



GENERAL ORDER

GENERAL ORDER 100.05

Awards and Recognition Ceremony

COMMUNITY OUTREACH & MEDIA AFFAIRS

Issue Date: October 18, 1994

Revision Date: January 10, 2020

1 APPLICABILITY

2 All personnel.

3 POLICY

4 Howard County Department of Fire and Rescue Services (Department) shall annually recognize
5 acts of heroism, exemplary performance, and contributions by career, volunteer and non-
6 uniformed Department personnel.

7 DEFINITIONS

8 ➤ None

9 PROCEDURES

10 GENERAL:

- 11 • All awards shall be presented by the Fire Chief or his/her designee.
- 12 • Personnel may be nominated for recognition on an ongoing basis throughout the year
13 by utilizing the nomination form located on the Intranet.
- 14 • An Awards Planning Committee shall be designated by the Office of Community
15 Outreach and Media Affairs.
- 16 • The Awards Review Board shall review all nominations and make recommendations to
17 the Fire Chief for the recipients of each award.
- 18 • Medals and ribbons criteria are found in Attachment A.
- 19 • Volunteer and career uniformed Department personnel are eligible for all awards,
20 except for "Civilian of the Year." Non-uniformed civilians and the general public are
21 eligible for select awards.

22 23 TYPES OF MEDALS, AWARDS, AND COMMENDATIONS:

24 Heroism

25 The following awards for Heroism shall be presented in recognition of individual effort to save a
26 life under threatening circumstances but are not dependent on the ultimate survival of the life
27 at risk.

- 28 • The Gold Medal of Valor recognizes an act of bravery involving extreme personal risk



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29 that is clearly above and beyond the call of duty or an incident of valor that results in
30 serious injury or death. Except in the most unusual circumstances, no more than one
31 gold medal shall be awarded annually.

- 32 • The Silver Medal of Valor recognizes acts of bravery involving great personal risk beyond
33 the call of duty.
- 34 • The Bronze Medal of Valor recognizes acts of bravery involving unusual personal risk
35 beyond expectations while performing the usual responsibility. Bronze medals may also
36 be awarded to members who demonstrate unusual judgment, zeal, or ingenuity during
37 an emergency when such an act is beyond that normally expected in the performance of
38 duty.

39

40 **Meritorious Service Ribbon**

41 The Meritorious Service Ribbon shall be presented in recognition of exemplary personal
42 conduct, either for a single event or over an extended period of time. This award is presented
43 when the individual nominated was not in any personal danger but at least one of the following
44 factors was present: (Non-uniformed Department personnel are also eligible for the
45 Meritorious Service Ribbon.)

- 46 • The nominee clearly demonstrated that he/she was an inspiration to both superiors and
47 peers.
- 48 • The nominee clearly demonstrated the initiative, imagination, resourcefulness and
49 untiring efforts to significantly contribute to the overall mission of the organization.
- 50 • The nominee effectively initiated or participated in the implementation of a major
51 organizational change or program development which resulted in greater efficiency and
52 more effective delivery of service.

53

54 **Firefighter of the Year Ribbon**

55 The Firefighter of the Year Ribbon shall be presented to the firefighter who best exemplifies the
56 standards of the Department. The recipient of this award shall meet at least one of the
57 following criteria:

- 58 • The nominee clearly demonstrated, in the eyes of the nominator, that he/she was
59 outstanding among his/her contemporaries.
- 60 • The nominee clearly demonstrated that he/she was an inspiration to both superiors and
61 peers.
- 62 • The nominee demonstrated outstanding traits and performance which exemplified the
63 standards of the Department throughout the year.

64

65 **Fire Officer of the Year Ribbon**

66 The Fire Officer of the Year Ribbon shall be presented to the fire officer who best exemplifies
67 the standards of the Department. The recipient of this award shall meet at least one of the
68 following criteria:

- 69 • The nominee clearly demonstrated, in the eyes of the nominator, that he/she was
70 outstanding among his/her contemporaries.
- 71 • The nominee clearly demonstrated that he/she was an inspiration to both superiors and
72 peers.



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- 73
- 74
- 75
- The nominee demonstrated outstanding traits and performance which exemplified the standards of the Department throughout the year.

76

Lieutenant Nathan Flynn Excellence in Company Training Service Award

77 This award shall be awarded to a member of the Department that excels and exemplifies a
78 passion for shift training, skill maintenance and readiness, or a significant shift training
79 achievement. The recipient of this award must embody Lt. Flynn's passion for excellence, his
80 contributions as a mentor and trainer to his shift, his respect for high quality training, and the
81 tireless contributions of ALL fire and EMS instructors in this Department.

