
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Awards
	Section:	Administration
	Guideline Number:	211
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Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

This program is designed to honor those Department of Public Safety team members and civilians who, through acts of heroism, competency or personal initiative, have greatly benefited the community.

FREQUENCY

The award ceremony will be conducted on an as needed basis.

AWARD CRITERIA

The following pages contain the criteria for each service award, as well as a description of the award itself.

A copy of this section should be sent out with the notification for nominations to all personnel.

MEDAL OF VALOR

This award is for those uniformed Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers (both career and volunteer) who display distinguished and uncommon personal bravery in the act of protecting life/lives, in circumstances far beyond the normal limits of the profession.

Criteria:

1. The candidate, in the act of saving other life/lives, risked his life beyond all doubt.
2. The act was far above, and beyond, actions expected of Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers. The act must have been of a spontaneous nature.
3. The act was performed voluntarily (not ordered to attempt the act). There must have been an element of self-sacrifice.
4. There must be proof of performance, in the form of written statements of witnesses or other acceptable means.

5. The act may have been performed on, or off-duty, but not while acting as an emergency service provider with another agency (i.e., volunteer rescue squad, auxiliary police officer, lifeguard).

MEDAL OF HONOR

This award is for those uniformed Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers (both career and volunteer) who perform a personal act in a courageous manner in the protection of life/lives.

Criteria:

1. There must have been the presence of a possible and probable personal risk to the award nominee.
2. The act may have been performed on, or off-duty, but not while acting as an emergency service provider with another agency (i.e., volunteer rescue squad, auxiliary police officer, lifeguard).
3. The act must be something extraordinary such as, but not limited to, the following examples:
 - a. A "save" at a fire, rescue scene (such as a building collapse), or a hazardous materials incident.
 - b. An act that prevents injury related to the incident.
4. May be a voluntary act or an act performed during "normal" incident activity.

MEDAL OF MERIT

This award is for those uniformed Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers (both career and volunteer) who exemplify the fire service profession's highest ideals. Nominees gave much of themselves, either through special projects, or long-term outstanding service. Their work has had a positive impact on the department/community/fire service, and is demonstrably above and beyond the scope of normal job functions.

Criteria:

1. For special service and/or long-term outstanding service, in the Department of Public Safety.
2. May be awarded for special service, and/or long-term outstanding Department of Public Safety related service to the community (i.e., education, prevention, public relations, etc.).
3. May be a single act, or an accumulation of acts.
4. The activities must be above and beyond, normal duties. They must infer personal initiative and innovation. The activities must have some sort of impact and/or successful connotations.
5. The award may be for a significant contribution to department/community/fire service.

6. The actions must have brought a definite positive distinction to the department.

CERTIFICATE OF MERITORIOUS CONDUCT

This award is for those uniformed Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers (both career and volunteer) who distinguish themselves for outstanding actions that are performed in an emergency operation or in the support of other emergency operations where the Fire Medic/firefighter/officer performed in an exemplary manner. It is not intended for staff functions, or "routine" work done on an incident, but for those activities that directly influenced the task being performed.

1. Providing necessary operational support that assisted other save another life/lives (i.e., coordinating special rescues - rope, confined space)
2. Providing necessary specialized support to special rescue activity workers
3. Performing specialized response work on a hazardous materials incident
4. Any other action that is beyond the normal scope of emergency response activity, in which a firefighter/officer performed in an exemplary manner
5. Performed on, or off, duty except when the employee was acting in the line-of-duty as another type of emergency responder (i.e., volunteer rescue squad, auxiliary police officer, lifeguard).

The award is in the form of a framed certificate.

CERTIFICATE OF APPRECIATION

This award is for those uniformed Fire Medics, firefighters, EMS providers, 911 Communication Officers, and officers (both career and volunteer) who have performed some special service outside the bound of normal job activity. The service should have increased departmental morale, efficiency and/or effectiveness. The actions can be for either voluntary or job-related functions in which the employee had distinguished himself in a non-emergency function such as training, administration, education, prevention, public and/or community relations, etc.

UNIT CITATIONS

The Medal of Merit, Certificate of Meritorious Conduct, and Certificate of Appreciation may be awarded as unit citations if the act/actions were the product of teamwork where no individual was responsible for the exemplary work.

In instances where an individual has performed an outstanding feat worthy of the Medal of Valor or the Medal of Honor, unit citations for lower grade awards may be made to the support crews if their actions meet the criteria of the other awards.

Unit citations for the Medal of Merit will consist of a plaque for the station and frame certificates for unit members. The plaque and framed certificates will have the designation "Unit Citation" on them.

Unit members who receive unit citations for the Medal of Merit will be given the appropriate ribbon.

CIVILIAN - CERTIFICATE OF MERITORIOUS CONDUCT

This award is for those civilians who have displayed meritorious conduct in the act of protecting lives and/or property. Their actions put their lives in possible risk, and either saved lives and property, or prevented personal injuries and/or property damage.

The award is in the form of a framed certificate.

This award may be awarded to groups as well as individuals.

CIVILIAN - CERTIFICATE OF APPRECIATION

This award is for those civilians who have provided the department and/or fire service with materials and/or services that have improved the efficiency, morale and/or effectiveness of the Department of Public Safety. The civilians have provided the department and/or fire service the materials and/or services at no cost, and in the interest of making their community a safer and better place to live.

This award is in the form of a framed certificate.

This award may be awarded to groups as well as individuals.

APPENDIX

This appendix is to be used by the committee as a reference. It is not meant to be binding in any way, but is to be used to try and create consistent decisions.

The following information will be confidential and should not be shared with anyone.

Each year the appendix should be added to with those special examples of decision making that the committee feels should be passed on to insure consistency in the future.

Award Nomination

Two firefighters recommended for the Medal of Honor for entering a house fire in the line-of-duty and rescuing a citizen

Firefighter recommended for Medal of Honor for holding onto a firefighter who was about to slide off a snow-covered roof. Nominee was acting in line-of-duty and was standing on a ladder at the roof's edge.

Firefighter nominated for Medal of Honor for providing BLS to the victim of a car accident, with proper equipment and for a time period of approximately thirty minutes.

Captain nominated Fire Medic & crew for Certificate of Meritorious Conduct Award-Unit Citation. Fire Medic nominates his crew for same Citation for teamwork by personnel working a cardiac arrest.

Decision

Awarded Medal of Honor for outstanding work and saving a life

No award. No threat to personal safety or exceptional behavior noted. Just part of the job, his letter of commendation is sufficient.

Medal of Merit. No evidence of threat to personal safety.

No award. No evidence that members of the crew performed actions beyond the normal scope of emergency response activity.

If any employee wishes to nominate a fellow employee or volunteer for an award, type a memo to the Director explaining your justifications for their reward.

The following should be included in the memo:

1. Who is being nominated?
2. Date of occurrence
3. Details of the incident
4. Specifics on action(s) performed that makes the nominator feel that the award should be given (must include detail, the comment that the nominee has met all criteria is insufficient)
5. Which award is being recommended (including whether or not it is to be a unit citation)
6. Attached supplemental information
 - a. Witness statements
 - b. Reports
 - c. News articles
 - d. Miscellaneous information