



POLICY MANUAL

Personnel - Standards

Recognition

Revised: 02-14-02

Code: 1 – 6 – 7

Book Chapter Subject

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7.0 Purpose: To establish a policy 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.

7.01 Scope: All Fire Department Personnel.

7.02 **AWARDS COMMITTEE**

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

7.03 **AWARDS NOMINATION PROCESS**

Any employee of the Fire Department may nominate a person for an award. The nomination shall be submitted using the [Fire Department Awards Nomination form](#). The individual submitting the nomination shall insure all information is provided along with a detailed description of the incident recounting the actions of the nominated individual. When additional space is needed, attach a separate sheet of paper. The nominating employee shall forward the completed nomination form to his or her supervisor. The supervisor shall review the form, indicate comments, sign, and forward the nomination form to the chairperson of the Awards Committee. The Awards Committee shall review the nomination form as described in Section 7.04. Upon completion of the review and verification process, the Awards Committee shall forward the nomination recommendations to the Command Team for approval.

7.04 **AWARDS NOMINATION APPROVAL PROCESS**

Upon receipt of the completed nomination form, the Award Committee shall conduct an investigation to verify the event, actions taken, award qualification, and individuals involved. The Awards Committee shall summarize the investigation findings indicating award recommendations on the nomination form. (Attach additional paper as necessary.) When an Awards Committee member is nominated for an award, they can not participate in the investigation. The completed nomination form shall be forwarded to the Awards Committee Chairperson. The Awards Committee Chairperson shall present the Committee recommendations to the Command Team for final approval.



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7.05 PRESENTATION OF AWARDS

Awards shall normally be presented at the Fire Department Winter Awards Ceremony. When a large number of approved awards are received between February and July, a Summer Awards Ceremony shall be held in late August. Upon approval by the Fire Chief, informal awards ceremonies can be organized to make special presentations. The Awards Committee shall be responsible to organize and coordinate all awards ceremonies. The Fire Chief or designee shall approve all ceremony activities in advance.

7.06 DEPARTMENTAL

Medal of Valor: A Fire Department member may receive this award for a conspicuous act of valor or heroism during the course of his/her duties. The member must be placed in a life-threatening position to save a life of his fellow firefighters or citizens.

Greater Alarm Award: The Greater Alarm Award may be presented to a Fire Department member for exemplary performance at the scene of an emergency when engaged in the protection of property or the environment.

Firefighter of the Year: This award may be given annually. This award shall be given to an employee who has performed an outstanding service to the department or to the public safety of the community. This can be through department related programs or off-duty activities as long as they provide an outstanding benefit to the citizens of Clovis. This award shall be nominated and voted on by Clovis Fire Department suppression personnel.

Award of Merit: The Award of Merit may be awarded to any member of the Fire Department based on performance of assigned duties, those duties having been carried out in an outstanding manner such as to merit recognition for service to the department. This award shall be recognized yearly.

Lifesaving Award: This award will be given any time a Fire Department member is involved with the saving of a life. This will be the result of their outstanding efforts performing CPR, or medical aid to a citizen or fire personnel.

Defibrillation Save: This award is to recognize Fire Department members who have successfully defibrillated a cardiac arrest patient. The patient must recover completely and be discharged from the hospital. Each crewmember involved with the patient treatment shall be recognized.

Driver Safety Award: This award will be given to employees who have 5, 10, 15 and 20+ years of driving service without an "at fault accident" on their record.



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Community Service Award: The Community Service Award may be awarded 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.

7.07 **CITIZEN**

Citizen Heroism Award: The Citizen Heroism Award may be awarded for an 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 awarded 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.

Citizen Community Service Award: The Citizen Community Service Award may be awarded to a citizen of the City of Clovis who has donated considerable time and/or effort toward the community, not necessarily in a job-related manner.

7.08 **HUMANITARIAN AWARD**

The Humanitarian Award may be awarded to a person outside the Fire Department who has been involved in an activity that shows a sincere concern for human welfare.

7.09 **SPECIAL AWARD CERTIFICATE**

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

7.10 **DRIVER SAFETY AWARD**

The purpose of the driver safety award is to provide recognition to Fire Engineers that have safely operated fire department emergency apparatus for five years. The Driver Safety Award pin shall indicate the number of safe driving years accomplished. The pin shall be awarded in increments of five years beginning with the completion of the fifth year as a Fire Engineer.

[Nomination forms](#) (Section 7.12) must be completed by the employee's supervisor and submitted to the Safety Committee for review. The Safety Committee shall then forward the forms to the Awards Committee Chairperson for award presentation scheduling.

7.11 **AWARD DECORATIONS**



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Recipients of awards will receive the appropriate decorations as follows:

Departmental:

Medal of Valor: Medal of Valor, ribbon, and plaque.

Greater Alarm Award: Greater Alarm plaque

Community Service Award: Community Service plaque

Firefighter of the Year: Picture on a plaque to be displayed at Headquarters with name remaining on plaque indefinitely. The employee shall receive an encased certificate and a memorandum is placed in his/her personnel file.

