

SPEARFISH FIRE DEPARTMENT POLICIES AND PROCEDURES		Page 1 of 10
Volume: Administration	Section: 10.00	Number: 10.09
Subject: Awards		
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I. PURPOSE

This policy provides guidance for selection, presentation and wearing of the Spearfish Fire Department awards and decorations.

II. SCOPE

This policy applies to all personnel.

III. POLICY

Firefighter Service Award Evaluation Committee

Every year at the November business meeting solicitations for an awards committee known as the Firefighter Service Award Evaluation Committee shall be taken. The Firefighter Service Award Evaluation Committee will consist of 1 Battalion Chief, 1 company officer and 1 Firefighter/Auxiliary member. It will be the duty of this committee to receive nominations for various awards that are within their control in accordance with this procedure. Nominations must be received NLT 30 days from the time the committee is formed. The committee shall review the nominations and forward them to the Chief and Assistant Chief of the department for final selection (Firefighter of the Year, Distinguished Service). The Community Service award will be forwarded to the rest of the department for a final selection by vote of the fire department members.

The awards committee shall utilize the Firefighter Award & Uniform Guideline in this SOP as the standard reference employed by the committee. This SOP will serve as the foundation for all decisions mandated by the committee.

Consideration for Awards

1. Any member or civilian (when appropriate) to be put before the committee for selection will be considered. Nominations shall contain a complete explanation of the reason for the award.
2. It is the duty of every member of the department to report any act of valor and heroism performed by any other member on or off the fire ground to a Chief Officer.
3. The awards of the Medal of Valor, Firefighters Cross, Bravery Medal, Distinguished Service Medal, and Meritorious Service Medal and the Life Saving Medal may only be awarded by the Chief of the department. Any officer may submit a written

recommendation for this award. These awards are not considered by the Firefighter Service Award Evaluation Committee.

4. A member of the Department can submit themselves for selection for any award, except those identified as under the sole control of the Chief. However, they can request that a Company officer submit a letter of recommendation for the following awards: Firefighter Cross, Distinguished Service Medal, and Meritorious Service Medal.

Presentation of Awards

1. The following awards should be awarded at a regular City of Spearfish Council Meeting when possible: Medal of Valor, Firefighter Cross, Bravery Medal and Life Saving Medal. All other awards should be awarded at the department's annual awards banquet or in an appropriate venue as directed by the Chief.

Decorations and Award Criteria

The following criteria are established: (member of the department means any member: regular, veteran, probationary or auxiliary). Under special circumstance, mutual aid company firefighters, if under direction of the Spearfish Fire Department fire command system during an incident, may be considered members, and be eligible for awards under the Firefighter Award & Uniform Guideline.

IV. Awards

Medal of Valor

Awarded to a member of the department who intelligently and in the line of duty, conscious of the danger and at great risk of imminent personal harm or hazard, distinguishes himself or herself by the performance of an act or gallantry and valor above the call of normal duty.



Firefighter Cross

Awarded to a member who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in the face of extreme fire conditions, environment, weather or Hazardous materials.



Lifesaving Medal

Awarded to a person, who acts within his or her scope of duty, conscious of the danger of risk, personal harm or hazard, when such an action is believed to have saved the life of another, when that life is in danger. This award may also be awarded to individuals who themselves or as a member of a team perform life saving measures which result in a life saved.

Distinguished Service Medal

Awarded to an individual who performs a highly unusual act of distinction under adverse conditions in the performance of duty.

Purple Heart

The Purple Heart is awarded to a member of the department for a wound(s) received in the line of duty while observing all reasonable safety procedures, that required transportation to a medical facility and subsequent treatment for severe injury (puncture wounds, lacerations, fractures, concussions, burns) or other substantial injury.

Spearfish Fire Department Commendation Medal

The Firefighter Commendation Medal is awarded to a member of the department to recognize special service, achievement, or commitment to the department or to the public as a department representative; which is commendable in nature, and displays admirable initiative and accomplishment.

Chief's Excellence Award

The Fire Chief may recognize an individual member of the department for performance beyond that normally expected of an employee. Such performance would be a credit to the individual, the department and the City of Spearfish. The commendation shall consist of, ribbon and a formal letter from the Fire Chief, with copies permanently placed in the member's personnel file.

Firefighter of the Year Ribbon

The Firefighter of the Year Ribbon is an annual award given to an active, regular member who has made the most significant contribution to the department during the course of that year.

Volunteer Training Commendation

The Volunteer Training Commendation is awarded annually to the member who has the highest accumulated hours of training during the year. In the event that there is a tie, all those members will receive the award.

