

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Awards and Commendations Guideline	NUMBER: 125
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EFFECTIVE DATE: July 2006	REEVALUATION DATE: July 2007
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AMENDS: February 1, 2003	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 06
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I PURPOSE

A committee is hereby formed for the purpose of reviewing and approving or disapproving recommendations for commendations or citations.

II COMPOSITION

The awards and commendations committee shall be composed of "5" five members. The members shall consist of the following:

- Fire Chief or his/her designee
- One member from each fire station
- One full time member who is not a member of a fire station

The Fire Chief or his/her designee shall chair the Committee and vote only in case of a tie vote.

III GUIDELINE

Fire Department personnel may recommend any individual for a commendation or citation. All recommendations must be submitted to the chair person in writing by December 31, of each fiscal year.

An annual meeting of the committee will be held each year prior to the firefighters appreciation dinner, to review all awards, and recommendations for commendations or citations.

Recommendations must describe the specific circumstances surrounding the actions which lead to the recommendation. A copy of the incident report must accompany the recommendation.

The committee shall consider any and all facts pertaining to the incident. In the event the recommendation and incident report is considered to be insufficient to enable the committee to reach a decision, other persons who may have knowledge of the incident may be called upon for further information.

The committee's determination shall be governed by guidelines and criteria as outlined in each specific award. Committee action shall be a simple majority vote, subject to reopening up to one (1) year after the action if new evidence or testimony is received, and considered to be worthy of reconsideration by the committee.

AWARDS CRITERIA

Service Awards

Upon completion of five (5) consecutive years of service, each member shall be issued two name tags.

Upon completions of five (5) consecutive years of service, each member shall be issued a years of service ribbon. An upgraded ribbon will be issued for each five (5) consecutive years of service with the department.

Firefighters and officers through the rank of captain shall be issued silver name tags.

Officers from district chief through fire chief shall be issued gold name tags.

Firefighter - II

Upon completion of Firefighter-II, and certification by the Michigan State Firefighters Training Council a firefighter will be eligible to receive the Firefighter-II training ribbon.

Haz Mat - OPS, Technician

Upon completion of Hazardous Materials-Operations level, and certification from the Michigan Firefighters Training Council, a firefighter will be eligible to receive the Hazmat -Ops ribbon. Upon completion of the Hazardous Materials Technician level and certification from the Michigan Firefighters Training council, firefighters will be eligible to receive the HazMat Tech ribbon.

Fire Officer - 1

Upon completion of Fire Officer-1, and certification by the Michigan State Firefighters Council a firefighter will be eligible to receive the Fire Officer-1 training ribbon.

Fire Officer - 2

Upon completion of Fire Officer-2, and certification by the Michigan State Firefighters Training Council a firefighter will be eligible to receive the Fire Officer-2 ribbon.

Fire Officer - 3

Fire Officer – 3 is no longer issued by the state. It has been included in the Fire Officer-1 and 2 program. Any personnel who have received Fire Officer-3 may wear the ribbon.

MERITORIOUS ACHIEVEMENT

This ribbon may be awarded for outstanding performance of duty under unusual circumstances. The action need not involve exposure to physical danger, but should involve the protection of life or property. These actions could evolve over a period of time. These actions should involve thoroughness, conscientiousness, determination, and initiative, or this award may be given for meritorious action of a nature which would not be considered for a higher award, or may be given to an individual of another Fire Department while on an assist to Auburn Hills.

UNIT CITATION

All personnel may be eligible to receive a Unit Citation for actions which are deemed above and beyond the call of duty during extraordinary situations. Personnel must be in active status during the time of the event to be eligible for the award. This award may be issued to other Fire or Police Departments which were involved in the incident.

LIFE SAVING LEVEL - 1

This award may be given to firefighters directly responsible for saving of human life, with little or no risk to their own physical being.

Documentation from medical personnel, or bystanders should be included.

This award may be given if an individuals actions led to prolonging of life even if the victim expires at a later date.

LIFE SAVING LEVEL - 2

This award may be given to firefighters directly responsible for the saving of human life and who knowingly place their own well being at great risk of bodily harm in doing so.

Documentation from medical personnel, witnesses, bystanders, fellow firefighters, and supervisors must be obtained and considered.

This award may be given if there was every reason to believe that the victim could be saved by such action even though the victim expired before such action was committed.

MEDAL OF VALOR

This award may be given for disregard of one's own safety in saving or trying to save a life, and serious injury or death to the firefighter occurs. These actions may occur anywhere.

This award may be given when serious injury or death to the firefighter occurs in the line of duty with the Auburn Hills Fire Department.

DESCRIPTION OF AWARDS

- Firefighter - 2: Red ribbon with two white stripes and F.D. scramble.
- Hazmat- Ops. - Red, white, and green ribbon with triangle.
- HazMat Technician - Red, White, and green ribbon with star.
- Years of Service - Red with a gold star for each 5 years of service.
- Fire Officer - 1: Red ribbon with one white diamond.
- Fire Officer - 2: Red ribbon with two white diamonds.
- Fire Officer - 3: Red ribbon with three white diamonds.
- Unit Citation - Red, white, and blue ribbon with gold leaf.
- Meritorious Achievement: White ribbon with two blue stripes.
- Life Saving Level - 1: Red ribbon and medal.
- Life Saving Level - 2: Red and gold ribbon and medal.
- Medal of Valor: Gold ribbon and medal.

OTHER AWARDS

The committee may recommend certificates without ribbons or medals to individuals who have given service beyond normal duties.

The committee may forward nominations to civic groups for other honors if an individuals actions warrant such.

Unit citations may be in the form of letters, certificates, or ribbons. If in the form of a ribbon, the ribbon shall be worn in the appropriate order with other ribbons on the left shirt or jacket pocket.

Only active members of a station at the time of the action which earned the unit citation are eligible to receive the unit citation

CIVILIAN AWARDS

Awards may be presented to citizens in the form of letters, plaques, or certificates for actions which took place during Fire Department operations.

WEARING OF RIBBONS AND MEDALS

All ribbons shall be worn on the left shirt pocket, and below the badge. The top of the ribbons shall not extend above the top edge of the pocket.

Ribbons shall be worn in order of importance from left to right on the first row and right to left on the second row.

Example:

One Row: FF-2 HazOps FO-III

Two Rows Life Saving-1 Meritorious Achievement Unit Citation
 FF-2 HazOps FO-III

Medals shall only be worn during ceremonies.

Ribbons may be worn on Class-A or Class-B uniforms.

Medals and ribbons shall not be worn on other than complete Class-A or Class-B uniforms.

OTHER RULES

Individuals may receive more than one citation for the same incident.

Training awards will be presented for training outlined in the guideline, that was completed prior to December 31, of each calendar year.

Training awards will be presented only after an individual has completed their probation period.

Service awards will be presented for service outlined in this guideline, that was completed prior to December 31, of each fiscal year.

When a member receives an award more than once ie; unit citation or meritorious achievement, a numeral will be issued indicating the number of times the member has received the award.