	Standard Operating Guideline	
	SOG Name:	Awards, Medals, and Recognition
	SOG Number:	400.6
	Standard:	TBD
	Guideline Owner:	Administration
	Implementation Date:	June 01, 2021
	Date of Last Revision:	June 01, 2021
	Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: Members of the Dothan Fire Department often do things that deserve special recognition. The Department intends to identify and recognize these individuals and companies because of their various achievements. The Dothan Fire Department will present awards at two annual ceremonies to recognize outstanding individuals and companies: EMS Luncheon (May) and Fire Prevention Week (October).

A. CLASSIFICATION AND CRITERIA FOR MEDALS, AWARDS, AND RECOGNITION

SECTION 1

The Dothan Fire Department will present the following medals to members throughout the year and will be recognized during annual events: EMS and Fire prevention Week. These medals are awarded to recognize personnel and companies who perform acts of valor, bravery, meritorious service, or who otherwise distinguish themselves on or off duty. The medals and ribbons/pins are worn on the Class A uniform and they are in the order of precedence. The *Medal of Valor* and *Medal of Bravery* will always be placed above and centered on any ribbons displayed on the uniform.

1. ***Medal of Valor*** – This medal will be awarded to members who have, under especially hazardous conditions, courageously risked their own lives to save another. The intention of this medal is to reward the truly outstanding performances under times of duress and shall be considered for incidents occurring in the line of duty.

2. ***Medal of Bravery*** – This award shall be second only to the Medal of Valor and will be presented to a member for an act that exhibited disregard for personal safety in an effort to save another. This will generally be considered for members acting above and beyond the call of duty (within safe operating policies and procedures of the Department) while off-duty.

3. ***Life Save Medal*** (EMS or Fire) – This medal will be awarded to an individual (member or non-member) for the saving of a human life. Intended for an individual *directly* responsible for the saving of a human life and shall be issued to members of the Department for the saving of a life through various actions such as the application of pre-hospital emergency medical care or public safety measures. The issuance of this award will be contingent upon the patient being discharged from the medical facility to which he or she was transported.
4. ***Commendation Medal*** – This award will be presented to a member and/or company whose pre-hospital treatment is directly attributed to stabilizing the patient’s condition prior to arrival at the hospital emergency room or members performing non-EMS duties in an exceptional manner. This award will be considered for those members and companies who do not meet the criteria for a life save award and/or anytime a Chief Officer believes that a member has demonstrated exceptional performance.
5. ***Meritorious Service Medal*** – This shall be awarded to members or companies of the Department whose actions have distinguished them from standard performance expected of their position. This award may be for individual or company effort. The Meritorious Service Medal is considered higher than a Certificate of Achievement.
6. ***Company of the Year Medal/Award*** - Annual award presented to any DFD company or team, nominated by members of the workforce, for outstanding company recognition. **The “year” for this award is defined as October 1 to September 30.**
7. ***Fire Officer of the Year Medal/Award*** – Annual award to a captain of the Department who has been nominated for achieving optimal levels of performance and accomplishment; builds strong teams to meet performance goals; and demonstrates strong, dynamic leadership throughout the year. **The “year” for this award is defined as October 1 to September 30.**
8. ***Fire Sergeant/Engineer of the Year Medal/Award*** – Annual award to a sergeant of the Department who has been nominated for outstanding performance throughout the year as a sergeant/engineer. **The “year” for this award is defined as October 1 to September 30.**
9. ***Firefighter of the Year Medal/Award*** – Annual award to a firefighter of the Department nominated for outstanding performance throughout the year as a firefighter. **The “year” for this award is defined as October 1 to September 30.**

10. ***Paramedic of the Year Medal/Award*** – Annual award to a paramedic of the Department nominated for outstanding patient care and performance throughout the year. **The “year” for this award is May 1 to April 30.**
11. ***John T. Ingram EMT of the Year Medal/Award*** – Annual award to an Emergency Medical Technician (Basic or Intermediate) nominated for outstanding patient care and performance throughout the year. **The “year” for this award is May 1 to April 30.**
12. ***Recruit of the Year*** — Award for a candidate firefighter nominated for demonstrating outstanding performance within their first year of employment with the Department. **When presented, the “year” for this award is October 1 to September 30.**
13. **Executive Fire Officer Pin**—this pin is awarded to those members who have completed the executive Fire officer program through the National Fire Academy.
14. **Accreditation Pin**—this pin is awarded to those members who have been accredited by the Center for Public Safety Excellence and renewed every three years after initial award. There are several Accreditation Pins and they should be awarded in precedence based on rank
 - a. Chief Fire Officer
 - b. Chief EMS Officer
 - c. Chief Training Officer
 - d. Fire Marshal
 - e. Fire Officer
15. **Field Training Officer Pin/Ribbon** — Pin/Ribbon awarded to members who have been assigned duties as a field training officer for the Department by the Training/Safety Chief. FTO’s can be specific (EMS or fire) or combination.
16. **Service Pin** — Service recognition awarded for each five years of service with the Department. Firefighters and Sergeants wear the silver star; Captains and above wear the gold stars.

SECTION 2

The following are additional awards and/or recognitions that may be presented at any time during the year or during Department functions.

1. **Certification of Achievement** - may be awarded to a member or citizen who has performed in an outstanding manner worthy of recognition (Safety, Officer Development, etc.).

