

**PHOENIX FIRE DEPARTMENT**  
**VOLUME 1 – Operations Manual**  
**EMPLOYEE AND CITIZEN RECOGNITION**  
**MP105.05 09/18 – R**

It is the policy of the Phoenix Fire Department to appropriately recognize members of the Department, 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.

A member of the Fire Department is any employee of the Department, person active in the Department Cadet program, or citizen in active volunteer service.

**AWARDS COMMITTEE**

A selection board composed of a cross section of Fire Department members and a representative from Local 493 are appointed by the Fire Chief. The board will review the recommendations and acts for each individual nominated, select those persons who are to receive an award, and determine under which category they will be honored.

**NOMINATIONS FOR AWARDS**

Any employee of the Department may recommend a person for an award. The recommendation must include a statement which outlines the person's eligibility for that award, time, and location of the incident or event; including the incident report where appropriate. The award recommendation should be forwarded in writing to the Awards Committee, Public Affairs Section. The Awards Committee will acknowledge receipt of the recommendation if requested by the sender.

**NOMINATIONS FOR DIVISION/SECTION/SPECIAL AWARDS**

Individuals eligible to receive a Division/Section Award will be determined by the Division/Section Head. The award recommendation should be forwarded in writing to the Public Affairs Section.

**PRESENTATION OF AWARDS**

Awards will be presented annually in, or during, an appropriate ceremony by the Fire Chief or his or her representative, with the exception of: Certificates of Commendation; Unit Citation/Commendations; Individual Citation/Commendations; Safety Awards; and Citizen Lifesaving Awards, which may be presented during the course of the year.

There is no limit placed on the number of awards that may be made to any one individual or the number awarded, in total, during any one year.

## **DESCRIPTIONS OF AWARD CATEGORIES**

### **Departmental**

#### **Medal of Valor**

Awarded for a conspicuous act of valor and heroism by a PFD 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 PFD member 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 city.

#### **Individual Citation**

Awarded to a Fire Department member who has performed in an outstanding manner worthy of recognition. *(Any member of the Phoenix Fire Department can nominate someone for this category.)*

#### **Unit Citation/Commendation**

Awarded to any 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.

#### **Award of Merit**

Awarded to a PFD member or unit based on the performance of duties which have been carried out in an outstanding manner such as to merit recognition. *(Any member of the Phoenix Fire Department can nominate someone for this category.)*

#### **Community Service Award**

Awarded 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.

#### **Safety Award**

Awarded for an outstanding and/or exemplary act or accomplishment by a PFD member with regard to the safety of department members. *(Criteria and selection for this award will be determined by the Deployment Section Award Committee.)*

## **DIVISION/SECTION/SPECIAL AWARDS**

### **Randy Potts Memorial Award - Outstanding Firefighter of the Year**

Awarded to a PFD member naming them as the Outstanding FF of the Year for having performed an act of valor and heroism; or for outstanding service to the department, or to the public safety of the community.

Ricky Pearce Memorial Award - Hazardous Incident Response Team

Awarded to a PFD member(s), based on significant contributions to the continuing development of the Special Operations Hazardous Materials Team, outstanding performance during a hazardous materials incident, or a significant contribution to improving team safety. *(Criteria and selection for this award will be determined by the Special Operations Section.)*

Urban Survival Instructor of the Year

Awarded for an outstanding and/or exemplary act or accomplishment by an Urban Survival instructor with regard to public fire and life safety education. *(Criteria and selection for this award will be determined by the Urban Survival Award Committee.)*

John Kavanaugh Memorial Award - Resource Management

Awarded for an outstanding and/or exemplary act or accomplishment by a member of the Resource Management Division. *(Criteria and selection for this award will be determined by the Resource Management Award Committee.)*

Barbara J. Roland Memorial Fire Prevention Achievement Award

Awarded for an outstanding and/or exemplary act or accomplishment by a member(s) of Fire Prevention. *(Criteria and selection for this award will be determined by the Fire Prevention Award Committee.)*

**CITIZEN**

Citizen Heroism Award

Awarded 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.

Citizen Lifesaving Award

Awarded to a person outside the PFD 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.

## **MEMOS/LETTERS/CERTIFICATES OF COMMENDATION**

May be issued throughout the year by the Fire Chief or Supervisors to Departmental members and/or citizens for recognition of commendable actions or performance.

## **SPECIAL AWARD PLAQUES**

Plaques may be presented throughout the year to individuals and/or organizations for special recognition as determined by the Fire Chief and/or his representative.

## **RECOGNITION BY NON-DEPARTMENTAL ORGANIZATIONS**

Selection of members to receive annual recognition by a non-departmental organization will be made by the Fire Chief and/or his representative or when appropriate by the Battalion Chief for organizations within his district.

When selection is made by the Fire Chief and/or his or her representative, the Awards Committee Coordinator will coordinate and process the award.

When selection is to be made by the Battalion Chief, a copy of the organization's request for nomination(s) will be forwarded to the appropriate battalion for coordination and processing by the B.C. Copies of the nomination submitted to the organization will be forwarded by the B.C. to both the Awards Committee Coordinator and the nominee's personnel file.

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 and Honor breast pins are miniature reproductions of the Medal design. Breast pins for other awards are of appropriate design.

Breast pins are approved for wear on the Phoenix Fire Department Uniform. Pins will be worn on the right breast pocket on the dress shirt or directly under the name/rank tag of the Department jacket.