



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures - 1.09 Recognition



### RECOGNITION

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Effective: October 8, 2021  
Scheduled Review: October 8, 2024  
Approved: Fire Chief Mike Kennedy

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#### **I. PURPOSE**

Efforts shall be made to recognize fire department members, on or off duty, or members of the community, who perform an act of distinct heroism or who provide an outstanding service to the department, or to the public safety of the community.

#### **II. RECOGNITION REVIEW**

Any employee may recommend a person for recognition. The recommendation must include statement which outline's the person's eligibility for that award. Recommendations shall be communicated via email to an assistant chief or fire chief. Upon receipt of a recommendation, fire administration will review the recommendation and determine award eligibility.

#### **III. FIRE DEPARTMENT MEMBER RECOGNITION CATEGORIES**

When an award/commendation is made to a fire department member, a copy will be placed in the member's personnel file as a matter of permanent record.

Medal of Valor may be awarded for a conspicuous act of valor and heroism by a fire department member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another. This award shall include a medal with ribbon, uniform bar, and plaque.

Individual Citation may be awarded to a fire department member who has performed in an outstanding manner worthy of recognition. This award shall include a plaque. This award shall include a uniform bar and plaque.

Unit Citation may be awarded to any group of two or more fire department members who make up a company, section, team or employee work group which has performed in an outstanding manner worthy of recognition. This award shall include a uniform bar and plaque.

Merit Award may be awarded to a fire department member based on performance of assigned duties; those duties having been carried out in an outstanding, superior manner such as to merit recognition for service to the department or City of Ann Arbor. This award may also be made to a member of the fire department who has donated considerable time and/or effort toward the betterment of the community, not necessarily in a job-related manner. This award shall include a plaque.

Promotion Award is made to any fire department member who is promoted to a permanent position. This award shall include a certificate.



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Honorable Discharge Award is made to any fire department member who retires under the City of Ann Arbor Employee's Retirement System with honorable service to the fire department. This award shall include a certificate.

#### **IV. CITIZEN RECOGNITION CATEGORIES**

Citizen Heroism Award may be made for a conspicuous act of valor and heroism by a citizen under hazardous conditions in which the person is placed in a life-threatening position to save the life of another. This award shall include a plaque.

Citizen Lifesaving Award may be made to a person outside the fire department who has been involved in a lifesaving effort at an emergency scene before the arrival of the fire department or who has provided extraordinary assistance to fire department members in a lifesaving effort. This nomination is normally made by fire department personnel assigned to the incident. This award shall include a plaque.

Community Appreciation Award may be made to a person outside the fire department who assisted the fire department with a project, provided an exceptional level of support in a professional role, worked to allow access for acquired structures for training, or other work for the betterment of the fire department.

#### **V. LETTER OF COMMENDATION**

This may be issued by the fire chief to a departmental member or citizen for recognition of commendable action or performance. This award shall include a certificate.