2. ***Letter of Commendation*** - may be awarded to a member or citizen who has donated considerable time and/or effort toward the mission of the fire department or other worthy, non-job related activity (Community Service). Signed by the Fire Chief and the Chief Officer making the recommendation
3. ***Special Awards/Plaques*** - may be presented throughout the year to the individuals or organizations for special recognition as determined by the Chief of the Department.
4. ***Specialty Pins/Ribbons*** –Pins/Ribbons identifying specific specialty responsibilities of individuals. All pins/ribbons must be presented by the membership to the Senior Staff explaining why special recognition is warranted. All pins/ribbons will be uniform and approved by the Senior Staff.
5. ***Company Colors/Insignias*** – Companies interested in developing logos and/or insignias for company caps, vehicle flags, etc. must submit a proposal to the Senior Staff with all members of the assigned station in agreement. The three captains must present the request to the Senior Staff. All colors/insignias must be uniform and approved by the Senior Staff.

B. PROCEDURE

SECTION 1

1. Any member of the department may recommend a person or unit for a medal, award, and/or recognition. The recommendation must include the Medal/Award Form (Use Addendum 1), along with supporting documentation that outlines the eligibility for the award. For those nominations that are medically related, a copy of the EMR, with all patient personal information removed, will be a required part of the supporting documents. Recommendations shall be forwarded to the Chief of Training & Safety within 60 days of the incident.
2. Those recommendations for yearly awards (Paramedic, Firefighter, Company of the Year, etc) should be received by the date as directed by the Fire Chief (normally a couple of weeks prior to EMS Week and Fire Prevention Week) or his/her designee. Utilize Addendum 2 for submission. The Awards Committee Chairperson will acknowledge receipt of the recommendation within 14 days to the Fire Chief with copies of the recommendation. The Chairperson will forward results to the nominee's immediate supervisor(s).

SECTION 2

The Awards Committee will be composed of a cross section of members of the department and shall consist of a total of five members and shall be appointed by

the Fire Chief. The committee shall consist of a Battalion Chief, Staff Officer, Company Officer, Sergeant, and a Firefighter. One of the committee members shall be a certified ALS provider. The committee shall meet as often as necessary to determine eligibility for nominations submitted. The committee shall elect the Chairperson of the committee. The committee members will be assigned for an annual basis and convened on an annual basis as needed. In the case of a member being recommended for an award, the Fire Chief will appoint a temporary member.

SECTION 3

After evaluating an award or medal recommendation, the Awards Committee may re-categorize the recommendation to a different award or medal that is deemed more appropriate based on the information provided. If the recommendation does not meet the criteria for an award or medal, the committee may deny giving the award or medal. The Chairperson will forward a letter to the nominator in the event that the award or medal is denied and/or changed.

SECTION 4

There is no limit placed on the number of awards that may be made to any one individual during any one year. All awards recipients shall receive a letter of congratulations from the Fire Chief after the **Awards Committee makes the award**. Every effort will be made to forward this letter within 30 to 45 days, with copies, to the appropriate Battalion Chief, immediate supervisor, nominator, and the recipient's personnel folder.

SECTION 5

The Class "A" dress uniform will be worn to the ceremony by Fire Department award recipients.

C. Wear of Medals & Ribbons (based on the medal system utilized)

SECTION 1

Medals/Ribbons will be placed in order from highest to lowest as indicated in Section A-1 (see above)

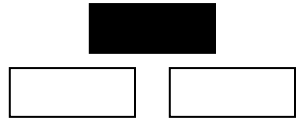
SECTION 2

The Medal of Valor and the Medal of Bravery will always be placed above and centered on any ribbons/medals displayed on the uniform. The following are examples of ribbon placement:

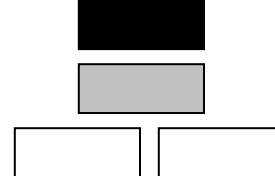
Medal of Valor



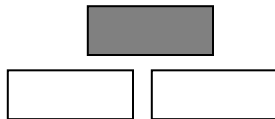
Medal of Valor



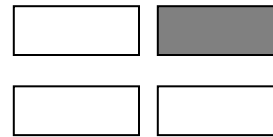
Medal of Valor/Bravery



Highest Medal/Award



Highest Medal/Award



SECTION 3

Medals and awards shall be worn over the right breast pocket of the Class-A Blazer and/or dress shirt. The highest award should be closest to the heart (see above)

Signature on File

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT

ADDENDUM 1

**Dothan Fire Department
Medal/Award Nomination Form**

Name(s) of Nominee: _____ Duty Assignment: _____

_____ ON OFF Duty (circle one)

Award/Medal Recommendation: _____ Date of Nomination: _____

Nominator & Work Assignment: _____

Incident Information (Location, date, time, CN number, address, persons involved, etc):

Location: _____ Date of Incident: _____

Time (if known): _____ CN (and/or EMR) Number: _____

Person(s) involved: _____

Incident Description: _____

Nominee's actions: _____

Type "See attached" in this space provided

Please ensure other supporting (EMR, pictures, statements, etc) documentation is attached to the nomination form. Number of pages of nomination package: _____
Actions can be in bulleted format. Description of actions should be as clear and concise as possible.
Narrative should be able to show the actions and the impact of the actions of the nominee(s).

The following is completed by Awards Committee Date Received: _____

Number of total pages of package: _____

Notification sent to supervisor: YES/NO Date: _____ Fire Chief: Y / N Date: _____

Approved _____ Downgraded: _____/Type: _____ Disapproved: _____

Chairperson (print): _____ & initials: _____ Date: _____

Comments should be placed on reverse side of this page.

Addendum 2

**Dothan Fire Department
Member of the Year Nomination (EMT, Firefighter, Captain, Etc.)**

Name of Nominee: _____ Assignment: _____

Nomination: _____ Date of Nomination: _____

Nominator/Rank: _____

Narrative: _____

Use above space to provide the recommendation for a member of the year award. If more space is needed, utilize a DFD memo to write nomination.

Date Received: _____