

Johnson Creek Fire & EMS Standard Operating Guideline

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SOG Title: 100.09 Awards/Nominations Policy		
Approved by:	Re-evaluation Date: 30 April 2010	Number of Pages: 4

Purpose: To specifically identify what steps will be taken to foster pride in the members of the Johnson Creek Fire & EMS, through recognition of those who have excelled in the performance of their duties. To establish guidelines and procedures for the submitting personnel for consideration and to ensure that each applicant has the same guidelines to follow and is treated with the same dignity and respect for the various service awards procedure.

Scope: This procedure will apply to all department members and will be used for all applications to which the Johnson Creek Fire & EMS Department responds.

In order to clarify terms in this procedure the following definitions have been included:

None

General: These procedures will apply to all employees involved in any emergency that involves the Johnson Creek Fire & EMS Department.

100.09.01. SUBMISSIONS.

- A. Each prospective candidate for a service award shall be a member in good standing with the department.
- B. Any member of the organization may submit any other member for consideration for any of the various awards.
- C. The submission format shall be as follows:
 1. Name(s) of individual(s) involved.
 2. Name(s) of any witnesses.
 3. Description of the event/Incident to include the nominated person(s) actions.
 4. The level of the award.

5. Any supporting documents for the nomination, letters, etc.
6. The member submitting the information shall sign the submission.

100.09.02. AWARDS COMMITTEE.

- A. The awards committee will be representative of the department. The committee shall be composed of the Chief, (1) Assistant Chief (prospective branch), (1) Captain, and (1) member (prospective branch), and (1) alternate (prospective branch). Should it be necessary, deadlocks will be decided by the vote of the alternate member.
- B. The quorum for the awards committee shall be three members.
- C. Membership to the awards committee shall be voluntary.
- D. Awards committee will meet as necessary to discuss submissions as they arise. This may be modified at any time depending upon demand.
- E. The awards committee will discuss the facts of each case on an individual basis.
- F. The awards committee will have full and complete latitude to issue the award the committee deems appropriate. This may differ from the award for which the individual was nominated, either a more significant or a lesser award.

100.09.03. AWARDS AND REQUIREMENTS.

- A. Medal of Honor (highest award)

Members who in the line of duty; perform an act(s) far above and beyond the normal call of duty and under EXTREME personal risk, rescues or attempted rescues of endangered firefighters and/or civilian(s).
- B. Medal of Valor (second highest award)

Members who on or off-duty; performs an act(s), above and beyond the normal call of duty under SIGNIFICANT personal risk, involving bravery and a high degree of initiative and/or capability.
- C. Distinguished Service Medal (third highest award)

Any member who on or off duty; performs an act(s) above and beyond the call of duty under MODERATE personal risk that involves bravery and/or a high degree of initiative and/or capability. Or worthy of recognition that promotes good will, and reflects highly on the Johnson Creek Fire & EMS Department.

D. Life Saving Medal (fourth highest award)

Any member who is involved in the successful resuscitation of a patient, who was without pulse and respiration, and the patient is resuscitated in the field and makes a complete and full recovery with little to no detrimental effects. The term resuscitated refers to re-establishing the patient's pulse.

E. Unit Citation (fifth highest award)

Recognition of the entire company for outstanding company level operations on an incident that was primarily dependant on teamwork and cooperation.

F. Community Service (sixth highest award)

Recognition of any member nominated for an outstanding contribution to his/her community on or off duty.

100.09.04. SPECIAL AWARDS.

A. Meritorious Unit Citations (fourth highest award)

These are special one time only awards that are presented to members who participated in an incident of great magnitude far above any normal emergency operation. The medal design is used only once for each incident and will never be repeated for any future incident of a magnitude that would warrant the issuance of this award.

B. Firefighter of the Year (fifth highest award)

C. EMS Provider of the Year (fifth highest award)

100.09.05. REGALIA FOR AWARDS.

A. Medal of Honor – a medal with Red/White/Blue/White/Red (A4616C) ribbon color scheme.

B. Medal of Valor – a medal with Blue/Red/Blue/Red/Blue (A4616C) color scheme.

C. Distinguished Service Medal - a medal with Red/White/Red (A3705) color scheme.

D. Life Saving Medal – a medal with Red/White/Red Cross/White/Red color scheme.

E. Unit Citation – a medal with a solid Green (A4616A) color scheme.

- F. Community Service – a medal with a solid Orange (A4616A) color scheme.
- G. Meritorious Unit Citations – a medal with a specific color scheme to never be used twice, each medal shall be unique as to the citation itself. The color patten shall be selected by the chief. The medal design in used only once for each incident and will never be repeated for any future incident of a magnitude that would warrant the issuance of this award.
- H. Firefighter of the Year – a medal with a solid Red (A4616A) color scheme.
- I. EMS provider of the Year – a medal with a solid Blue (A4616A) color scheme.

100.09.06. WEARING OF SERVICE RIBBONS.

- A. Commendation bars will be worn on the Dress Blue jacket or the Class A dress shirt, see SOG 100.08 Uniform Policy for more clarification on spacing and location.
- B. Commendation bars will be worn in order of importance, the order is as follows:
 - 1. Medal of Honor
 - 2. Medal of Valor
 - 3. Distinguished Service
 - 4. Life Saving / Meritorious Unit
 - 5. Unit citation / Firefighter / EMS of the year
 - 6. Community Service

100.09.07. AWARD PRESENTATIONS.

- A. Awards will be presented by the chief during an official village board meeting; invitees will include family and friends of the member, the village trustee's and the local news media.
- B. The chief will read aloud an account of the event(s) leading to the award being presented. The chief will then pin the medal on the member, present him/her with the corresponding certificate describing the event.