

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

EMPLOYEE AND CITIZEN RECOGNITION

MP105.05 04/06 – R

It is the policy of the Phoenix Fire Department to appropriately recognize members of the Department, on or off duty, or members of the community, who perform an act of distinct heroism or who provide an outstanding service to the Department, or to the public safety of the community.

A member of the Fire Department is any employee of the Department, person active in the Department Cadet program, or citizen in active volunteer service.

AWARDS COMMITTEE

A selection board composed of a cross section of Fire Department members is appointed by the Fire Chief. The board will review the recommendations and acts for each individual nominated, select those persons who are to receive an award, and determine under which category they will be honored.

NOMINATIONS FOR AWARDS

Any employee of the Department may recommend a person for an award. The recommendation must include a statement which outlines the person's eligibility for that award. The award recommendation should be forwarded in writing to the Awards Committee, Corporate Communications section. The Awards Committee will acknowledge receipt of the recommendation if requested by the sender.

NOMINATIONS FOR DIVISION/SECTION/SPECIAL AWARDS

Individuals eligible to receive a Division/Section Award will be determined by the Division/Section Head. The award recommendation should be forwarded in writing to the Corporate Communications section for processing. (i.e.: John Kavanaugh Memorial Award - Resource Management; Ricky Pearce Memorial Award - H.I.R.T.)

PRESENTATION OF AWARDS

Awards will be presented annually in, or during, an appropriate ceremony by the Fire Chief or his representative, with the exception of: Certificates of Commendation; Unit Citation/Commendations; Individual Citation/Commendations; Safety Awards; and Citizen Lifesaving Awards, which may be presented during the course of the year.

There is no limit placed on the number of awards that may be made to any one individual or the number awarded, in total, during any one year.

AWARD CRITERIA

Departmental

Medal of Valor

The Medal of Valor may be awarded for a conspicuous 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.

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/Commendation

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 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.

Community Service Award

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

Safety Award

The Safety Award may be made for an outstanding and/or exemplary act or accomplishment by a Fire Department member with regard to the safety of Department members. Criteria for this award will be determined by the Fire Department Safety Committee and the selection made by decision of that committee.

DIVISION/SECTION/SPECIAL AWARDS

Randy Potts Memorial Award - Outstanding Firefighter of the Year

The Randy Potts Memorial Award may be made to a Fire Department member naming them as the "Outstanding Firefighter of the Year" for having performed an act of valor and heroism; or for outstanding service to the Department or to the public safety of the community.

Ricky Pearce Memorial Award - Hazardous Incident Response Team

The Ricky Pearce Memorial Award may be made to a Fire Department member(s) naming them as the "Outstanding H.I.R.T. Member(s) of the Year." Selection is based on : Significant contributions to the continuing development of the H.I.R.T. Program; Outstanding performance during and H.I.R.T. incident; or significant contribution to improving H.I.R.T. safety. Nomination is made by the H.I.R.T. Selection Committee.

Urban Survival Instructor of the Year

The Urban Survival Instructor of the Year Award may be made for an outstanding and/or exemplary act or accomplishment by a Urban Survival Instructor with regard to public fire safety education. Criteria and selection for this award will be determined by the Fire Education Coordinator.

John Kavanaugh Memorial Award - Resource Management

The John Kavanaugh Memorial Award may be made for an outstanding and/or exemplary act or accomplishment by a member of the Resource Management Division. Criteria and selection for this award will be determined by the Resource Management Selection Committee.

Fire Prevention Achievement Award

The Fire Prevention Achievement Award may be made for an outstanding and/or exemplary act or accomplishment by a member(s) of the Fire Prevention Division. Criteria and selection for this award will be determined by the Fire Prevention Selection Committee.

CITIZEN

Citizen Heroism Award

The Citizen Heroism Award may be made for a conspicuous act of valor and heroism by a citizen under hazardous conditions in which the person is placed in a life threatening position to save the life of another.