82

Civilian of the Year Award

83

84 The Civilian of the Year Award shall be presented to the non-uniform employee, either full time
85 or contingent and has been employed with the Department for at least one year, who best
86 exemplifies the standards of the Department. The recipient of this award shall meet at least
87 one of the following criteria:

- 88
- 89
- 90
- 91
- 92
- 93
- The nominee clearly demonstrated, in the eyes of the nominator, that he/she was outstanding among his/her contemporaries.
 - The nominee clearly demonstrated that he/she was an inspiration to both superiors and peers.
 - The nominee demonstrated outstanding traits and performance which exemplified the standards of the Department throughout the year.

94

Quality of Care Ribbon

95

96 The Quality of Care Ribbon shall be presented in recognition of outstanding effort by one or
97 more individual(s) who characteristically and consistently demonstrate an exceptionally high
98 standard of patient care *and/or* one or more individual(s) who demonstrate a sustained effort
99 to implement a program that advances patient care and the core mission of emergency medical
100 services (EMS) in Howard County. This ribbon shall be awarded with the input of the Medical
101 Director. (Non-uniformed Department personnel are also eligible for the Quality of Care
102 Ribbon.)

103

Gift of Life Ribbon

104

105 The Gift of Life Ribbon shall be presented in recognition of outstanding provision of EMS by an
106 individual(s) that resulted in the saving of a life. Every effort will be made to ascertain the
107 patient's status after medical intervention. The typical criteria necessary for eligibility under
108 this category is a patient who is discharged from the hospital to return to their normal life-style
109 with little to no long-term disability. (Non-uniformed Department personnel, and/or general
110 public are also eligible for the Gift of Life Ribbon.)

111

Citation of Honor Ribbon

112

113 The Citation of Honor Ribbon will be presented in recognition of individual contributions in the
114 areas of: (Non-uniformed Department personnel are also eligible for the Citations of Honor.)

- 115
- SAFETY
 - The nominee actively promoted a safe and healthy work environment. The
- 116



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117 nominee designed and recommended a program to reduce injuries, accidents or
118 costs due to injuries or accidents. Or, the nominee identified and corrected a
119 safety or health issue within the Department.

120

121 • **COMMUNITY RISK REDUCTION**

122 ○ The nominee effectively initiated or contributed to the implementation of a
123 major organizational change or program which resulted in the improvement of
124 the Public Education, Code Enforcement or Fire Investigation.

125

126 • **LEADERSHIP**

127 ○ The nominee provided direction, motivation, and knowledge to assist others in
128 accomplishing an objective in a way that makes a team or organization more
129 cohesive and efficient.

130

131 • **MENTORING**

132 ○ The nominee took initiative to act as a mentor to a fellow employee. To act as a
133 mentor means to counsel or guide a fellow employee to better perform and
134 understand the employee's job. Acting as a mentor should not be part of the
135 nominee's stated job function but something undertaken on their own initiative
136 that has made a positive impact on the employee.

137

138 • **GREAT IDEA**

139 ○ The nominee contributed an innovative idea or suggestion which has resulted in
140 measurable monetary savings to the Department or measurable improvements
141 to efficiency and effectiveness.

142

143 **Stork Award**

144 The Stork Award shall be presented in recognition of an individual(s) who assisted with the
145 birth of a child. (Non-uniformed Department personnel, and/or general public are also eligible
146 for the Stork Award.)

147

148 **Certificate of Appreciation**

149 The Certificate of Appreciation shall be presented to an individual or partner organization(s)
150 that has played a critical support role in the attainment of the Department's mission. (Non-
151 uniformed Department personnel, and/or citizens are also eligible for Certificates of
152 Appreciation.)

153

154 **ADDITIONAL AWARDS:**

155 • The **Unit Citation** shall be presented in recognition of exemplary performance by a
156 company or unit in the provision of emergency services and/or a team that performed
157 in an exemplary manner to develop and implement a successful non-emergency
158 program or initiative. The Unit Citation will be awarded by the Fire Chief or his/her
159 designee to the receiving company or unit throughout the year, immediately following
160 the incident or initiative the unit was nominated for. The names of all unit citation



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- 161 recipients will be mentioned at the annual awards ceremony. (Non-uniformed
162 Department personnel are also eligible for unit citations.)
- 163 • The Awards Review Board will also be responsible for reviewing nominations of
164 individuals for outside awards events, including but not limited to the Howard County
165 Employee Awards Ceremony.
 - 166 • The Awards and Recognition Ceremony will also recognize volunteer, career and non-
167 uniformed personnel who have received county, regional, state, national or
168 international recognition for their outstanding achievements as it pertains to the
169 Department's mission.

