

AWARDS AND HONORS

Page Number: Page 1 of 4 **Effective Date:** 12/01/2010 **Reviewed with No Changes:** 04/01/2007 **Supersedes Editions:** 01/01/2005, 01/01/1997, 05/01/1990

Purpose: *To recognize members who distinguish themselves in the performance of their duties and contribute significantly to the achievement of the goals of the department and service to the community.*

Procedure:

1. This procedure applies to all Okolona Fire Department personnel who are volunteer members, full time employees or part time employees who work at least 800 hours per year.
2. The awards ceremony will be held during the month of December.
3. The attendance year for the purposes of this procedure shall begin December 1 and end November 30.

LENGTH OF SERVICE AWARDS:

1. Length of Service Awards shall be awarded as follows:
 - A. Five (5) Years: Pen and Pencil set
 - B. Ten (10) Years: Engraved wristwatch
 - C. Fifteen (15) Years: Fire department ring with three (3) diamond chips
 - D. Twenty+ (20) Years: One additional diamond chip for each five (5) year increment
 - E. Twenty-five (25) Years: Firefighter bugle on base (in addition to diamond chip for ring)
 - F. Thirty (30) Years: Pike on base (in addition to diamond chip for ring)
 - G. Thirty-five (35) Years: Bronze helmet on base.
2. Previous service may be combined with current service for those persons have a break in service with the fire department.

VOLUNTEER RETENTION AWARDS:

1. Volunteer members of the fire department shall receive a cash retention award according to the following schedule:
 - A. One (1) to Four (4) years: \$400
 - B. Five (5) Years: \$650
 - C. Six (6) and more: \$675 plus an additional \$25 for each year more than six (6) years.

SERVICE RECOGNITION PLAQUES:

1. Members of the fire department shall receive Service Recognition plaques with engraved plates for the plaque for certain events occurring during their fire department service:
 - A. For each 1,000 call for service to which the member responded.
 - B. 110% annual Fire Run attendance (volunteer members only).
 - C. Perfect Attendance (no sick or emergency days, full time career employees only).
 - D. 250 hours of training attendance during attendance year.

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AWARDS AND HONORS

Page Number: Page 2 of 4 **Effective Date:** 12/01/2010 **Reviewed with No Changes:** 04/01/2007 **Supersedes Editions:** 01/01/2005, 01/01/1997, 05/01/1990

- E. 400 hours of training attendance during attendance year.
- F. Other notable events as approved by fire chief or awards committee.

TROPHIES:

1. Trophies shall be awarded to members according to the following:
 - A. *Volunteer fire run attendance:* Awarded to the top five (5) volunteer members responding to fire runs.
 - B. *Attendance Improvement:* Awarded to volunteer members whose fire run attendance has increased by ten percent (10%) or higher from the previous attendance year.
 - C. *Best Attendance Improvement:* Awarded to the top five (5) volunteer members who have improved their fire run attendance from the previous attendance year.
 - D. *Perfect Attendance:* Awarded to volunteer members who have attended at least one regularly scheduled week training session during the attendance year.
 - E. *Most Off Duty Fire Runs:* Awarded to the top five (5) career firefighters (full and part time) who responded to fire runs occurring outside their scheduled duty hours.

MEDALS AND RIBBONS:

1. The following Medals and Ribbons shall be awarded to members of the fire department as shown below. The ribbon associated with the medal may be worn on the member's Class A or Dress Uniform.
 - A. *Life Saving – EMS:* Awarded to those persons participating in an EMS situation where the a person has been rescued or treated with life threatening injuries, or CPR save. One award for every five (5) incidents, subsequent awards shall be noted with a leaf for the ribbon.
 - B. *Life Saving – Fire:* Awarded to persons directly involved with the rescue of a person during a structure fire, subsequent awards shall be noted with a leaf for the ribbon.
 - C. *Fire Prevention Award:* Awarded to those persons whose fire prevention efforts have been deemed significant by the fire marshal, fire chief or awards committee.
 - D. *Twenty (20) Year Service:* Awarded to those persons who have completed twenty (20) years of service with the fire department, and have satisfied all attendance requirements for each of the twenty (20) years.
 - E. *Chief's Award:* Awarded to two (2) members each year by the fire chief for demonstrating fire department dedication and possession of an attitude exemplifying the fire service.
 - F. *Medal of Honor:* Awarded to a firefighter who in the performance of duty under extremely hazardous conditions in which the member is confronted with imminent personal risk and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service as determined by the awards committee. The Medal of Honor is the highest award bestowed upon a member.
 - G. *Medal of Valor:* Awarded to a firefighter who in the performance of duty under hazardous conditions in which the member is confronted with imminent personal risk and performs an act of heroism which furthers the high traditions of the fire service, as determined by the

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AWARDS AND HONORS

Page Number: Effective Date: Reviewed with No Changes: Supersedes Editions:
Page 3 of 4 12/01/2010 04/01/2007 01/01/2005, 01/01/1997, 05/01/1990

awards committee. The Medal of Honor is the second highest award bestowed upon a member.

