uniform ribbon and certificate of award.

Campaign Bar – This award is given by the Fire Chief to those who perform exemplary fire rescue functions during a significant operation undertaken by Poquoson Fire Rescue. These are typically operations lasting more than 48 hours.

Award to consist of: A uniform ribbon.

Emergency Management – This recognition is given by the Fire Chief to those who have been appointed into Emergency Management for the City of Poquoson. *Award to consist of:* A uniform ribbon. Deputy Emergency Management Coordinators will receive just the ribbon. The Emergency Management Coordinator will be indicated by a Gold Star.

Education Bar – This award is given by the Fire Chief to those who have received an Associate's, Bachelor's, or Master's Degree in a related career field.

Award to consist of: A uniform ribbon. Bachelors will be indicated by a Silver Star and a Masters will be indicated by a Gold Star.

Inspector/Investigator – Awarded to staff who achieve the status of Fire Inspector (1031) or Fire Investigator (1033). *Award to consist of:* A uniform ribbon. Fire Inspector will be indicated by a Silver Star and Fire Investigator will be indicated by a Gold Star.

Marine Incident Response Team – Awarded to staff who are members of the Marine Incident Response Team (MIRT). *Award to consist of:* A uniform ribbon.

Drone Operator – Awarded to staff who are members of the Drone Team. *Award to consist of:* A uniform ribbon.

Instructor – Awarded to staff who achieve the status of Fire Service Instructor or EMS Education Coordinator. Awards will be given for Instructor I, Instructor II, and Instructor III. Certification for EMS Education Coordinator will be awarded the ribbon with a Gold Star.

Award to consist of: A uniform ribbon. Instructor II will be indicated by a Silver Star and Instructor III will be indicated by a Gold Star.

Dedicated Service Award - Awarded to those that have completed 5 years of service with Poquoson Fire Rescue. Stars will be awarded as indicated to represent each successive 5 year award.

Award to consist of: A uniform ribbon.

Stars (placed on ribbons) – A Silver Star, when used to represent multiple awards, shall indicate increments of 5. A Gold Star, when used to represent multiple awards, shall indicate increments of 10.

Citizen/Volunteer Fire & EMS Awards:

Heroism Award - The Heroism Award may be made for a conspicuous act of valor or heroism by a citizen or volunteer under hazardous conditions

in which the person is placed in a life threatening position to save the life of another.

Award to consist of: Gold Medal (A4387 with RC-11 ribbon), Plaque, and Letter of Recognition

Lifesaving Award - The Lifesaving Award may be made to a citizen or volunteer who has been involved in a lifesaving effort at an emergency scene before the arrival of the Fire Department or who has provided extraordinary assistance to Fire Department staff in a lifesaving effort. This nomination is normally made by Fire Department personnel assigned to the incident.

Award to consist of: Plaque and Letter of Recognition

VI. UNIFORM GUIDELINES

Any staff or volunteers who receive department awards should wear them; they are an outward representation of your accomplishments and as such reflect positively upon you and Poquoson Fire/Rescue.

Awards will consist of ribbons and medals. Ribbons may be worn on Class "A" and Class "B" Uniform shirts. Medals will be worn only on the department Class "A" Dress Jacket.

Medals shall be worn as follows: They will only be worn on the PFD dress jacket (three medals per row); they will be placed in the following manner.

The top of the medals shall be in a single row (no more than three per row) and will be placed in descending order $\frac{1}{4}$ inch below the nametag and centered. When multiple rows are used, they shall be centered $\frac{1}{4}$ inch below the first row. NOTE: the medals should be in descending order from the VIEWER's perspective, top to bottom and left to right.

Ribbons shall be worn as follows:

$\frac{1}{4}$ inch above the nametag and centered. A row of ribbons will consist of no more than 3 ribbons and will be placed in descending order. When additional rows are required, there will be $\frac{1}{4}$ inch between the rows. A

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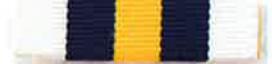
ribbon plate is encouraged when displaying the ribbons. NOTE: the ribbons should be in descending order from the VIEWER's perspective, top to bottom and left to right.

These ribbons and medals are available from Gall's through Blackinton Uniforms.

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Order	Award Name	Presented	Additional	Ribbon Colors
1	Medal of Honor	Medal	Ribbon/ Certificate	 (RC-53)
2	Medal of Valor	Medal	Ribbon/ Certificate	 (RC-54)
3	Chiefs Cross	Medal	Ribbon/ Certificate	 (RC-27)
4	Purple Heart	Ribbon	Ribbon/ Certificate	 (RC-44)
5	Life Saving Medal	Medal	Ribbon/ Certificate	 (RC-8)
6	Distinguished Service	Ribbon	Certificate	 (RC-2)
7	Meritorious service	Ribbon	Certificate	 (RC-6)
8	Unit Commandation	Ribbon	Certificate	 (RC-4)
	Campaign Ribbon	Ribbon	Certificate	Each "Campaign" will have it's own ribbon assigned
10	Emergency Management	Ribbon		 (RC-38)
11	Education	Ribbon		 (RC-30)
12	Inspector/ Investigator	Ribbon		 (RC-42)
13	MIRT	Ribbon		 (RC-7)
14	Drone Pilot	Ribbon		 (RC-21)
15	Instructor	Ribbon	Certificate	 EMS Educator (RC-33)  Fire Instructor (RC-39)
16	Years of service	Ribbon	Certificate	 (RC-1)
17	Heroism Award	Medal	Plaque/ Letter	-----
18	Lifesaving Award		Plaque/ Letter	-----

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