



PRINCE GEORGE FIRE AND EMS

Section: Administrative

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Section No: 1.10

Date: January 1, 2013

Title: Awards and Recognition Program

Authorized By:

I. General

Prince George Fire & Emergency Medical Services has a duty to recognize the members of the organization as well as the citizens of the County for their exemplary service in contributing toward the mission of the organization. All members share the responsibility in recognizing exceptional performance of their peers and subordinates and take the initiative to nominate them with supporting documentation.

II. Types of Awards

- A. Medal of Valor – awarded to a member or citizen who places their life in a threatening position to save the life of another.
- B. Lifesave Award – awarded to a member(s) or citizen(s) who successfully saves the life of another. Consideration should be given as to whether the patient is successfully discharged from the medical facility.
- C. Unit Citation – awarded to a team of members who perform during an emergency in an exceptional manner in successfully accomplishing our mission.
- D. Certificate of Commendation – awarded to a member or citizen who's actions further the mission of the organization and are worthy of recognition.
- E. Certificate of Appreciation – awarded to a member or a citizen who has donated/volunteered a considerable amount of time and effort to further the mission of the organization.
- F. Years of Service Award – awarded to any member of the organization once service of five-year increments are completed.
- G. Special Plaques/Awards – this category affords the Director the leeway to recognize individuals and/or organizations for initiatives worthy of recognition.

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H. Volunteer Firefighter/ Crew Member /Officer of the Year – awarded to the member(s) of the organization who exemplifies the highest qualities and characteristics of what defines the organization.

a. The following criteria should be considered:

- i. Positions held
- ii. Community impact
- iii. Projects/committees
- iv. Training/Certifications
- v. Leadership qualities
- vi. Recommendations from peers
- vii. Supporting Documentation

I. Career Member of the Year - awarded to the career member of the organization who exemplifies the highest qualities and characteristics of what defines the organization.

a. The following criteria should be considered:

- i. Positions held
- ii. Community impact
- iii. Projects/committees
- iv. Training/Certifications
- v. Leadership qualities
- vi. Recommendations from peers
- vii. Supporting Documentation

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III. Procedures

- A. A three-person awards review committee comprised of a cross-section of the organization (1-volunteer fire member, 1-volunteer crew member, 1-career member; at least one of which has Advanced Life Support Certification) supported by the Fire & EMS Administration Office Manager as Chair (*a non-voting position*), will be established.
 - a. Consideration should be given to stagger membership terms so as to maintain consistency in the process.
- B. The Awards Review Committee will meet as often as necessary based on the number of nominations received.
- C. Any member of the organization can nominate a peer, team, or citizen for an award. The nomination must:
 - a. Include an "Award Nomination Form"
 - b. Include a thorough narrative outlining the specifics of the incident
 - c. Include supporting documentation
 - d. Awards received without the proper form, narrative, and supporting documentation will be returned to the author
 - e. Be forwarded to Fire & EMS Administration within 60 days of the incident
 - f. Be received in Fire & EMS Administration prior to September 1 of each year. Award nominations received after this date will be considered the following year.
- D. The Awards Review Committee has the final decision on whether a nomination is worthy of recognition. The Committee has the authority to deny a nomination or re-categorize it to a different category if it feels it is more appropriate.

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- E. Not everyone nominated for a Unit Citation may be recognized. The Awards Review Committee has the discretion to determine what contribution each person made as to whether or not they are worthy of inclusion.
- F. All final decisions (awards or denials) by the Committee will be documented in writing to the author with a copy to the appropriate Chief.

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