

Purpose: To process requests for department recognition for members who perform their duties in a manner beyond that which is normally expected in the routine accomplishment of their duties.

Administration: The Fire Chief, Assistant Fire Chief and Deputy Chief of Operations will have joint responsibility of this policy within the scope of their job descriptions.

Policy: It shall be the policy of the Cumru Township Fire Department to recognize and award members for performance beyond the call of normal duty and civilians or other emergency service for their valuable assistance to department members or to Cumru Township.

Procedure: After the performance of an act which any member believes is worthy of Department recognition:

The requesting member shall make all recommendations in written form and submit them to the awards committee member. Attached to the form shall be any documentation from other department personnel that were involved in the action/event that would support the recommendation. After these reports are reviewed for completeness, they shall be forwarded to the Chairman of the Awards Review Board.

Review Board Composition: This Board shall consist of Five (5) members appointed by the Fire Chief; consisting of one Chief, one Captain (1), and 1 Firefighter. (The chief will designate a chairman). A civilian may serve at the discretion of the Fire Chief.

* In the event the actions involve one of the members of the committee, they shall abstain from the final recommendations of the level of awards to be given.

- After the completed forms are submitted to the Chairman of the Awards Review Board, the Chairman shall call a meeting of the board within 30 days to review the submitted form and investigate the events that occurred for accuracy.
- After the Board has reviewed and validated the submitted information, they shall determine the award(s) that match the action that occurred, and submit their recommendations to the Fire Chief for his/her review.
- These awards are awarded only to CTFD members. However, civilians and or mutual aid Companies who assist the CTFD in a meritorious act may receive the life-saving award only, which will also be subject to the same criteria as set forth for committee members.
- All awards committee reports shall be submitted to the Fire Chief no later than December 31 each year. Although recognition and/or medals for actions may be issued at a Board of Commissioners meeting soon after the incident, the award bars matching the medal will be given to the recipient(s) at an annual event announced by Fire Administration.

Definition of Awards

1. **Department Medal of Honor:** Awarded to a member who knowingly and in the line of duty distinguishes him/herself by the performance of an act of gallantry and valor at imminent personal hazard to life, with knowledge of the risk, above and beyond the call of duty.
2. **Department Medal of Valor*:** Awarded to a member for an act of outstanding personal bravery knowingly performed in the line of duty at imminent personal risk to life under circumstances indicating disregard for their personal safety.

3. **Department Medal of Merit***: Awarded to a member who has distinguished him/herself by an outstanding achievement of service. CRITERIA: The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Justification of the award may accrue by virtue of exceptionally meritorious service.
4. **Fire Chiefs Award***: This award is presented by the Fire Chief to recognize an individual that has exemplified him/herself in their respective service. This may include actions that employee has taken on or off the job and may be given with one or more awards for the same action. The Fire Chief has sole discretion to present this award to any member of the department
5. **Life Saving Award***: Awarded to a member, who through their actions, saved the life of a civilian or other member of the department or agency operating at the scene of an incident. *This award is considered when the member performed this action off duty or at the determination of the award committee; this is the only award that could be issued to non-CTFD members, if applicable.*
6. **Department Commendation**: Awarded to a member who, in the knowing performance of duty, distinguishes himself and brings credit to the Department through highly motivated and exemplary performance.
7. **Unit Citation***: Awarded for an outstanding accomplishment whereby the results were achieved through performance of a specific unit, or group of firefighters.
8. **EMS Unit Citation***: Awarded for an outstanding accomplishment whereby the results were achieved through performance of a specific unit or acting jointly with other units on an EMS detail.
9. **American Pride**: (The Patriot) this medal is worn by all members.
10. **National Defense Pride**: CTFD members who served in the military wear this medal.
**Indicated which awards are eligible for appurtenances=
**Shall be worn to signify additional awards*

Description of Awards

The following is a description of the different types of Medals and Bars in order of importance to be issued to members of the Cumru Township Fire Department. All Bars shall be of the same size.

A medal with ribbon will be issued for the three top awards, (Honor, Valor and Merit). A bar recognizing these, along with the following awards will be issued for wearing on the Class "A" uniform only.

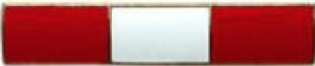


1. Department Medal of Honor award will consist of the following:
 - A letter of commendation.
 - Awarded at a Board of Commissioners presentation.
 - Name attached to the Department Medal of Honor plaque.
 - Public notification to the local media.



2. Department Medal of Valor award will consist of the following:

- A letter of commendation.
- Name attached to the Department Medal of Valor plaque.
- Awarded at a Board of Commissioners presentation.
- Public notification to the local media.



3. Department Medal of Merit award will consist of the following:

- A letter of commendation.
- Awarded at a Board of Commissioners presentation.
- Public notification to the local media.



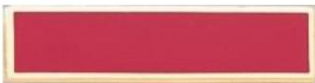
4. Fire Chiefs Award will consist of the following:

- A letter of commendation.
- Public notification to the local media.



5. Life Saving Award will consist of the following:

- A letter of commendation.
- Public notification to the local media



6. Department Commendation will consist of the following:

- A letter of commendation.
- Public notification to the local media.



7. Unit Citation will consist of the following:

- A letter of commendation.
- Public notification to the local media.



8. EMS Unit Citation will consist of the following:

- A letter of commendation.



9. American Pride (this medal is work by all members)



10. National Defense Pride is worn by members of the CTFD who served in the military in times of national defense.

Special recognition awards

These awards are given to those associated with the department in which their association with Department may solicit special recognition. Examples of there are Boy Scout Explorer participation, Fire Department Chaplain Service, etc. Approval of this award is by the Fire Chief.

Wearing Order of Bars

- FD received Bars will be worn in the order of precedence on the left breast above the members badge. They shall be worn with highest award at the top. (See appendix for proper order of wear).
- Bars/Medals awarded to members prior to employment such as military awards shall be worn on the right breast and will be approved by the Fire Chief for wear on Class A uniform.
- Appurtenances shall be worn to indicate three or more of the same level award.

Wearing of Awards

It shall be mandatory for all medals to be worn on the class 'A' uniform. It shall not be permitted to wear medals on duty uniforms.

All medals shall be worn on the left breast above the badge unless specifically stated. The medals shall be worn in the precedence as described:

Right Breast

The Patriot
Unit Citation
National Defense
Special Awards

Left Breast

Medal of Honor
Medal of Valor
Medal of Merit
Life Saving Award
Department Commendation
Fire Chief's Award

Department Badge**Personnel File**

Written documentation of all awards will be maintained in each member's personnel file to indicate all authorized awards.