

# SUBLIMITY FIRE DISTRICT

## Operational Guide

<b>SUBJECT:</b> Commendations	O.G. NUMBER:
<b>PURPOSE:</b> To provide a system of commending individuals and groups for outstanding performance	Original Date: 3/5/99 <hr/> Revision Date:

It is the policy of the Sublimity Fire District to establish standards for the evaluation of recommendations for Departmental commendations. Official commendations are given to deserving personnel in recognition of and appreciation for outstanding acts or public service and personal courage. These awards are not automatic citations, but shall be awarded after a thorough evaluation of all recommendations.

### PROCEDURE:

#### I OFFICIAL COMMENDATIONS

- A. Letter of Commendation
  - 1. An award given to an individual for the performance of an act which brings credit upon himself and the entire Department as a whole.
  
- B. Department Commendation
  - 1. This award is granted to any member or employee for an outstanding act or achievement which brings credit to the Department and which involves performance above and beyond that which is dictated by the employee's basic job requirements.
  
- C. Chief's Award of Merit
  - 1. This award is granted to any member or employee of the Department for an outstanding accomplishment which has resulted in improved administration, improved operation, substantial savings in operational costs where the employee has gone far beyond the requirements of his normal assignment to contribute to a more effective and efficient Fire Service, or for an act which displays superior intelligence or effort and which results in the saving of a life or the apprehension of an arsonist.
  
- D. Chief's Award of Valor
  - 1. An award given to any member or employee of the Department for an extraordinary act of bravery or heroism in which the individual has demonstrated a great degree of selflessness, personal courage, and devotion to duty.

## II PROCEDURE FOR MAKING AWARDS

A. The Letter of Commendation may be awarded by any Officer to a Member of the lower rank subject to the approval of the Fire Chief.

1. Any Officer who wishes to write a Letter of Commendation and does not wish to recommend those persons cited for a higher award, should prepare an official Letter of Commendation indicating pertinent details, times and dates and forward it to the Chief. Upon approval, the Letter of Commendation will go to the person being cited and a duplicate shall be placed in that person's personnel file.

2. The Fire Chief shall review all Letters of Commendation from Officers to ensure the standards of this award are not lowered.

B. When an Officer wishes to recommend an employee for an award higher than the Letter of Commendation, he shall provide a detailed written description of the act of performance to be cited and forward this to the Chief. The Chief shall review the recommendation and recommend one of the following actions.

1. Disapprove the recommendation and recommend a higher award be issued.
2. Disapprove the recommendation and recommend a lesser award be issued.
3. Approve the award as requested.

## III AWARDS

A. Preparation and Format

1. The Letter of Commendation shall be typed on District letterhead and shall contain a brief synopsis of the actions being commended. The Letter of Commendation shall be signed by the Fire Chief and the Officer making the recommend

