

# Tempe Fire Department Policies and Procedures

## Awards and Recognition Standards

### 106.01

### Rev 2-22-08

The Tempe Fire Department Awards and Recognition Team is established to acknowledge individual and unit acts or work performance worthy of recognition.

#### **NOMINATION OF AWARDS**

Any employee of the Department may nominate a person for an award. All nominations must include a statement which outlines the person's/unit's eligibility for that award. The award nomination should be forwarded in writing to an Awards Team Member, or to the Department's Executive Assistant. The Awards Team will acknowledge by e-mail or in writing the receipt of the nomination.

#### **PRESENTATION OF AWARDS**

Awards will be presented annually during a joint fire/police ceremony. Special awards may be presented during the course of the year. Citizen Award of Merit and Citizen Service Award shall be presented to the award recipient within an allowable time frame following the incident or event.

#### **CATEGORIES**

Firefighter of the Year\*

Emergency Medical Services Employee of the Year\*

Award of Valor - Recognizes acts of extreme courage in face of great danger, placing oneself in danger to save or protect another, meeting the challenge presented by opportunity.

Distinguished Service - May be awarded to Fire Department members who have performed outstanding service to the Department or the community; including both emergency service and normal daily activities throughout the year.

Unit Award - Recognizes group activities. This award must be nominated by a chief officer.

Award of Merit - May be made 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.

Service Award - Recognizes high level of empathy, compassion, and service to the public.

Citizen Award of Merit - Recognizes those citizens meriting recognition for their lifesaving efforts of an individual during an emergency incident.

Citizen Service Award - Recognizes a citizen or group who has contributed personal time and effort and/or shown a high level of empathy and compassion in an exemplary manner to the public or the department.

\* Selection by the Fire Chief and Union President in conjunction with the Tempe Elks Club.

## REPORTING SYSTEM

Forms for nominating will be available online. They may be filled out by any Department member. If nomination is related to an incident or particular event, it is recommended that a form be filled out while the incident is fresh in the nominator's mind. All completed forms should be forwarded as soon as possible to an Awards Team Member or the Department's Executive Assistant. The team will meet and choose award recipients. Nominations must be submitted three weeks prior to the date of the ceremony.

## AWARD DECORATIONS

Persons or groups named to receive awards, as outlined in the procedures, will be presented with the following:

<u>Award of Valor</u>	Gold medal with ribbon in a shadow box.
<u>Distinguished Service Award</u>	Silver medal with ribbon in a shadow box.
<u>Unit Award</u>	A plaque to each member, one plaque to their station.
<u>Award of Merit</u>	Plaque.
<u>Service Award</u>	Plaque.
<u>Citizen Award of Merit</u>	Glass-framed certificate.
<u>Citizen Service Award</u>	Glass-framed certificate.