

**CITY OF HALLANDALE BEACH
FIRE DEPARTMENT MANUAL**

DATE OF ISSUE: January 24, 2007

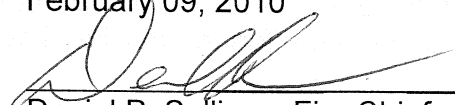
SECTION: 01-005 R1

EFFECTIVE DATE: January 24, 2007

SUBJECT: Commendations & Awards

REVISED DATE: February 09, 2010

APPROVED:


Daniel P. Sullivan, Fire Chief

CROSS REFERENCE:

I. PURPOSE/INTENT:

To establish a program to acknowledge members who perform acts beyond the scope of their normal duties. Such recognition shall be given for events that include, but are not limited to, those of heroism, valor, bravery, merit or other exemplary service by members during either emergency or non-emergency service.

The committee will also be called upon to help objectively review submissions for awards presented by outside stakeholders such as: City of Hallandale Beach Employees Awards, Hospital Based Annual EMS Awards, Rotary International Fire Fighter of the Year, etc.

II. DEFINITIONS:

Commendation/Award

Both words are used interchangeably to mean the same within this policy. Commendations and awards are presented to individuals or groups for sustained acts of heroism or meritorious service.

Recognition

The action of acknowledging an event or process with respect and appreciation.

Medal of Valor

The Medal of Valor may be awarded for a clear act of valor and heroism by a Fire Department member under hazardous conditions in which the person is placed in a life threatening position to save the life of another.

Medal of Honor

The Medal of Honor may be awarded to a Fire Department member who has performed outstanding service to the Department or to the public safety of the community with regard to fire and emergency service in the City.

Employee of the Year

The Employee of the Year Award is designed to recognize the efforts of a Department member throughout the year. The member receiving this award has exhibited a continuous concerted effort, or individual act, demonstrating a superior ability and dedication.

Individual Citation

The Individual Citation may be awarded to a Fire Department member who has performed in an outstanding manner worthy of recognition.

Unit Citation

The Unit Citation/Commendation may be awarded to any group of two or more Fire Department members who make up a company, section, team or employee work group which has performed in an outstanding manner worthy of recognition.

Award of Merit

The Award of Merit may be awarded to a Fire Department member based on performance of assigned duties, those duties having been carried out in an outstanding, superior manner such as to merit recognition for service to the Department.

Continuous Service Award

Given to a Fire Department member after five years of continuous service. On each successive fifth anniversary after that, a silver star will be presented up to twenty years of service, after which another ribbon will be presented.

Community Service Award

The Community Service Award may be awarded to a Fire Department member who has contributed considerable time and/or effort towards the betterment of the community, not necessarily in a job related manner.

Good Conduct Award

The Good Conduct Award may be awarded to a Fire Department member for completing five years of service without suspension or demotion, or other disciplinary action as determined by the Committee and the Fire Chief.

Life Saving Award

To be awarded to a Fire Department member for the saving of a human life. Intended for an individual directly responsible for the saving of a human life and shall be issued for saving a life through various actions such as the

application of pre-hospital emergency medical care or public safety measures.

Safety Award

The Safety Award may be awarded to a member of the Fire Department for an outstanding and/or exemplary act or accomplishment with regard to the safety of Department members.

III. POLICY/PROCEDURES:

Application

- A. Any person, including but not limited to, civilian and sworn personnel of the department, citizens and City employees may make a recommendation for a medal or award. Recommendations shall be in writing, dated, signed and include sufficient information to contact the submitter. Recommendations should include a narrative describing the action specifically.
- B. All supervisory personnel are responsible for ensuring detailed information is provided to the committee, outlining the specific reason an individual or group is being considered for an award.
- C. Medals & Awards Committee shall convene no less than once annually, at the beginning of the calendar year, (and more often as directed by the Fire Chief) to review recommendations and confer awards or medals. The Committee shall consist of five fire department personnel and be designated at the beginning of the calendar year. Members will consist of one Staff Officer, the District Vice-President (DVP) of the bargaining unit, or his designee. The three remaining members shall be chosen by the Staff Officer and the DVP or his designee, with input from the Chief of the Department.
- D. The committee shall meet in formal and recorded session. The committee will select a Chair, who will then select a Recording Secretary to record all formal meetings. The committee shall be responsible for reviewing all medal and award recommendations for accuracy and merit. The process should be as thorough as possible and include review of pertinent reports, interviews of witnesses and/or any other action necessary to determine if an award or medal is warranted. Only one award or medal should be considered for each event with exceptions to be determined by the Chief of the Department.



- E. After discussion of each recommendation, a vote to approve or deny the recommendation shall be held. A simple majority will rule the vote. In the event of a tie, the recommendation shall be forwarded to the Chief of the Department for final determination. When approving or denying a recommendation, the committee shall attach written justification to the recommendation.
- F. Awards and medals shall be conferred in a manner that will maintain the integrity and sanctity of the Awards and Medals Program. No award or medal will be granted for spurious or dubious conduct or due to unwarranted politics or other pressure. For this reason, the Chief of the Department shall retain the authority to veto or commute to a lesser award the recommendations of the Awards and Medals Committee. Veto or commutation should occur only with due cause.

Appearance and Display

- A. Entitlement

Upon receipt of notification signed by the Chief of the Department, award recipients are vested with the award and may display ribbons. Actual medals, certificates or other items may be withheld for presentation during formal ceremonies, for press release or other purpose.

- B. Award

The recipients of the following awards are entitled to a full medal, commendation bar and certificate: Medal of Valor, Medal of Honor. The recipients of the following awards are entitled to a commendation bar and certificate: Individual Citation, Unit Citation, Award of Merit, Community Service Award, Good Conduct Award, Safety Award and Employee of the Year Award.

- C. Display

Medals and certificates may be displayed at home or department at the discretion of the recipient, with the exception of full medals, which shall not be worn on clothing or uniform. By accepting commendation bars, sworn members agree that they will add and maintain the appropriate commendation bar to the appropriate uniform.

Commendation bar(s) shall be displayed on Class A Formal Dress and may be worn on Class A uniforms by using a commendation bar holder. The holder shall be centered 1/4" above the name tag. The name tag shall be centered of the shirt's right breast pocket with the bottom edge above the flap. Commendation bars shall be worn from right to left, starting with the highest decorated ribbon.

Three ribbons will make a row, and then the next row will be centered above the row of three, touching the first row. The highest decoration received will be displayed on the top row and to the right.

The receipt by an individual of the same award a second time will be designated by a small silver star centered upon the commendation bar. This method shall be used for second; third and a fourth instance an individual receives the award. With the fifth instance, a second commendation bar shall be presented.

IV. ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES

It shall be the responsibility of the Chief of Operations or his designee to maintain this standard operating guide.