

FARMINGTON HILLS FIRE DEPARTMENT

PERSONNEL PROCEDURE

PRIORITY: 3

AWARDS AND RECOGNITION

No: 410.5

EFFECTIVE: _____
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FIRE CHIEF APPROVAL:

PURPOSE

During the course of the year members of the Farmington Hills Fire Department often do things that deserve special recognition. The Department intends to identify and recognize these individuals because of their various achievements.

SCOPE

- I. The Awards Committee shall consist of the following members:
 - A. Committee Chairperson – member in good standing with a minimum of 4 years seniority (This seat may be filled by any committee member who meets the minimum criteria or former employee approved by the Fire Chief.)
 - B. 1 - Committee Secretary (Department secretary or Department member)
 - C. 1 - Career Fire Fighter representative from Local 2659
 - D. 1 - Alternate Career Fire Fighter representative
 - E. 4 - Paid-on-Call station representatives (one from each station)
 - F. 4 - Alternate Paid-on-Call station representative (one from each station)
- II. Alternates must be notified and available to attend the scheduled meetings.
- III. Committee representatives shall be elected by their respective peers and shall hold a minimum term of one year. Representatives are eligible for reelection annually, not exceeding more than 3 consecutive years. Elections shall take place during the career and station member of the year voting in December. Terms shall start each February and be staggered on the committee.
- IV. Committee meetings shall be scheduled in January, March, May, August, October, and December. Meetings shall take place at Fire Headquarters at 1830 hours on the third Tuesday of the scheduled month. Committee representatives must submit award nominations to the chairperson a minimum of two weeks prior to the scheduled meeting. Minutes shall be posted and members receiving awards shall be recognized in the minutes and in a press release. Committee representatives shall be responsible for obtaining any additional award information and providing feedback to the award submitter.

POLICY

- I. These approved awards shall be presented during the annual Fire Department Banquet and shall apply to uniformed members of the Department:
 - A. Medal of Valor
 - B. Medal of Bravery
 - C. Fire Fighter of the Year
 - D. Life Saving Award
 - E. Chain of Survival Award
 - F. Career Fire Fighter of the Year
 - G. Station Fire Fighter of the Year
 - H. Meritorious Service Award
 - I. Unit Citation
 - J. Recruit of the Year

- II. Criteria for awards are as follows:
 - A. *Medal of Valor* - This award shall be presented by the Fire Chief to members who have, under especially hazardous conditions, courageously risked their own life to save another. The intention of this is to reward the truly outstanding performances under times of duress and shall be considered for emergencies only. Members receiving this award shall be nominated for the International Association of Fire Chiefs Benjamin Franklin Fire Service Award.
 - B. *Medal of Bravery* - This award shall be second only to the Medal of Valor and will be presented to a member for an act which exhibited significant risk to personal safety in an effort to save another. This will generally be considered for members acting above and beyond the call of duty and within safe operating policies and procedures of the Fire Department.
 - C. *Fire Fighter of the Year (Department)* - This award is intended for the Department member who, over the course of the year, has continually put forth an effort of the highest degree. This may involve fire suppression, emergency medical service, fire prevention, training, or any combination of the above. Further, it may involve an individual event or a collection of exceptional performances. Any current member of the Department may nominate anyone for whatever reasons they feel appropriate. The award will be presented by the Fire Chief at the Annual Awards Banquet, and the recipient will also serve as the official representative at the City Service Awards Program.
 - D. *Life Saving Award* - To be 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 members of the Department for the saving of a life through various actions such as the application of pre-hospital emergency medical care or public safety measures.
 - E. *Chain of Survival Award* – This award to be awarded to an individual whose pre-hospital diagnosis and treatment is directly attributed to stabilizing the patient’s condition prior to arrival at the hospital emergency department.