Firefighter Longevity Service Ribbon

The Firefighter Longevity Service Ribbon is awarded to any regular member of the department starting at 5 years of cumulative service (with Spearfish FD). Stars will be added for each five-year segment, and worn as described in the multiple award flow chart.

Community Service Award

This award is given to an individual or business who best exemplifies the spirit of community service in support of the Spearfish Fire Department.

Multiple Award Flow Chart

				
Small Bronze Star The small bronze star represents an additional award to any of the various ribbons on which it is authorized.	Small Silver Star The small silver star is worn in the same manner as the bronze star, but is worn in lieu of five bronze service stars.	Large Bronze Star The large silver star is worn in the same manner as the bronze star, but is worn in lieu of twenty bronze service stars.	Large Silver Star The large silver star is worn in the same manner as the bronze star, but is worn in lieu of thirty bronze service stars.	Large Gold Star The large silver star is worn in the same manner as the bronze star, but is worn in lieu of forty bronze service stars.

	1st		11th		21st		31st		41st
	2nd		12th		22nd		32nd		42nd
	3rd		13th		23rd		33rd		43rd
	4th		14th		24th		34th		44th
	5th		15th		25th		35th		45th
	6th		16th		26th		36th		46th
	7th		17th		27th		37th		47th
	8th		18th		28th		38th		48th
	9th		19th		29th		39th		49th
	10th		20th		30th		40th		50th

V. Wear of Awards

Accoutrement Placement

Award citations will be worn on the RIGHT chest side of class A and B department uniforms. The right chest side of the uniform was chosen for awards allowing our department badge, located on the left chest, a place of stand-alone distinction. Our fire department badge is the most important symbol of our vocation projecting an oath of duty to perform saving lives and property. It is therefore accepted, this symbol shall stand-alone honorably with distinction and pride over the firefighter's heart.

Department personnel may wear all ribbons to which they are entitled on Class "A" and Class "B" uniforms.

Ribbons will be worn on a bar or bars and pinned to the coat or shirt. No portion of the bar or pin will be visible.

Ribbons are normally worn in rows of three; however, rows of four or more may be worn when displaying a large number of awards i.e. twelve or more

When more than one row of ribbons is worn, all rows except the uppermost will contain the same number of ribbons. If the number of ribbons worn causes the ribbons to be concealed by the coat lapel (one-third or more of a ribbon concealed), ribbons will be placed in successively decreasing rows, i.e. four ribbon rows, three ribbon rows, two ribbon rows and single ribbon row. The right (outer) edge of all decreasing rows will be in line vertically, except that when the top row presents an unsatisfactory appearance when so aligned, it will be placed in the position presenting the neatest appearance (usually centered over the row immediately below it).

Parallel rows of ribbon bars will be placed together without spacing. Refer to Award Precedence Chart.

Class A & B Uniform Shirt

Ribbons may be worn if accrued, over the right breast. Uniform ribbons shall be centered ¼" directly above the nameplate on the wearer's right, with no more than three ribbons per row, and will be placed in descending order from the wearer's right.



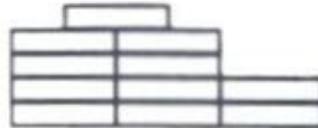
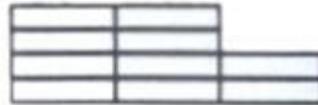
Class A Dress Coat

Ribbons may be worn if accrued, over the right breast. Ribbons will be worn so as not to interfere with the lapel. Uniform ribbons shall be centered on the wearer's right, with no more than three ribbons per row, and will be placed in descending order from the wearer's right. The ribbon bar shall be level with the top of the pocket on the left chest.



NOTE: When one is looking at another's ribbons, they will be in descending order; just as one would read words from a book – top to bottom, and left to right.

Below are variations of ribbon placement when the lapel of the Class "A" coat covers portions of the ribbons.



Placement of Stars for Subsequent Awards

Stars: Stars are placed with one ray of each star pointing up. If one star is authorized, it will be centered on the ribbon bar. For more than one star, they will be evenly spaced in a horizontal line on the ribbon bar, except when multiple star attachments are worn.

MEDALS (Medal of Valor, Firefighters Cross, Bravery Medal,)

Medals awarded by the Department are highly encouraged to be worn on formal occasions such as award ceremonies, promotional ceremonies, academy graduations, LODD funerals, and those occasions announced by the Fire Chief, on the Class A uniform coat only, and in the following manner:

Medals shall be centered $\frac{1}{4}$ " below the badge on the wearer's left and in order of precedence in descending order from the wearer's right.