- H. *Firefighter Cross:* Awarded to a firefighter who performs an act of distinguished bravery and stamina in the face of extreme fire conditions, as determined by the awards committee. The Firefighter Cross is the third highest award bestowed upon a member.
- I. *Purple Heart:* Awarded to a firefighter for a injuries received in the line of duty while observing all reasonable safety procedures that required transportation to a medical facility and has received medical care for a severe injury. Examples of severe injuries are puncture wounds, lacerations, fractures, concussions and burns. The awards committee shall determine and distinguish between severe and minor injuries during consideration.
- J. *Exception Duty:* Awarded to a member for highly credible accomplishments bringing acclaim to the fire department or fire service as a result of devotion to duty or service to the public as determined by the awards committee.
- K. *Unit Citation Ribbon:* A ribbon awarded to companies, units or specialty teams who perform in a superior manner on the scene of an incident or during the course of the year. The companies, units or teams receiving the award must demonstrate outstanding teamwork and ingenuity that have a direct impact on the smooth operations at the scene of the incident or has had a positive impact on the department and or service to the community, as determined by the awards committee. The company names and year of award will be added to a fire station plaque.
- L. *Campaign Ribbon:* A ribbon awarded for each unique campaign as determined by the awards committee or fire chief. The Campaign Ribbon will be awarded to personnel who participate in operations at the scene of a large-scale disaster, either man-made or natural.

AWARDS COMMITTEE

1. An Awards Committee shall be created for the purposes of reviewing and approving recommendations for those certain awards noted above requiring Awards Committee determination.
2. The Awards Committee shall be composed of seven (7) members. The committee shall consist of one (1) representative from each of the three career platoons and chosen by the members assigned to the given platoon. An alternate member shall also be chosen by each platoon in case the principal member has been nominated for an award within the Awards Committee scope or is otherwise unable to participate in awards review.
3. There shall be two (2) volunteer members, chosen by the volunteer members. Two (2) alternate members shall also be chosen by each platoon in case the principal member has been nominated for an award within the Awards Committee scope or is otherwise unable to participate in awards review.
4. The fire chief and deputy fire chief shall also be members of the Awards Committee. In the event that the fire chief or deputy fire chief have been nominated for an award, the fire chief shall appoint alternate chief officers to participate in the review.

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Okolona Fire Department
Standard Operating Procedure

AWARDS AND HONORS

Page Number: Page 4 of 4 **Effective Date:** 12/01/2010 **Reviewed with No Changes:** 04/01/2007 **Supersedes Editions:** 01/01/2005, 01/01/1997, 05/01/1990

5. The fire chief shall also have the authority to appoint additional chief officers if necessary to ensure at least seven (7) persons are present to review award nominations. (For example, platoon X's representatives are assigned to company Y and that company has been nominated for a Unit Award. Neither the principal or alternate member could review the nomination.
6. The Awards Committee meeting shall be called by the fire chief. The meeting shall be held during the month of November preferably the second Saturday of the month. Any nominations for awards are due November 1st of each year, for the preceding one year period.
7. Nomination for awards shall be submitted in written form, giving the suggested award, and a sufficient description of the act(s) performed justifying the award.
8. No member of the Awards Committee shall be present during any discussion on any award for which he or she has been nominated. This also includes Awards Committee members who have a close family relationship as defined in the fire department's Nepotism Policy. No member of the Awards Committee shall be present during any discussion on any award which he or she has submitted a nomination form.
9. The Awards Committee shall review each nomination form and conduct a deliberation on the merits of the nomination. The Awards Committee shall have the discretion to amend a nomination to a different award other than that initially proposed.
10. Each nomination for each act shall be considered separately. For example, Firefighter A is nominated for a medal of valor for an action on January 1, and another medal of valor for action on June 1, shall be two separate considerations.
11. Upon conclusion of the deliberation, each member of the Awards Committee shall submit a secret ballot on whether the recommendation should be approved. If there are three (3) "No" votes, the recommendation shall be deemed as disapproved.

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Last printed 3/1/2011 10:14:00 PM