- F. *Career Fire Fighter of the Year* - This award will be presented by the Deputy Fire Chief to the career fire fighter who, as nominated by his fellow fire fighters, is most deserving. Each career member is entitled to submit the name of any career member whom he feels is deserving of this award.
- G. *Station Fire Fighter of the Year* - This award shall be presented by the District Chief at each of the four stations to the member who, as nominated by his fellow fire fighters at his station, is most deserving. All members are entitled to nominate one member from his station. District Chiefs are not entitled for nomination.
- H. *Meritorious Service Award* - This shall be awarded to members of the Department whose actions have distinguished them from standard performance expected of the position. This award may apply to any phase of the Department.
- I. *Unit Citation* - This award may be presented to members of the Department that participated in an action that contributed to the overall professionalism of the Farmington Hills Fire Department. This award may apply to any phase of the Department.
- J. *Recruit of the Year* - This award shall be given to the recruit fire fighter who best exemplifies the conduct required of a Farmington Hills fire fighter and continually demonstrates readiness, performance, and excellence in completing the recruit training program. The recruit shall display maturity and leadership potential before fellow recruits and, through dedication and commitment to duty, has made a significant contribution to advancing the goals of the Department.
- K. *Civilian Awards* – Any member of the Fire Department may recommend to the Awards Committee through their respective representative that a civilian be recognized for their efforts in the saving of a life, reducing a serious injury, or the reduction of property loss. Nominations shall be reviewed by the Awards Committee with written recommendation made to the Fire Chief. All civilians shall receive their award in the form of a certificate. Civilian Citation awards shall be presented quarterly by the Fire Chief at a scheduled City Council meeting or incident location.
1. *Civilian Citation* – A Civilian Citation will be awarded for meritorious action which resulted in the saving of a life, the reduction of serious injury, or the reduction of property loss.
 2. *Certificate of Appreciation* – A certificate of appreciation to any deserving individual for a deed that is worthy of recognition but does not fall within the Guidelines of a Civilian Citation.
- III. The following are additional awards that may be presented at any time during the year or during Department or Station functions.
- A. Certificate of Appreciation
 - B. Certificate of Training
 - C. Optimist Club/American Legion Fire Fighter of the Year
 - D. Letter of Appreciation

IV. Criteria for awards are as follows:

- E. *Certificate of Appreciation* - Awarded to members who do a good job and merit recognition from the Fire Chief. The award may apply to any phase of the Department. This may also be presented to civilians.
- F. *Certificate of Training* - Presented to members who have successfully completed courses approved by the Department.
- G. *Optimist Club/American Legion Fire Fighter of the Year* - This award is intended for the Department member who, over the course of their career, has distinguished themselves by putting forth an effort of the highest degree. Any current member of the Department may nominate another member. The recipient will be honored at the annual Optimists Club awards breakfast and by the American Legion on Memorial Day.
- H. *Letter of Appreciation* - The letter of appreciation may be sent by any officer of the Department to any member for their contributions or support in various events approved by the Department. This award may also be presented to civilians.

V. Nominations

- A. Award nominations shall be submitted in writing on the appropriate form to the respective representative. Submittals should be made within 60 days of the incident and include each member's incident involvement.
- B. For the selection of Department Fire Fighter of the Year, the Fire Chief will accept written nominations, with substantiation.
- C. The Fire Chief will accept substantiated written nominations, for Optimist Club/American Legion Fire Fighter of the Year.

VI. Award Ribbons

- A. Award ribbons will be placed in order from highest to lowest and left to right as follows.

1.	Medal of Valor	Metal Gold Bar
2.	Medal of Bravery	Metal Bronze Bar
3.	Fire Fighter of the Year	Solid Blue
4.	Life Saving Award	White/Blue
5.	Chain of Survival	Green/White
6.	Optimist Fire Fighter of the Year	Solid Red
7.	Career Fire Fighter of the Year	Blue/White/Blue
8.	Station Fire Fighter of the Year	Red/White/Red
9.	Meritorious Service Award	Red/White/Blue
10.	Unit Citation	Multiple Red/White/Blue vertical stripes
11.	Recruit Fire Fighter of the Year	Black/White

VII. Placement of Award Ribbon/s on Dress Uniform

Ribbons may be worn on a bar/s and pinned to the dress blouse or shirt above the right breast.

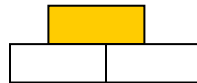
- A. When worn, award ribbons shall be aligned horizontally parallel to the bottom of the uniform badge (left breast), centered between the dress blouse double breast seam (approximately 6” from inside seam of the right panel). If ribbons are worn on a bar, they shall be in a manner consistent with lacquer mounting on black field and approved by the Department. Ribbon bars can be worn in rows of two; however, rows of three may be worn when displaying a large number of awards. Incomplete rows are to be centered.

- B. All authorized award ribbons to which the member is entitled will be worn on the dress blouse.
 - 1. Ribbons shall not be worn on the sweater, summer coat, or all weather coat.
 - 2. When shirts are worn as outer garments, ribbons are not required unless prescribed by the Chief.
 - 3. Name bar and service pin shall not be worn with dress blouse (Procedure 351.3).
 - 4. The Medal of Valor and the Medal of Bravery ribbons will always be placed above and centered on any ribbons displayed on the uniform. The following are examples of ribbon placement:

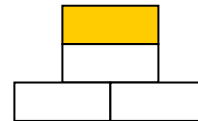
MEDAL OF VALOR



MEDAL OF VALOR



MEDAL OF VALOR/BRAVERY



- C. The Medal of Valor and/or Medal of Bravery will be worn with appropriate drape over the left breast beneath the member’s badge.