SOUTH PORTLAND FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

Policy #:	5.243	**Effective Date:**	6/12/2015
Title:	Employee Recognition	**# of pages:**	9
Category:	Personnel	**Classification:**	Green

1. PURPOSE: To Outline the Department's annual employee recognition and awards program for both Fulltime and Call Company Members.

2. POLICY: Annually the department will solicited from the members nominations for the listed awards. The nominations will be reviewed by a board of peers, selected by the Deputy Chief of Personnel. The board will select the year's recipients per the established criteria.

3. REFERENCES:
   - None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief

South Portland Fire Department

Awards Program

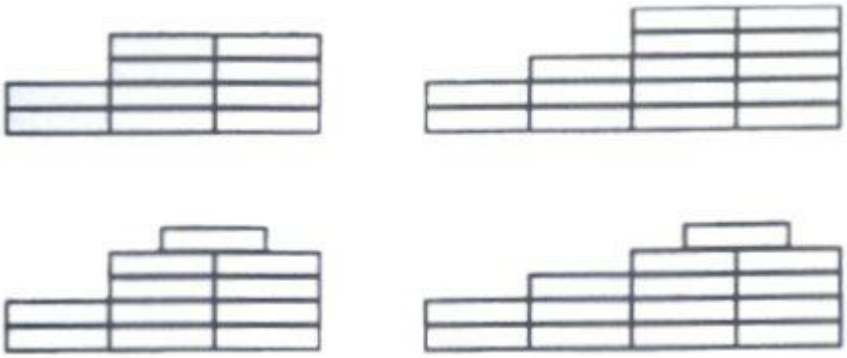
July 13, 2010

Service Ribbons

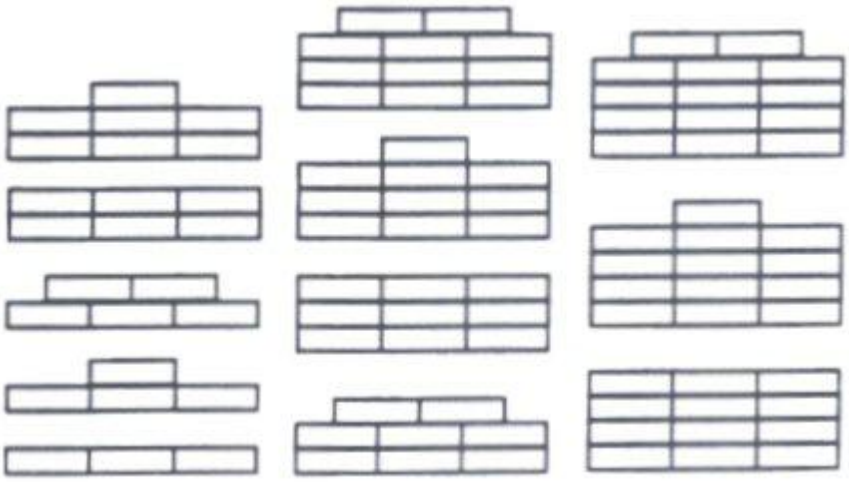
1. Ribbons will be worn in the order of precedence from the wearer's right to left in one or more rows with no space between rows. The following page shows various ways ribbons may be worn.
2. Normally, when four or more ribbons are worn, they will be worn in multiples of three or four, centering any remaining ribbons on the top row. If, however, the lapel would cover the higher medals, they may be aligned with the left edge of the lower ribbons as shown.
3. Citations are the only ribbons to be worn on the wearer's right centered above the name tag as identified in "accoutrement placement."
4. When a firefighter is awarded any medal, the ribbon will be worn in conjunction with the other ribbons by order of precedence regardless of wearing the medal itself.

Ribbon Placement

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



Below are variations of ribbon placement when the lapel of the Class "A" coat does not cover the ribbons or placement when wearing ribbons on other uniform variations.



Order of Precedence

Distinguished Medal of Valor
Distinguished Medal of Merit
Chief's Excellence Award
Officer of the Year (Full time / Call Co)
Firefighter of the Year (Full time / Call Co)
Unit Citation
Community Service Citation
Longevity Ribbon
Chief Fire Officer 1 and 2
Fire Officer 1 and 2
Firefighter 1 and 2
EMT Provider of the Year
Honor Guard Ribbon

Precedence and Wear Matrix

Chief's Excellence Award Ribbon

Distinguished Medal of Valor

Distinguished Medal of Merit

EMS Provider of the Year

Firefighter/Officer of the Year Ribbon

Unit Citation Ribbon

Community Service Citation Ribbon

Longevity Ribbon

Honor Guard Ribbon

Fire Officer I and 2 Ribbon

Chief Fire Officer 1 and 2 Ribbon

Firefighter 1 and 2 Ribbon

Rationale for Awards and Decorations

In this document you will find a list of the awards and decorations that are available to all South Portland Firefighters, please take the time and go through this list and check/list the awards you feel that you have earned since starting on the department. These awards and decorations are only for current and future members at this time. If you feel you are eligible for any of the top three medals (Honor, Valor or Merit), Unit citation or humanitarian award please give a brief description and approximate date of the incident. If you know of any incidents that you feel someone else should receive an award for, please list and give reason why on a separate page.

