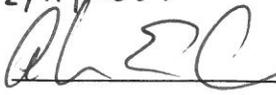
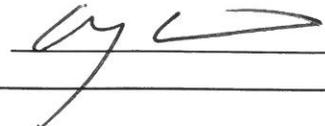


Scotts Valley Fire Protection District	
POLICY: 809	SUBJECT: Recognition and Awards
DATE APPROVED: 12/11/2024	
BOARD PRESIDENT: 	FIRE CHIEF: 

Purpose:

To provide guidance to the Scotts Valley Fire Protection District (SVFPD) employees on the process for reporting, collecting, and evaluating the nominations for selected commendations and awards for District personnel and community members.

Policy:

It is the policy of the SVFPD to appropriately recognize District personnel for their actions on or off duty, as well as members of the community who perform acts of distinct heroism or provide outstanding service to the District or the public safety of the community.

Nomination Process:

Any employee of the District may nominate or recommend a person for an award or recognition. The recommendation must include a statement which outlines the person's eligibility/actions related to the award, including time, location of the incident or event, and relevant incident report where applicable. The nomination should be forwarded in writing to the Fire Chief or Administrative Services Manager. Upon request, the Fire Chief or Administrative Services Manager will acknowledge receipt of the recommendation .

The Fire Chief may designate an *Awards and Recognition Working Group* to evaluate the nomination(s) for recognition. The Awards and Recognition Working Group will review and recommend recognitions that meet the standards outlined in the *Description of Awards* to the Fire Chief.

Presentation of Awards:

Awards will be presented annually by the Fire Chief or District representative. Exceptions include the following awards, which may be presented throughout the year: Certificates of Commendation; Unit Citation/Commendations; Individual Citation/Commendations; Service Awards; and Citizen Lifesaving Awards.

Description of Awards:

Medal of Valor: Awarded for a conspicuous act of valor and heroism by a SVFPD member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another.

Medal of Honor: Awarded to a SVFPD employee who has performed outstanding service to the department or to the public safety of the community with regard to fire and emergency service in the District.

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Individual Citation: Awarded to a Fire Department member who has performed in an outstanding manner worthy of recognition.

Unit Citation: Awarded to any two or more Fire District members who make up a company, division, group, team or employee work group which has performed in an outstanding manner worthy of recognition.

Distinguished Service

Award: Awarded to a SVFDP member or unit based on the performance of duties which have been carried out in an outstanding manner such as to merit recognition.

Life Saving Award: Awarded to an individual who is directly responsible for saving a human life. The award is presented to employees, mutual aid partners, affiliate agencies, or members of the community who are instrumental in saving a life through various actions above and beyond normal duties.

Community Service

Award: Awarded to a member of the Fire District who has given considerable time and/or effort toward the betterment of the community, not necessarily in a job-related manner.

Fire District Employee

of the Year Award: Awarded to any District Employee who performs their duties in an exemplary manner that far exceeds the expectations of their community and peers. The Fire District employee of the Year is nominated by their peers. The Fire Chief or designee presents the commendation annually. The person receiving this distinguished award will also be recognized at the annual Blue and Gold Recognition Event.

Fire Chief's

Award: Awarded to any District Employee whose performance or actions have had an impact on the services provided by the Fire District, or to the community we serve. This award is given at the discretion of the Fire Chief.

Service Awards:

Awarded to reflect the member's year of continuous service to the department. This award is given in five-year increments beginning with the completion of the member's 5th year of service. This award shall consist of a pin signifying the years of service. The Fire Chief or designee presents the commendation.

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Letters of Commendation
(Individual, Unit, or
Civilian):

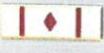
Awarded to those who go above and beyond their normal duties while performing a public service on behalf of the Fire Service. This commendation can be awarded to any citizen, public servant, or department member for recognition of outstanding achievement. This award shall include a letter of recognition in the member's personnel file. The Fire Chief or designee presents the commendation.

Awards and Recognition

Official recognition awarded by the District or specialty designations may be worn on Class A and B uniforms as identified in the Chart found in Appendix A of this document. All other insignias or awards received in the line of duty but not issued by the SVFPD are subject to the approval of the Fire Chief before being displayed on a District uniform.

Scotts Valley Fire Protection District	
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Appendix A. Awards Ribbon/Medal Chart

AWARD	DESCRIPTION *	IMAGE
<u>Medal of Valor</u>	Medal: A417 Bar: J204-MV "Valor" white/red/white	
<u>Medal of Honor</u>	Medal: A4118 Bar: J202-MH "Honor" White/blue/white	
<u>Individual Citation</u>	Bar: A10849 W/R/Red Diamond/R/W	
<u>Unit Citation</u>	Bar: A11416 R/White & Flame/R	
<u>Distinguished Service Award:</u>	Bar: A2366 R/W/B/W/R	
<u>Life Saving Award</u>	Bar: A1178 "Life Saving" Red/Blue	
<u>Community Service Award</u>	Bar: A11166 Red/W/R/W/R/White/R/W/R/W/Red	
<u>Fire District Employee of the Year Award</u>	Bar: A7142 Red / White / Red	
<u>Fire Chief's Award</u>	Bar: A1789 W/B/R/B/W	
<u>Years of Service Awards</u>	Bar: J204-Y5 Red J204-Y10 Red	

* Represents Eagle Engraving Inc. item number and description (other vendors may be used).