

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Commendations and Awards Program

POLICY NUMBER: 2151

2151.10

PURPOSE:

The El Dorado County Fire Protection District's Commendations and Awards Program has been established to honor employees within the District for exceptional or meritorious conduct, and to likewise honor civilians who have assisted our District. It is the purpose of the following to describe the procedure whereby the District duly recognizes such acts.

2151.20

COMMENDATIONS FOR EMPLOYEES

2151.21

Report responsibility: It shall be the duty of each employee to report to their Battalion Chief any acts worthy of commendation involving employees of the department. If the nominated person is a Battalion Chief, the report should be given to the Chief. The reporting form is attached.

2151.22

The commendation report form shall be used by all employees to make the official record of the commendable act by an employee of the District. A separate commendation report shall be prepared for each person commended, and forwarded to the employee's Battalion Chief or the Chief if the Battalion Chief is not available, with a company report and/or other applicable documentation.

2151.23

The Battalion Chief shall read each commendation report received pertaining to the employees under his/her supervision and submit the recommendation to the Chief within seven (7) days.

2151.24

The recommendation shall then be forwarded to the awards selection committee. The committee will evaluate the commendation reports as provided. The committee shall review appropriate information relative to the report, shall recommend an appropriate award, if any, and shall investigate whether other employees involved in the incident are deserving of recognition. The committee shall provide its report and recommendations to the Chief. The committee will have a chairperson and will consist of

one representative of each bargaining unit as well as one volunteer firefighter representative and one Board Member.

2151.25

The awards shall be presented to the recipient by the Chief of his/her designated representative at a special award ceremony.

2151.26

CATEGORIES OF AWARDS

1. Medal of Valor: For outstanding performance and bravery above and beyond the call of duty.
2. Chief's Commendation Medal for Distinguished Service: For a particular service to the community of the District, which reflects credit upon the fire service in its highest tradition.
3. Life Saving Medal: For extraordinary efforts to protect/preserve human life.
4. Letter of Commendation
5. Company Citation
6. Peer Recognition: Whenever any employee of this District observes actions of a fellow employee which are worthy of recognition, though do not necessarily merit an award, and which in his/her opinion, demonstrates exemplary service and or concern to the public or fellow employees.

2151.30

CIVILIAN AWARDS PROGRAM

2151.31

Report responsibility: It shall be the responsibility of supervisors to report to their Battalion Chiefs acts worthy of commendation by citizens of the community who assist us with our efforts to protect and preserve life and property.

2151.32

Procedure: The supervisor shall prepare an Inter-Departmental Memo to the appropriate Battalion Chief relating to the events of the incident. It is the supervisor's responsibility to ascertain the identities of the individual(s)

involved. A copy of the incident report shall be attached to the memo if one exists.

2151.33

The Battalion Chief shall review the memo and forward it to the Chief within seven (7) days for review.

2151.34

The memo will then be forwarded to the awards committee. The committee shall evaluate the Inter-Departmental Memo as provided. The committee shall review the appropriate information relative to the report, shall recommend an appropriate award, if any, and shall investigate whether other individuals involved in the incident are deserving of recognition. The committee shall provide its report and recommendations to the Chief.

2151.35

The Awards shall be presented to the recipient(s) by the Chief of his/her designated representative at a special awards ceremony.

2151.36

CATEGORIES OF AWARDS

1. Chief's Commendation Medal for Distinguished Service: For a particular service to the community or the District, which reflects credit upon the fire service in its highest tradition.
2. Life Saving Medal: For extraordinary efforts to protect/preserve human life.
3. Letter of Commendation.

2151.40

MEDIA COMMENDATION/RECOGNITION AWARDS

2151.41

For extraordinary efforts to accurately report information to the viewing audience during an emergency.

2151.42

Excellence in reporting a fire district news story such as: training events, public education programs, controversial incident or issue, public relations and public service messages.

2151.50

EMPLOYEE OF THE YEAR AWARD

2151.51

November 1, the committee will solicit nominations from District employees for "Employee of the Year Award." The nomination period will run for one (1) month. This process may occur through the District e-mail system or forms mailed to all stations.

2151.52

The nominations will include reasons why this employee is deserving of being recognized.

2151.53

The committee will review all nominations. The committee shall have one month to review all nominations for Employee of the Year Award.

2151.54

The committee will discuss the nominations. After discussions are completed, a vote will occur to determine which employee shall receive the award. The final vote will be 4/5 majority to select the "Employee of the Year" award. If 4/5 majority is not obtained, a re-vote will occur after a short discussion. If a 4/5 majority is not obtained on the subsequent re-vote(s), then the top two nominees will share the award.

2151.55

The report shall be forwarded to the Chief.

2151.56

After final approval by the Chief, the award(s) shall be presented to the recipients by the Chief or his/her designated representative at a special awards ceremony.