

	<p style="text-align: center;">GALENA FIRE DEPARTMENT Policy and Procedure Manual</p> <hr/> <p style="text-align: center;">Fire Chief Signature Date</p>	<p style="text-align: center;">#13</p> <p>Effective: 01jan14 Revised: 01aug16 Page: 1 of 6</p>
<p>COMMENDATION POLICY</p>		

It is the intent of the Galena Fire Department to recognize service benchmarks, and/or commend any person, whether a department member or group, other city department member, civilian, or citizen group that has performed a service above and beyond what is normally expected as it relates to the mission of the GFD.

With this in mind, the Department has established the following guidelines to create a method of recognizing those involved in extraordinary events and services. The objectives are as follows:

- Establish a Commendation Review Committee responsible for reviewing commendations and recommending awards to members of the Galena Fire Department, citizens, agencies, or groups performing acts or services commendatory in nature.
- Evaluate and justify the different awards to be presented for each degree of commendatory act or service.
- Provide a consistent process of commendation documentation.
- Establish a procedure for award distribution.

The Commendation Review Committee (CRC) will consist of three (3) GFD Recruitment and Retention Committee members selected by the President. The CRC will review each commendation request. The President or Fire Chief may call for necessary meeting(s) on an as-needed basis for this purpose.

All recommendations are to be submitted via the GFD Commendation Request Form through the identified chain-of-command to the Fire Chief. Officers throughout the chain-of-command are encouraged to include further recommendations and/or comments as appropriate.

Upon recommendation of a commendation, the CRC will present the recommendation to the Fire Chief for final approval and disposition. Commendations will be prepared and presented through the Fire Chief's office within a reasonable time period.

Presentation ceremonies shall take place during monthly meeting or at subsequent department drills / events. A press release will also be provided to the local paper and the department newsletter stating the citation and date of presentation. Those receiving a commendation will also be recognized at the next scheduled Recognition Dinner.



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

COMMENDATION POLICY

#13

Effective: 01jan14
Revised: 01aug16
Page: 2 of 6

All members of this department are encouraged to submit commendation requests. It shall be his/her duty to do so whenever he/she believes that a Galena Fire Department member, other city department member, citizen, or group performed acts that deserve recognition by our department. **It is important to recognize that the success of this program is dependent upon employee participation.** It is the duty of all officers to submit and/or forward requests for recognition for members within their command who have performed acts above the normal call of duty that merits consideration by the department. All acknowledgements and requests for commendations must be properly documented and forwarded within a reasonable time frame.

All departmental or public recognition commendations will be recommended by the CRC and provided with the express knowledge and approval of the Fire Chief and President.

In addition to the awards, as noted below, plaques, personal and perpetual, as well as other recognition awards, may be used to identify members in various categories.

Ribbons, limited to those listed below, should be worn with the Class 'A' uniform in the manner described by the Uniform Policy.

COMMENDATION AWARD DESCRIPTION

- 1. The Maltese Cross** (Maltese Cross [burgundy] Drape and Ribbon bar, and framed certificate).
To be awarded posthumously to a Galena Fire Department member who loses his/her life in the performance of his/her duties under honorable circumstances.
- 2. Medal of Honor** (Medal of Honor [red/white/blue] Drape and Ribbon bar, and framed certificate).
To be awarded to a Galena Fire Department member who voluntarily distinguishes him/herself by extraordinary heroism. This act must be in excess of normal demands and of such a nature that a member was fully aware of the imminent threat to his/her personal safety and that he/she acted above and beyond the call of duty at the risk of his/her own life.



GALENA FIRE DEPARTMENT
Policy and Procedure Manual

#13

Effective: 01jan14
Revised: 01aug16
Page: 3 of 6

COMMENDATION POLICY

- 3. Department Citation** (Drape and Ribbon bar [blue/white/red/white/blue] and framed certificate).
To be awarded to a Galena Fire Department member for exceptionally meritorious conduct, involving exemplary courage, great risk and danger to the member's personal safety, but less than that for the Medal of Honor.
- 4. Meritorious Service Award** (Ribbon bar [blue/white/blue] with certificate).
To be awarded:

 - To be awarded to a Galena Fire Department member for outstanding performance of a difficult task involving personal risk to the member's safety when, because of the firefighter's actions, a serious injury or loss of life was prevented.
 - For outstanding performance or achievement of great responsibility whereby the excellence associated with such performance distinguishes and gives credit to both the member and the department
- 5. Distinguished Service Award** (Ribbon bar [red/white] with certificate).
To be awarded to a Galena Fire Department member for outstanding performance of duty under unusual or difficult conditions. The actions need not involve exposure to physical danger, but must be involved in the protection of life and property, and involve unusual thoughtfulness, conscientiousness, and initiative.
May also be awarded:

 - For meritorious actions of a nature that would not be eligible for a higher award.
 - To a member of another fire department for exceptional assistance while aiding, assisting, supporting, or working with members of the Galena Fire Department.
- 6. Unit Citation Award** (Ribbon bar [maroon/gold], and certificate).
To be awarded to a Galena Fire Department unit (company or group of individuals) for exceptional accomplishment as an efficient, effective, and valuable element of the department demonstrating outstanding performance and professionalism over extended periods of time or for specific tasks.
- 7. Firefighter of the Year Award** (Certificate, plaque, ribbon bar [white w/ star insert]).
To be awarded on an annual basis, to a Galena Fire Department member who demonstrates consistent and outstanding performance of his/her duties above what is normally expected throughout the course of the year.
- 8. Seniority Recognition Award** (Ribbon Bar [red/white/blue w/gold trim with "year" designation]).
To be awarded to employees reaching "milestone" years of service to the GFD organization at 5 years and in five year increments thereafter.
Only the most recent and current seniority ribbon will be worn.