170

171 **AWARDS PLANNING COMMITTEE:**

- 172 • The committee is responsible for planning and organizing the process and logistics of the
173 awards ceremony.
- 174 • Any member of the Department who is interested in participating on the planning
175 committee is encouraged to get involved. Those interested can contact the Public
176 Information Office for more information.
- 177 • Membership on the Committee will be approved by the Fire Chief.

178

179 **AWARDS REVIEW BOARD:**

180 The Review Board is not the same as the planning committee, though the members may
181 participate in both roles. The Board will consist of representatives from throughout the
182 Department. The Board will be designated by the Emergency Services Bureau, to include
183 representatives from each of the following entities:

- 184 • IAFF Howard County Local 2000
- 185 • Howard County Professional Fire Officers Association
- 186 • Howard County Volunteer Firefighters Association
- 187 • Phoenix Sentinels
- 188 • St. Florian's Brigade
- 189 • Uniformed Support Staff Personnel
- 190 • Non-uniformed Support Staff Personnel

191

192 The Board's primary function shall be to review all nominations and make recommendations to
193 the Fire Chief for recipients of each award.

- 194 • The Board is not bound by the award recommendation as requested by the nominator
195 but shall base their recommendation on the facts presented, incident research
196 conducted, and the parameters of each type of award.
- 197 • The Board *is* however bound by the need to be nominated. If an incident or individual is
198 clearly deserving of an award but does not receive a nomination, the Board cannot
199 initiate the nomination. This highlights the need to diligently nominate deserving
200 individuals throughout the year.
- 201 • Because the decisions are based on the facts, the nomination should be written in a way
202 to illuminate how the individual or unit meets the specific criteria of the award being
203 nominated for. All pertinent documentation and evidence must be provided by the
204 nominator.



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- To ensure objectivity, identifying information will be redacted during the board review process and the decision shall be based on the merits of the facts.

A majority of Board members must agree with the final recommendations.

REFERENCES

- None

SUMMARY OF DOCUMENT CHANGES

- Changed to new format
- Added in Lt. Flynn Training Award
- Added in Lt. Flynn Training Award – Ribbon
- Added in Civilian of the Year Award
- Changed bureau of authority
- Added St. Florian’s Brigade to Awards Review Board

FORMS/ATTACHMENTS

- Attachment A: Medals and Ribbons Criteria

APPROVED

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Attachment A

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MEDALS AND RIBBONS CRITERIA

MEDALS:

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HEROISM

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243

244

GOLD MEDAL of VALOR

RED	GOLD	GOLD	RED
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246

247

SILVER MEDAL OF VALOR

RED	GREY	GREY	RED
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248

249

BRONZE MEDAL OF VALOR

RED	WHITE	WHITE	RED
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250

251

RIBBONS:

252

253

MERITORIOUS SERVICE

GREEN	GREEN	GREEN	GREEN
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255

256

FIREFIGHTER OF THE YEAR

RED	RED	BLUE	BLUE
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257

258

FIRE OFFICER OF THE YEAR

RED	RED	WHITE	WHITE
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259

260

261

LT. FLYNN TRAINING EXCELLANCE IN COMPANY TRAINING SERVICE

RED	3633	RED
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262

263

264

QUALITY OF CARE (FORMERLY THE TRAINING BRANCH AWARD)

BLUE	BLUE	BLUE	BLUE
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265

266

GIFT OF LIFE

PURPLE	WHITE	WHITE	PURPLE
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268
269

CITATION OF HONOR (FORMERLY THE COMMUNITY RISK REDUCTION and LIFE SAFETY AWARD)

BLUE	WHITE	WHITE	BLUE
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- ❖ Over time, personnel may acquire multiple ribbons in the same category. If an award recipient has two or more ribbons in the same category, they should be returned to the Quartermaster for a ribbon with stars on it. The stars indicate the number of awards the recipient has received for that particular ribbon.

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279
280
281

Example: The Meritorious Award with two stars would indicate that the recipient has received three awards for this category.

MERITORIOUS SERVICE

GREEN	★ GREEN	★ GREEN	GREEN
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