

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 108: Standards of Conduct
Subject 108.03: Member Awards & Recognition
Supersedes:



Approved By:

Date: February 28, 2006

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PURPOSE:

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

RESPONSIBILITY:

It is the responsibility of all members to become familiar with and implement these procedures. Members shall use these provisions during the course of their work, and remain familiar and refreshed in their correct use and effectiveness. Officers shall carefully observe the actions of subordinates and report any conduct/actions that are deserving of recognition.

PROCEDURES:

The standard to achieve these awards purposefully has been set high. The Department hopes that the attainment of awards engenders well-earned respect within the Department. Application and use of these guidelines will provide public recognition of members 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.

Members are encouraged to submit recommendations for awards when the conduct/actions of other members are deserving of recognition. Should information be received from the public indicating that a member be recognized for their conduct/actions, such information shall be immediately conveyed through the chain of command for consideration with the members' supervisor submitting a completed "Recommendation for Award" form.

All recommendations for awards shall be submitted on the appropriate form, "Recommendation for Award". The completed form shall be formally given to the members' supervisor, who in turn will forward it to the Operations Deputy Chief, who will in turn assure that it is presented for consideration to the Awards Review Board.

The Awards Review Board will consist of a sufficient number of persons as determined and appointed by the Fire Chief to such position. The Awards Review Board shall review all written submittals and recommendations for awards. The Awards Review Board will make a recommendation to the Fire Chief concerning any recommendations received.

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When it is determined that a member is to receive one of the awards described herein, such award will be conferred by the Fire Chief in a public forum. All awards and any other components thereof will be purchased and provided by the Fire Department. Award Ribbons shall be displayed on the Class A uniform. Unless otherwise stated in Uniform policies and procedures, Award Ribbons are to be placed on the right side of the uniform coat, parallel to the badge. Multiple Award Ribbons will be worn from the wearers' left to right, starting with the highest decoration/award. Awards may be provided posthumously.

A "Medal of Valor" and "Distinguished Service Award" plaques shall be prominently displayed in a distinguished place that will list the names of all members who receive these awards.

Types of Awards

Firefighter of the Year Award

An award designed to recognize the efforts of an individual firefighter may be awarded each calendar year. The firefighter shall have exhibited a continuous concerted effort, or individual acts, and/or demonstrated superior ability and dedication during their work. The award will at least consist of an Award Certificate and Uniform Award Ribbon.

Award of Excellence

A Township-wide program to recognize members who have exhibited excellent performance in fulfilling their Township assigned duties. Criteria, selection and award benefits shall be as described in the "Full Time Employee Personnel Policies & Procedures" and "Part Time Employee Personnel Policies & Procedures" manuals.

Attendance Award

Shall be awarded as recognition for members who have five years of perfect attendance. The award will at least consist of a Uniform Award Ribbon.

Armed Services Veterans Award

To be awarded to members that have honorable service for at least 180 consecutive days in a branch of the United States Armed Services. A copy of military form DD214 as a proof of qualification shall have been submitted with the completed "Recommendation for Award" form. The award will at least consist of a Uniform Award Ribbon.

Academic Achievement Award

To be awarded as recognition for attainment of a college degree related to the field of the members' work. The award will at least consist of a Uniform Award Ribbon.

Commendation

A commendation may be issued when a member of the Department, through their knowledge, initiative, or abilities, performs their duty in an outstanding manner. Such performance may be evidenced by selfless conduct by the member during a time of crisis or emergency; or by skillful handling of a difficult assignment. The award will at least consist of an Award Certificate and upon receipt of a fifth Commendation will also include a Uniform Award Ribbon.

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Distinguished Service Award

May be awarded for highly creditable fire protection accomplishments, that can be considered above and beyond the call of duty, and which may stem from an individual or series of incidents. Must be evidenced by highly professional conduct/performance; or give evidence of selfless conduct by an employee, usually in a crisis or emergency situation; or involve an act of significant risk to the life of an employee; or, in a stressful situation, exercise good judgment to save the life of another. The award will at least consist of an Award Certificate and Uniform Award Ribbon.

Medal of Valor Award

May be awarded for outstanding service/acts, such as deliberate, thoughtful action involving extraordinary heroism and/or extreme risk to life of the recipient in the effort to save the life of another person. The award will at least consist of an Award Certificate and Uniform Award Ribbon.