

Lake Jericho Volunteer Fire and Rescue

Standard Operating Procedure

Subject: Fire Department Awards Programs

Effective Date: March 13, 2013

Authorized By: Chief Guy Coombs

Fire Department Awards

Purpose: Awards in the form of Medals, Ribbons, Citations, and Commendations may be bestowed upon members of the Lake Jericho Fire and Rescue Department for actions, accomplishments and achievements, both on and off duty, that reflect positively upon the member and that are in keeping with the highest and noblest tradition of the Lake Jericho Fire and Rescue Department.

1. Awards Committee:

1.1 The Chief shall form an awards committee whose purpose shall be to oversee the selection of members nominated for awards. The committee shall be composed of 5 members. All members shall serve at the pleasure of the chief.

1.2 The Awards Committee shall develop and maintain a list of awards including their designation, criteria for selection, eligibility, design and the order of precedence of awards issued by the department.

1.3 The Awards Committee shall meet as needed to oversee and pass judgment on the merits of nominations, to plan and prepare formal awards ceremonies.

2. Medals:

2.1 Medals shall constitute the highest form of recognition bestowed upon a member, and as such, shall only to be worn on fire department class A uniforms while the member is engaged in an official or department sanctioned event. The Chief alone shall determine appropriate occasions for the wearing of medals.

2.2 Each medal shall be represented by a corresponding ribbon, which shall take the place of the medal on class A uniforms when a less formal look is desired. The ribbon shall be worn on the members' duty uniform as outlined in the uniform section of the rules and regulations (section 23.42)

2.3 Ribbons may also be awarded for a member's achievement.

3. NOMINATION PROCEDURE:

3.1 Any member of the Lake Jericho Fire and Rescue Department may nominate another member for an award or commendation. Officers

shall recognize exceptional performance by personnel under their supervision.

3.2 Whenever a member of the Department has performed an act or rendered service that qualifies for recognition, the nomination procedure will be as follows:

3.2.1 A written nomination will be submitted in a timely fashion, in standard memorandum format, and must include a detailed and accurate account of the circumstances surrounding the act or incident.

3.3 The nomination will be forwarded through the chain of command to the Fire chief accompanied by any comments or additional facts.

3.3.1 After review by the Fire Chief, the nomination will be forwarded to the Awards Committee for deliberation and recommendation as to the appropriate award such action merits.

3.3.2 The Awards Board will submit a recommendation to the Fire Chief for approval.

3.3.3 Upon approval by the Fire Chief, the Awards Board will prepare the appropriate award. Presentation of awards will be made during an awards ceremony or other special occasion determined by the Awards Board.

3.3.4 Written appeals regarding recommendations shall be forwarded to the Fire Chief through the chain of command. The Fire Chief shall determine the final disposition of appeals.

4. SUBSEQUENT AWARDS:

A member may earn unlimited awards provided the firefighter becomes eligible through additional actions or service. Recognition of these corresponding awards will be displayed with stars affixed to the original ribbon/medal and shall denote duplicate awards:

4.1 BRONZE STARS – A five point Bronze Star shall be worn on the original awarded medal/ribbon to denote each subsequent award:

1st Award – The original medal/ribbon.

2nd Award – The original medal/ribbon with one five point Bronze Star.

3rd Award – The original medal/ribbon with two five point Bronze Stars.

4th Award – The original medal/ribbon with three five point Bronze Stars.

5th Award – The original medal/ribbon with four five point Bronze Stars.

4.2 SILVER STAR – One Silver Star shall be worn on the original awarded medal/ribbon in lieu of more than four Bronze Stars. Henceforth one Silver Star equals a sixth award; a sixth award shall be denoted by the use of one Silver Star. Additional Bronze Stars will be added until an additional fifth award is earned

6th Award – The original medal/ribbon with one five point Silver Star.

7th Award – The original medal/ribbon with one five point Silver Star and one five-point Bronze Star.

8th Award – The original medal/ribbon with one five point Silver Star and two five point Bronze Stars.

9th Award – The original medal/ribbon with one five point Silver Star and three five point Bronze Stars.

10th Award – The original medal/ribbon with one five point Silver Star and four five point Bronze Stars.

4.3 GOLD STAR – One gold star shall be worn on the original awarded medal/ribbon in lieu of additional Silver Stars and/or Bronze Stars. Henceforth one Gold Star equals an eleventh award.

