

# Vashon Island Fire & Rescue Policies and Operating Guidelines

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Policy: COMMENDATION  
Number Effective Date  
2022.3 01/04/00

Approved and Issued:  
01/04/00

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**1.0** REFERENCE  
NA

**2.0** POLICY

**2.1** All members of the District will strive to recognize and commend the exceptional performance of a member of the District.

- a. Commendations shall be initiated in writing on the appropriate District correspondence form and forwarded through channels to the Fire Chief. Letters should include date, time, location, pertinent facts and witnesses to the act or acts of commendation.
- b. After reviewing the information provided, the Fire Chief may, at his discretion, issue a commendatory letter and/or take other appropriate action.
- c. A copy of the commendatory letter shall be included in the member's personnel file.

**3.0** DEFINITIONS  
NA

**4.0** RESPONSIBILITIES  
NA

**5.0** GUIDELINES  
NA

**6.0** ADDITIONAL REFERENCES  
NA

**7.0** APPENDIX  
NA