Citizen Lifesaving Award

The Citizen Lifesaving Award may be made to a person outside the Fire Department who has been involved in a lifesaving effort at an emergency scene before the arrival of the Fire Department or who has provided extraordinary assistance to Fire Department members in a lifesaving effort. This nomination is normally made by Fire Department personnel assigned to the incident.

MEMOS/LETTERS/CERTIFICATES OF COMMENDATION

May be issued throughout the year by the Fire Chief to Departmental members and/or citizens for recognition of commendable actions or performance.

SPECIAL AWARD PLAQUES

Plaques may be presented throughout the year to individuals and/or organizations for special recognition as determined by the Fire Chief and/or his representative.

RECOGNITION BY NON-DEPARTMENTAL ORGANIZATIONS

Selection of members to receive annual recognition by a non-departmental organization will be made by the Fire Chief and/or his representative or when appropriate by the Battalion Chief for organizations within his district.

When selection is made by the Fire Chief and/or his representative the Awards Committee Coordinator will coordinate and process the award.

When selection is to be made by the Battalion Chief, a copy of the organization's request for nomination(s) will be forwarded to the appropriate battalion for coordination and processing by the B.C. Copies of the nomination submitted to the organization will be forwarded by the B.C. to both the Awards Committee Coordinator and the nominee's personnel file.

AWARDS DECORATIONS

Persons named to receive awards as outlined in the procedure will receive the appropriate decorations as follows:

DEPARTMENTAL

Medal of Valor

Gold Valor medallion on 30 inch red and white ribbon, miniature Valor breast pin, Valor certificate in 8 1/2" x 11" gold metal frame.

Medal of Honor

Silver Honor medallion on 30 inch blue and white ribbon, miniature Honor breast pin, Honor certificate in 8 1/2" x 11" silver metal frame.

Individual Citation

Citation plaque, Certificate of Commendation in 8" x 10" black wood frame.

Unit Citation/Commendation

Citation plaque for station and/or unit memo and/or Certificate of Commendation in 8" x 10" black wood frame for each individual named.

Award of Merit

Merit Plaque, Merit breast pin, Merit certificate in 8 1/2" x 11" brown wood frame.

Community Service Award

Community Service plaque, Community Service breast pin, Community Service certificate in 8 1/2" x 11" brown wood frame.

Safety Award

Safety plaque and/or Safety certificate in 8 1/2" x 11" brown wood frame, Safety breast pin.

Randy Potts Memorial Award - Outstanding Firefighter of the Year

Individual Memorial Award plaque, year/name plate added to large plaque displayed in Fire Administration.

Ricky Pearce Memorial Award - Hazardous Incident Response Team

Individual(s)/unit(s) Memorial Award plaque, year/name(s) plate added to large plaque displayed at Fire Administration, Certificate of Commendation in 8" x 10" black wood frame for individual(s).

Urban Survival Instructor of the Year

Individual instructor of the Year plaque, year/name plate added to large plaque displayed at Fire Administration, Certificate of Commendation in 8" x 10" black wood frame.

John Kavanaugh Memorial Award - Resource Management

Individual Memorial Award plaque, year/name plate added to large plaque displayed at Resource Management, Certificate of Commendation in 8" x 10" black wood frame.

Fire Prevention Achievement Award

Individual Achievement plaque, year/name plate added to large plaque displayed at Fire Administration, Certificate of Commendation in 8" x 10" black wood frame.

CITIZEN

Citizen Heroism Award

Individual Heroism Award plaque, Certificate of Commendation in 8" x 10" gold metal frame, Citizen Lifesaving breast pin.

Citizen Lifesaving Award

Certificate of Commendation in 8" x 10" black wood frame, Citizen Lifesaving pin.
Certificates will be framed only when appropriate.

When an award/commendation is made to a Fire Department member, a copy will be placed in the member's personnel file as a matter of permanent record.

Medal of Valor and Honor breast pins are miniature reproductions of the Medal design. Breast pins for other awards are of appropriate design.

Breast pins are approved for wear on the Phoenix Fire Department Uniform. Pins will be worn on the right breast pocket of the dress shirt or directly under the name/rank tag of the Department jacket.