5. AWARDS

Medal of Honor:	1 st . For conspicuous gallantry and bravery at the risk of life, above and beyond the call of duty, in action involving either fire ground operations or emergency medical services.
Medal of Valor:	2 nd . For an act of bravery or heroism within the members scope of training and duty, in action involving either fire ground operations or emergency medical services.
Chiefs Cross:	3 rd . Awarded only by the chief of the Department, for and at his discretion for actions that reflect positively on the member and are in keeping with the highest traditions of the fire service.
Life Saving Medal:	4 th . Awarded to members for acts performed within the scope of their training and duty, which directly contributes to the saving of a life.
Distinguished Service:	6 th . Awarded to the member whose performance is exceptionally exemplary to the Department, in a duty of great responsibility. The performance must be of a level to merit recognition for service that is clearly exceptional.
Meritorious service:	7 th . Commendable service or actions as a Public servant while attached to the department.
National Service:	8 th . For contributory support as a department member to a national emergency, crisis or request for aid.
Military service:	9 th . For honorable service as a member of the United States Military.
Education:	10 th . For the completion of an accepted degree program.
Achievement:	11 th . For Certification to a level of training, recognized by a state or national agency and pertaining to fire department needed operations.
Community Service:	12 th . Awarded to a member who displays an ongoing commitment to community service.
Years of service:	13 th . For years of service to the Lake Jericho Fire and Rescue Department
Commendation:	14 th . A letter of commendation may be awarded to any member of the department or community for actions that reflect positively on the department. An officer of the department may award a letter of commendation to any member.
Appreciation:	15 th . A letter of appreciation may be awarded to any member or civilian of or supporting

the department or of the community, in recognition of service to the department.

Phoenix Award: Presented to a active fire department members for heroic or life sustaining actions.

Guy Coombs Award: Presented to a active fire department member for exceptional above and beyond the normal call of duty for contributory support to the Lake Jericho Fire and Rescue Department. Given in honor to Chief Guy Coombs the departments First Fire Chief.

Order	Award Name	Presented	Additional		Medal	Center	Ribbon	Style
1	Medal of Honor	Medal	Ribbon/Certificate	S	A4118	A6922	RC-7	NECK
2	Medal of Valor	Medal	Ribbon/Certificate	G	A4121R	A6922	RC-1	NECK
3	Chiefs Cross	Medal	Ribbon/Certificate	G	A8365	A7205	RC-41	DRAPE
4	Life Saving Medal	Medal	Ribbon/Certificate	S	A1595	A6306	RC-27	DRAPE
5	Firefighter of the year	Medal	Ribbon/Certificate	S	A4131	A10156	RC-4	DRAPE
6	Distinguished Service	Medal	Ribbon/Certificate	S	A2084	A10723	RC-38	DRAPE
7	Meritorious service	Medal	Ribbon/Certificate	S	A2171	A10723	RC-21	DRAPE
8	FD Service	Ribbon	Certificate	-	-	-	RC-17	w/gold #14
9	National Service	Ribbon	Certificate	-	--	--	RC-32	--
10	Military service	Ribbon	Certificate	-	--	--	RC-5	--
11	Education	Ribbon	Certificate	-	--	--	RC-42	--
12	Achievement	Ribbon	Certificate	-	--	--	RC-26	--
13	Community Service	Ribbon	Certificate	-	--	--	RC-40	--
14	Years of service	Ribbon	Certificate	-	--	--	RC-46	--
--	Commendation	Letter	--	-	--	--	--	--
--	Appreciation	Letter	--	-	--	--	--	--
--	Phoenix Award	Medal	Plaque/Certificate	G	A2629A	AC10077	RC-2	WINDS OR
--	Guy Coombs Award	Medal	Plaque/Certificate	G	A2194	AC10077	RC-20	WINDS OR

Order	Award Name	Finish	Enamel Ribbon	COLOR/Other
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1	Medal of Honor	G	A7140	LT. BLUE
2	Medal of Valor	G	A7140	RED
3	Chiefs Cross	G	A6265	WHITE, RED, YELLOW, RED, WHITE
4	Life Saving Medal	S	A6265	RED, WHITE, BLUE, WHITE, RED
5	Firefighter of the year	S	A7141	RED, BLACK
6	Distinguished Service	S	A6265	WHITE,BLUE,YELLOW,BLUE,WHITE
7	Meritorious service	S	A7141	LT.BLUE, WHITE
8	FD Service	G	A7140	BLACK W/#14 IN GOLD
9	National Service	S	A6265	LT.BLUE, WHITE, RED, WHITE, LT.BLUE
10	Military service	S	A7140	BLUE/NAVY, ARMY, USMC, USAF, USCG
11	Education	S	A7142	RED, WHIT, RED/ STARS
12	Achievement	S	A7142	BLUE, WHITE, BLUE/ NUMBER PER CERT
13	Community Service	S	A10800	YEL/BRN/YEL/BRN/YEL/BRN/YEL/BRN/YEL
14	Years of service	S	A7140	MAROON/ NUMBER=HASH MARKS
--	Phoenix Award	G	A7141	RED, WHITE
--	Guy Coombs Award	G	A7140	WHITE

6. PROTOCOL FOR WEARING AWARDS

Members who receive department awards should wear them; they are an outward representation of your accomplishments and as such reflect positively upon you and the Department.

Members who knowingly misrepresent themselves by wearing an awarded that they are not entitled to wear shall be subject to department discipline. Members shall not purchase or wear any awarded without authorization from the Fire Chief.

Awards shall be worn as outlined in the Rules and Regulations section.