



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures - 1.09 Recognition



RECOGNITION

Effective: February 21, 2025
Scheduled Review: February 21, 2028
Approved: Fire Chief Mike Kennedy

I. PURPOSE

Efforts shall be made to recognize employees, on or off duty, or members of the community, who perform an act of distinct heroism. Efforts will also be made to recognize internal and external individuals who have improved fire department operations or their actions provided substantive benefit to the fire department or community.

II. RECOGNITION REVIEW

Any employee may recommend a person for recognition. The recommendation must include a statement outlining the person's eligibility for that award. Recommendations shall be communicated via email to an assistant chief or fire chief. Upon receipt of a recommendation, fire administration will review the recommendation and determine award eligibility.

III. FIRE DEPARTMENT MEMBER RECOGNITION CATEGORIES

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 may be awarded for a conspicuous act of valor and heroism by a fire department member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another. This award shall include a medal with ribbon, uniform bar, and plaque.

Individual Citation may be awarded to a fire department member who has performed in an outstanding manner worthy of recognition. This award shall include a plaque. This award shall include a uniform bar and plaque.

Unit Citation may be awarded to any group of two or more fire department or city employees who make up a company, section, team or employee work group which has performed in an outstanding manner worthy of recognition. This award shall include a uniform bar and plaque.

Excellence Award may be awarded to a fire department or city employee based on performance of assigned duties; those duties having been carried out in an outstanding, superior manner such as to merit recognition for service to the fire department or City of Ann Arbor. This award may also be given 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. This award shall include a plaque.

Promotion Award is made to any fire department member who is promoted to a permanent position. This award shall include a certificate.



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Honorable Discharge Award is made to any fire department member who retires under the City of Ann Arbor Employee's Retirement System with honorable service to the fire department. This award shall include a certificate.

IV. COMMUNITY RECOGNITION CATEGORIES

Community Heroism Award may be made for a conspicuous act of valor and heroism by a community member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another. This award shall include a plaque.

Community Lifesaving Award may be made to a person outside the fire department 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. This nomination is normally made by fire department personnel assigned to the incident. This award shall include a plaque.

Appreciation Award may be made to a person outside the fire department who assisted the fire department with a project, provided an exceptional level of support in a professional role, worked to allow access for acquired structures for training, or other work for the betterment of the fire department.

V. LETTER OF COMMENDATION

This may be issued by the fire chief to a departmental member or citizen for recognition of commendable action or performance. This award shall include a certificate.