

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #51

AWARDS

Purpose: Establish a standardized program for recognition of Burlington Twp. Fire Department personnel. The program shall focus on recognition for training, emergency response, community action, and displaying a positive attitude, dedication to the department and community, and perseverance when faced with obstacles and challenges.

Scope: All Burlington Twp. Fire Department personnel are eligible to receive awards as described below. Selection of awards shall be executed in a consistent manner to ensure a fair and impartial process to recognize acts and performance worthy of recognition.

Award Classifications:

1. Awards approved for recognition by the Burlington Twp. Fire Department are subdivided into achievement and service/certification awards as follows:
 - a. Achievement:
 - i. Valor
 - ii. CPR Life Saving
 - iii. Distinguished Action
 - iv. Firefighter of the Year
 - v. Certificate of Commendation
 - b. Service/Certification:
 - i. Fire Officer Certification
 - ii. Fire Instructor Certification
 - iii. Fire Investigator Certification
 - iv. Firefighter Certification
 - v. Fire Prevention Officer
 - vi. Medical Certification
 - vii. Years of Service

Valor:

1. Awarded only to active members for acts on duty.
2. Criteria for nomination of this award are as follows:
 - a. Awarded to a member who, intelligently and in the line of duty, gives his or her life during an act involving emergency operations.
 - b. Awarded to a member who, intelligently and in the line of duty, distinguishes himself or herself in the performance of an act of courage involving risk of imminent physical injury, with knowledge of such risk, for the purpose of saving or protecting human life.

CPR Life Saving:

1. Awarded only to active members for acts both on and off-duty.
2. Criteria for nomination of this award are as follows:
 - a. Any time a member intervenes to save the life of a citizen of the Burlington Twp. Fire Department coverage area by providing CPR. The citizen must have been sufficiently resuscitated to be transported to a hospital for further medical treatment. The member does not have to encounter risk above normal job duties.

Distinguished Action:

1. Awarded only to active members for acts on duty.
2. Criteria for nomination of this award are as follows:
 - a. Awarded to a member who has acted with professionalism and efficiency when faced with a specific danger or adversity and who carried out his or her duties properly despite this danger or adversity.
 - b. The action for which this award is given shall be considered exceptional by other emergency responders.

Firefighter of the Year:

1. Awarded annually to one active member, regardless of rank.
2. Criteria for nomination of this award are as follows:
 - a. Awarded to a member who has demonstrated dedicated service and professionalism while embodying the duties of a public servant for the department.
 - b. The member shall have demonstrated the following attributes throughout the prior calendar year:
 - i. Demonstrated superior performance at emergency incident scenes, during training, and while conducting non-emergency activities.
 - ii. Demonstrated the initiative to make the station, department, and the overall fire service better.
 - iii. Demonstrated the capability to work both independently as well as follow the leadership and guidance of others.
 - iv. Demonstrated an attitude and demeanor that stood as a role model to other members.
 - v. Demonstrated a willingness to devote extra hours to assure the department reaches its goals.

Certificate of Commendation:

1. Awarded to both active and in-active members.
2. Criteria for nomination of this award are as follows:
 - a. Awarded to a member whose performance contributed substantially to the Burlington Twp. Fire Department's goals and objectives of providing protection to the citizens of the department's coverage area.

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Fire Officer Certification:

1. Awarded only to active members.
2. Awarded to a member who has received a Michigan Fire Officer Certification.
3. This award shall have four tiers mirroring Fire Officer Certification levels.

Fire Instructor Certification:

1. Awarded only to active members.
2. Awarded to a member who has received a Michigan Fire Instructor Certification.
3. This award shall have three tiers mirroring Fire Instructor Certification levels.

Fire Investigator Certification:

1. Awarded only to active members.
2. Awarded to a member who has received a Michigan Fire Investigator Certification.
3. This award shall have a single tier regardless of certification level.

Firefighter Certification:

1. Awarded only to active members.
2. Awarded to a member who has received a Michigan Firefighter Certification.
3. This award shall have two tiers mirroring Firefighter Certification levels.

Fire Prevention Officer:

1. Awarded only to active members.
2. Awarded to a member who has been officially assigned as the Burlington Twp. Fire Department Fire Prevention Officer.

Medical Certification:

1. Awarded only to active members.
2. Awarded to a member who has received a Michigan Medical First Responder, Emergency Medical Technician, or Paramedic certification.
3. This award shall have a single tier regardless of certification level.

Years of Service:

1. Awarded only to active members.
2. The criteria for nomination of this award are as follows:
 - a. Awarded to a member who has completed no less than five years of service while remaining in good standing with the department.
 - b. Subsequent awards will be for each additional five years of service while remaining in good standing with the department.

Award Nomination:

1. Any member of the department may nominate another member for an achievement award.
2. Achievement award nominations shall be submitted using the department's award nomination form (attachment 1). The nomination form may be turned in to any Fire Officer, who will then notify the Fire Chief.

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3. Certification awards will be issued after receipt of the member's course completion certificate by the Fire Chief.
4. Years of Service awards will be issued based on the member's effective date of hire and issued upon a review of good standing by the Fire Officers.

Award Review and Approval:

1. Approval recommendation for an award nomination shall be conducted by an Awards Review Board.
2. The Awards Review Board shall consist of three members. The composition will consist of two Firefighters and one Fire Officer, other than the Fire Chief. The Fire Officer shall serve as the Awards Review Board President.
3. The Awards Review Board will determine if the award recommendation should be approved, should be upgraded or downgraded, or should be denied based on the information presented. A Valor award may be downgraded to a Distinguished Action or Certificate of Commendation. A Distinguished Action may be downgraded to a Certificate of Commendation. The Awards Review Board may request additional information from the nominator if necessary.
4. The recommendation will be determined based on a majority decision by the Awards Review Board. If the decision was not unanimous, the dissenting member shall include their reasoning with the recommendation.
5. The Awards Review Board shall forward their recommendation to the Fire Chief who shall make the final decision on the award status.
6. A copy of all award nomination forms shall be provided to the nominated member, regardless of the decision rendered.

Award Issuance:

1. Achievement awards and Years of Service awards shall be recorded on an award certificate.
2. The member shall receive a corresponding award commendation bar to be worn on their issued uniform in accordance with the department uniform SOG. (#27). Standardized award commendation bars will be in accordance with the award commendation bar form (attachment 2).
3. The presentation of the awards will be conducted in a ceremonious manner at a predetermined department event. The presentation should take place in a timely manner to recognize the member's contribution proximate to the event. The award certificate and award commendation bar shall be presented at the ceremony.

Revocation of an Award:

1. Once an award has been issued to a member that award shall remain for the duration of the member's career.
2. An award may only be revoked by the Fire Chief and after an act resulting in demotion or termination from the department.

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