Award of Merit: Merit plaque.

Lifesaving Award: Lifesaving certificate and lifesaving ribbon/pin.

Defibrillation Save: Pin and rocker. The rocker indicates the number of saves the individual has achieved.

A letter of commendation may be included with any departmental award. This letter shall be placed in the employee's personnel file.

Driver Safety Award: Lapel pin with the number of safe driving years indicated.



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Citizen:

Citizen Heroism Award: Individual heroism plaque; also lifesaving medallion, if appropriate.

Citizen Lifesaving Award: Individual lifesaving medallion.

Humanitarian Award: Humanitarian plaque and certificate/commendation.

Special Award Certificate: Special certificate.

Citizen Community Service Award: Plaque or certificate.

7.12 CLOVIS FIRE DEPARTMENT AWARDS NOMINATION FORM AND DRIVER SAFETY AWARD FORMS

See next pages (Insert Sheets) for forms.



CITY OF CLOVIS

CLOVIS FIRE DEPARTMENT AWARDS NOMINATION

Please provide information pertinent to the incident and why you feel the actions are deserving of a specific award.

Incident: _____ Incident

Date: _____

Submitted by: _____ Award Proposed: _____

Involved Employees: _____

Details: _____

Signature: _____ Date: _____

Please forward to Supervisor.

* * * * *

Reviewed by Supervisor: _____

Name/Date

Comments: _____

Please forward nomination to the department C.S.O. after being reviewed by the Supervisor.

Reviewed and updated by C.S.O.: _____

Name/Date

Comments: _____

CLOVIS FIRE DEPARTMENT AWARDS NOMINATION

Name and date received by the Awards Committee

Chairperson: _____

Employee Nomination

Citizen Nomination

_____ Written Commendation

_____ Written Commendation

_____ Medal of Valor

_____ Citizen Heroism Award

_____ Medal of Honor

_____ Citizen Lifesaving Award

_____ Award of Merit

_____ Community Service Award

_____ Humanitarian Award

_____ Special Award Certificate

Date Reviewed by Awards Committee: _____

(Nominations shall be reviewed and recommended action given within 14 days after the Awards Committee has received the nomination.)

_____ Nomination Approved

_____ Nomination Denied

Recommendation: *(if another award is appropriate)*: _____

Fire Chief: _____

Signature/Date

_____ Nomination Approved

_____ Nomination Denied

Comments: _____

_____ Letter sent to nomination

_____ Copy to Awards Committee

_____ Letter sent to nominee

_____ Copy filed



**CLOVIS FIRE DEPARTMENT
DRIVER SAFETY AWARD APPLICATION**

COMPANY OFFICER’S EVALUATION

APPLICANT: _____ DATE: _____

A. COURTESY:

- 1. Is the applicant considerate of other drivers and pedestrians?

- 2. Does the applicant allow others to go first, or does he/she always demand the right of way?

- 3. Does the applicant show a willingness to explain the equipment to the public when the opportunity arises?

COMMENTS:

B. SAFETY:

- 1. Does the applicant consider crew safety at all times?

- 2. Does the applicant operate the equipment in a safe manner?

- 3. Is the applicant alert to possible dangerous situations at all times?

- 4. Does the applicant operate the equipment under control at all times?

5. Does the crew feel comfortable riding with the applicant?

COMMENTS:

C. MAINTENANCE AND CARE OF EQUIPMENT:

1. Does the applicant properly maintain the equipment?
2. Does the applicant properly check out the equipment each morning, or is it done in a haphazard manner?
3. Are the maintenance forms completed in a reasonable manner?
4. Are repairs requested in an orderly fashion, or is it left for others to complete?
5. Does the applicant properly complete the monthly apparatus reports?

COMMENTS:

D. EMERGENCY SITUATIONS:

1. Does the applicant have the vehicle under control when responding to emergency situations?

2. Does the applicant park the equipment in a safe manner at emergency scenes; i.e., out of the flow of traffic when possible, not under power lines, etc.?

COMMENTS:

Each applicant for an award shall have an evaluation completed by the Company Officer of the relieving crew. The evaluation shall include at least the following:

A. Equipment Condition:

1. Does the applicant leave the equipment in proper order; i.e., water tank full, exhaust attached, batteries off, etc.?
2. Does the applicant leave the equipment clean and in working order?
3. Does the applicant properly complete the necessary maintenance forms; i.e., daily, weekly and monthly?
4. Does the applicant complete the necessary repair requests when needed?
5. Does the applicant explain any changes to the equipment that happened the previous day before leaving at shift change; i.e., maintenance done, items broken, etc.?

COMMENTS:

B. How would you rate this applicant and your reasons for that rating?

- 1. Excellent
- 2. Good
- 3. Fair
- 4. Poor

COMMENTS:

C. Would you consider having the applicant as your Engineer?

COMMENTS:

Applicant's Company Officer

Relieving Company Officer