



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Awards and Commendations		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	October 2016
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### PURPOSE

The purpose of this policy is to provide guidance and standardization of all department-issued awards, decorations, and commendations.

### POLICY

The Rogers Fire Department shall maintain an established employee awards and commendation program to recognize individuals and companies for their service, dedication, heroism, and service to the citizens of Rogers. It is the responsibility of each member of the RFD to recognize individuals by communicating nominations to an appropriate member of command staff. The Fire Chief shall ensure that opportunities for award nominations occur each year.

#### Award Nomination Process and Types

Annual awards shall be issued and vetted based on the following process:

1. Nominations will be solicited through the office of the Fire Chief
2. Department members shall fill out appropriate correspondence and submit that information to the Fire Chief or his designee
3. Nominations shall be discussed and recommended by Command Staff or a standing committee
4. The Fire Chief shall sanction an award based on the definitions provided in this policy
5. Awards shall be presented to the individual or company at the annual awards banquet on or about December 19<sup>th</sup> of each year

Award Type	Definition	Criteria
<p><b>Valor Award</b></p> 	<p>This award is distinguished as the highest award presented by the department and is awarded to only fulltime active members for acts both on- and off-duty.</p>	<p>a. Any time a member is killed in action involving emergency operations, or;  b. Any time a member distinguishes him/herself in such an act of personal bravery and known risk to help another person (sworn or civilian).</p>
<p><b>Meritorious Service Award</b></p> 	<p>This award serves to recognize department members who contribute to the department's organization and leadership through a notable act of distinction in the performance of duty.</p>	<p>a. Given to a member who volunteers, donates, or contributes to a significant department project or effort willingly at no compensation or expected reward, or;</p>
<p><b>Life Saving Award</b></p> 	<p>This award is distinguished as the second highest award presented by the department and is awarded to only fulltime active members for acts both on and off-duty.</p>	<p>a. Any time a member intervenes, as part of their job duties, to save the life of a member of the city. The member does not have to encounter risk above normal job duties.</p>
<p><b>Company of the Year</b></p>  <p>or (Engine or Ladder)</p> 	<p>This award is given annually to a fire company for dedicated service and professionalism for emergency and non-emergency acts.</p>	<p>a. Given to a unit (Station / Platoon) for generalized annual performance under unusual circumstances or difficulties, or;  b. A unit (Station / Platoon) who demonstrates dedicated service and performance contributing to the overall benefit of the department and the citizens of Rogers.</p>
<p><b>Company Officer of the Year</b></p>	<p>This award is given annually to an officer at the rank of Captain for dedicated service and professionalism embodying</p>	<p>To entitle a member for consideration of this award, he/she should be described as having the following attributes:  a. Demonstrated capability to</p>

	<p>the duties of a public servant for the department. This award shall only be given to non-probationary company officers. This award can be given to company officers assigned to any division.</p>	<p>work and lead under various assignments and at emergency scenes</p> <ul style="list-style-type: none"> <li>b. Working well with others to focus on the overall goals and objectives of the department</li> <li>c. Willingness to devote extra hours to assure the department reaches goals</li> <li>d. A role model to other company officers</li> </ul>
<p><b>Firefighter of the Year</b></p> 	<p>This award is given annually to a member below the rank of Captain for dedicated service and professionalism embodying the duties of a public servant for the department.</p>	<p>To entitle a member for consideration of this award, he/she should be described as having the following attributes:</p> <ul style="list-style-type: none"> <li>a. Demonstrated capability to work and follow leadership</li> <li>b. Initiative to make the department, station, and platoon assigned a better place.</li> <li>c. Superior performance at incident scenes and with non-emergency activities</li> <li>d. A role model to other firefighters</li> </ul>
<p><b>Paramedic Provider of the Year</b></p> 	<p>This award is given annually to a paramedic at a rank below Captain for dedicated service and professionalism embodying the duties of a public servant for the department, specifically dealing with emergency medical service delivery.</p>	<p>To entitle a member for consideration of this award, he/she should be described as having the following attributes:</p> <ul style="list-style-type: none"> <li>a. Demonstrated capability to work and lead in the EMS field</li> <li>b. Working well with others to focus on the patient care and EMS program management</li> <li>c. Willingness to troubleshoot, identify service gaps, and solve problems in the EMS delivery field</li> <li>d. A role model other paramedics</li> </ul>
<p><b>Probationary Firefighter of the Year</b></p>	<p>This award is given annually to a non-ranked probationary firefighter for dedicated service and professionalism embodying the duties of a public</p>	<p>To entitle a member for consideration of this award, he/she should be described as having the following attributes:</p> <ul style="list-style-type: none"> <li>a. Demonstrated capability to work and lead</li> </ul>

	servant for the department. To be considered a probationary firefighter, the member should have served at least one month of the preceding year as a probationary member.	b. Working well with others to focus on the overall goals and objectives of the department/station/shift/incident c. Willingness to devote extra hours to assure the department reaches goals d. A role model to other firefighters
<b>Unit Citation</b>	This award is given to members who respond to a specific incident that presents significant challenge and risk. The Unit Citation credits members responding to the incident of devotion to duty and service to the public.	Any time a member participates in a significant incident that presents significant challenge and risk, they are eligible for a Unit Citation. The incident should encompass teamwork, multi-discipline performance, and require recognition from the Fire Chief.

### Civilian Awards

The Fire Chief may cause the sanctioning of an award for exemplary civilian valor or service considering acts of unusual bravery, initiative, or impact to the city or department. This award shall be classified as either a heroism or service award in the name of former Fire Chief Frank Jacobs. Presentation of this award shall come in the form of a plaque issued at a departmental ceremony or city council meeting.

### Commendation Letters

Commendations letters for individuals and companies can be issued at the request of any officer of the department. Commendations should occur for acts demonstrating extreme competency and ability under difficult circumstances. Commendations require the affirmative recommendation of command staff or a committee created by the Fire Chief to ensure validity. Commendation letters shall be issued to the individual and maintained permanently in the members personnel file.

### Uniform Guidelines

All formal department awards will be issued a bar as shown in the table above. This uniform bar shall be worn on all Class "A" garments on the right side of the chest. The bars shall be worn with the highest award next to the heart.

Order of importance:

1. Valor
2. Life Saving

3. Meritorious Service
4. Commendation Bar
5. Company of the Year
6. Officer of the Year
7. Firefighter of the Year
8. Paramedic of the Year
9. Probationary Firefighter of the Year