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

#13

Effective: 01jan14
Revised: 01aug16
Page: 4 of 6

COMMENDATION POLICY

9. **Fire Chief's Values Award** (Ribbon bar [blue/red/white/blue/white/red/blue and Certificate). Selected annually by the Fire Chief, to be awarded to a Galena Fire Department member who personifies the Department's stated values of *Stewardship, Professionalism, Integrity, Character, and Empathy* throughout the year.

10. **Team Participation Award** (Team-specific Ribbon Bar)
Specialty team members, by bringing credit to the Galena Fire Department, will be recognized for representing their respective team discipline.
Team participation awards include:
Technical Rescue Team -
 - Rope Rescue, Confined Space, and Water Rescue, and other sanctioned teams (light blue, red and light blue ribbon)
 - County Hazardous Materials Team (blue and green ribbon)Honor Guard
 - Active participant with the GFD Honor Guard Unit (red and black ribbon)These bars may be worn by active members of each respective team.

11. **Academic Achievement Award** (Ribbon bar [green/white/gold with stars signifying achievement level] and certificate).
To be awarded to employees who have earned a college degree at an accredited institution and in a public safety-related field of study:
 - Associate (1-star),
 - Bachelor (2-stars), or
 - Master's Degree (3-stars)Only the most current and recent Academic Achievement Award will be worn.

12. **Civilian / Corporate / Uniform Citation** (Certificate).
May be awarded:
 - To civilians whose actions result in commendable service to the community such as life-saving or assistance to the Galena Fire Department with little regard for the recipient's life or safety.
 - To community corporate sponsors that assisted the Fire Department during the year; or other uniform services (Police, Fire, EMS, Military) who assisted the Galena Fire Department throughout the year.

13. **American Flag (Flag Ribbon)** Provided to all Members. To be worn as noted in Policy #32.



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

#13

Effective: 01jan14
Revised: 01aug16
Page: 5 of 6

COMMENDATION POLICY (REQUEST FORM)

"It is the intent of the Galena Fire Department to commend any person, whether a department member or group, other city department member, civilian, or citizen group that has performed a service above and beyond what is normally expected as it relates to the mission of the GFD."

To COMMENDATION COMMITTEE	From (Name / Rank)	Date
Recipient Information		
Recipient Name	Rank	
Proposed Commendation		
Name of Commendation		
List of recognized commendations (Refer to GFD Commendation Policy for specific information on each commendation) Maltese Cross, Medal of Honor, Department Citation, Meritorious Service, Distinguished Service, Unit Citation, Employee of the Year, Fire Chief Values Award, Academic Achievement Award, Civilian / Corporate / Uniform Citation		
Reason and Justification of Commendation		
Brief detailed explanation of commendation justification including dates and support documentation (attach if applicable)		
Listing of multiple achievements leading up to a single commendation, if applicable		
Achievement #1		
Achievement #2		
Achievement #3		
Recommendation Approval / Disapproval		
Chairperson, Commendation Committee	Name	ID#
<i>I certify that this individual is eligible for an award in accordance with GFD policy and that the information contained herein is correct.</i>	Signature	Date
<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval <input type="checkbox"/> Upgrade to <input type="checkbox"/> Downgrade to		
Citation to appear on Certificate:		



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

#13

Effective: 01jan14
Revised: 01aug16
Page: 6 of 6

COMMENDATION POLICY

ADDITIONAL COMMENDATION AWARDS

The David Foecking Recognition Plaque

This plaque hangs in the meeting room and honors former Assistant Chief David Foecking (pictured), who died in the line of duty in 1984 while responding to an alarm.



In order to be included on this plaque, a member must have:

- Served as a member of the Galena Fire Department for twenty (20) years active service.
- Died while as active member of the Galena Fire Department, regardless of years of service.

Recognition Awards for Active Members

In addition to the awards addressed in the Commendation Policy, the Department provides various awards based on service time. These awards will be presented to the Member upon reaching the required time of service. These awards are:

Five Years	Pin and Bar
Ten Years	Pin with Stone
Fifteen Years	Pin with Stone
Twenty Years	Ring or Plaque with Axe plus Pin
Twenty-Five Years	Silver Plaque or Engraved Knife plus Pin
Thirty Years	Watch or Customized Plaque plus Pin
Thirty-Five Years	Mantle or Wall Clock or Pocket Watch plus Pin
Forty Years	Award of Choice plus Pin
Forty-Five Years	Engraved Axe plus Pin
Fifty Years	Grandfather Clock and Maltese Cross, plus Pin
Fifty-Five Years	TBD, plus Pin
Sixty Years	TBD, plus Pin

Any discrepancy in set cost and actual cost will be the responsibility of the member, as determined by the Fire Chief, in coordination with the President.

In addition, the member will receive the seniority pin as noted in this Commendation Policy, Seniority Recognition Award (Page 3- #8).