Distinguished Medal of Valor

1. Medal to be worn pinned below name tag with ribbon worn in rack
2. Subsequent awards attach one gold Maltese Cross, centered

The Distinguished Medal of Valor is awarded to any member of the South Portland Fire Department for a selfless and/or courageous act taken at a risk of their own lives with full awareness of the danger involved and is for those who distinguish themselves in the performance of duty by acts of personnel bravery above and beyond the call of duty but not falling within the criteria for the Distinguished Medal of Honor.

Distinguished Medal of Merit

1. Medal to be worn pinned below name tag with ribbon worn in rack
2. Subsequent awards attach one gold Maltese Cross, centered

The Distinguished Medal of Merit is awarded to any member of the South Portland Fire Department without reference to degree for exceptionally meritorious conduct in the performance of outstanding services and achievements. The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty or assignment and experience of an individual is not an adequate basis for this award. For service not related to actual “in the line of duty” the term “key individual” applies to a narrower range of positions in off duty situations and requires evidence of significant achievement or of an extremely difficult duty performed in an unprecedented and clearly exceptional manner. However,

justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

Chief's Excellence Award Ribbon

1. First award is entitled to wear ribbon
2. Subsequent awards will attach one small silver star, centered
3. Third award will attach one large gold star, centered (max three awards)

The Chiefs Excellence Award Ribbon shall be awarded at the discretion of the Chief of the South Portland Fire Department to any member who has shown distinguished and/or exemplary service to the South Portland Fire Department. This award is not limited to any duty, rank or position in the department.

Officer/Firefighter of the Year Ribbon

1. First award, firefighter/officer is entitled to wear ribbon
2. Subsequent awards will attach one small bronze star for firefighter or small gold star for officer, centered
3. Third award will attach one large bronze star for firefighter or large gold star for officer, centered (max three awards)

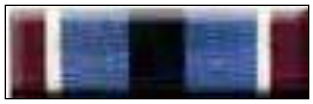
The Officer of the Year Ribbon shall be awarded to the full time and call company officer who best represents the officers of the South Portland Fire Department for the year previous.

The Firefighter of the Year Ribbon shall be awarded to the full time and call company firefighter who best represents the firefighters of the South Portland Fire Department for the year previous.

Unit Citation

1. First award is entitled to wear ribbon
2. Subsequent awards will attach one small bronze star, centered
3. Third award will attach one large bronze star, centered (max three awards)

The Unit Citation Ribbon shall be awarded to a unit, crew or group that has demonstrated outstanding performance of their duties for the South Portland Fire Department. These duties may include responses, assigned work or special tasks that make a significant impact on the South Portland Fire Department or the outcome of the response.



Community Service Citation

1. First award is entitled to wear ribbon
2. Subsequent awards will attach one small bronze star, centered
3. Third award will attach one large bronze star, centered (max three awards)

The Community Service Citation Ribbon is awarded to an individual or group that has demonstrated outstanding performance and dedication to the citizenry and community of South Portland. This may include but is not limited to volunteerism, sponsorship, mentorship and general community service.

Longevity Ribbon

1. Probationary completion is entitled to wear ribbon
2. Five year completion attach one small bronze star, centered
3. Ten year completion replace bronze star with one large silver star, centered
4. Fifteen years completion replaces silver star with one large gold star, centered
5. Twenty years completion replace gold star with one gold “V”, centered
6. Twenty five years completion attach one gold “V” centered and two small silver stars to the left and right of the “V”
7. Thirty years completion replaces small silver stars with large silver stars
8. Thirty five years completion replace large silver stars with large gold stars
9. Forty years of completion replace stars with second “V”. “V’s” to be placed left and right of center

Chief Fire Officer 1 and 2 Ribbon

1. Chief Fire Officer 1 completion is entitled to wear ribbon
2. Chief Fire Officer 2 completion attach one large silver star, centered

Fire Officer 1 and 2 Ribbon

1. Fire Officer 1 completion is entitled to wear ribbon
2. Fire Officer 2 completion attach one large silver star, centered

Firefighter 1 and 2 Ribbon

1. Firefighter 1 completion is entitled to wear ribbon
2. Firefighter 2 completion attach one large silver star, centered

EMS Provider of the Year Ribbon

1. First award is entitled to wear ribbon
2. Subsequent awards will attach one small silver star, centered
3. Third award will attach one large gold star, centered (max three awards)

The EMS Provider of the Year Award Ribbon shall be awarded at the discretion of the Chief of the South Portland Fire Department to any member who has shown distinguished and/or exemplary Emergency Medical Service delivery to the citizens of the City of South Portland. This award is not limited to any duty, rank or position in the department.

Honor Guard Ribbon

1. One year’s service to position is entitled to wear ribbon

Awards and Decorations Attachments