


HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER	GO NO: GO 13-021-1
LR LF	LR HF		Title: Committee of Merit	EFFECTIVE DATE: 07/01/2013 Revised 08/07/14 Revision # 1

I) PURPOSE, SCOPE, APPLICATION

- A) The purpose of this General Order is to outline the scope and purpose of the Committee of Merit. The Committee of Merit will be the body who will propose, review, and select personnel for commendations based on the program outlined
- B) This General Order will address:
 - 1) The organization of the committee
 - 2) The process for award selection
 - 3) The awards to be presented
- C) This General Order shall be applied year round whenever appropriate.

II) REFERENCE DOCUMENTS

- A) General Order 13-018 Uniforms

III) DEFINITIONS

- A) N/A

IV) ROLES AND RESPONSIBILITIES


- A) It shall be the responsibility of the Chief of Department to enforce this General Order.
- B) All members of the Belmont Fire Department shall know and understand the General Order.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this General Order may result in disciplinary action.
- B) Any deviation from this General Order shall require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

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VII) GENERAL ORDER

A) Committee:


- 1) The Chief shall form a committee of merit whose purpose shall be to oversee the selection of members nominated for awards. The committee shall be composed of 5 members. All members shall serve at the pleasure of the chief.
- 2) The Committee shall develop and maintain a list of awards including their designation, criteria for selection, eligibility, design and the order of precedence of awards issued by the department.
- 3) The Committee shall meet as needed to oversee and pass judgment on the merits of nominations, to plan and prepare formal awards ceremonies.

B) Medals & Ribbons

- 1) Medals shall constitute the highest form of recognition bestowed upon a member, and as such, shall only to be worn on fire department Class A uniform while the member is engaged in an official or department sanctioned event. The Chief alone shall determine appropriate occasions for the wearing of medals
- 2) Each medal shall be represented by a corresponding ribbon, which shall take the place of the medal on class A uniforms when a less formal look is desired. The ribbon shall be worn on the members' duty uniform as outlined in the uniform General Order
- 3) Ribbons may also be awarded for a member's achievement.

C) Nomination Procedure:

- 1) Any member of the Belmont Fire Department may nominate another member for an award or commendation. Supervisors shall recognize exceptional performance by personnel under their supervision
- 2) Whenever a member of the Belmont Fire Department has performed an act or rendered service that qualifies for recognition, the nomination procedure will be as follows:

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- (a) A written nomination will be submitted in writing to the Committee of Merit using the award nomination form. It must include a detailed and accurate account of the circumstances surrounding the act or incident
- (b) The nomination will be forwarded to the committee of Merit
- (c) The Committee of Merit will submit a recommendation to the Fire Chief for approval.
- (d) Upon approval by the Fire Chief, the Awards Board will prepare the appropriate award. Presentation of awards will be made during an annual awards ceremony or other special occasion determined by the Awards Board.
- (e) Written appeals regarding recommendations shall be forwarded to the Fire Chief through the chain of command. The Fire Chief shall determine the final disposition of appeals.

D) Subsequent Medals:

- 1) A member may earn unlimited medals provided the firefighter becomes eligible through additional actions or service. Recognition of these corresponding medals will be displayed with multiple ribbons.

E) Awards:

1) Medal of Honor

- (a) For conspicuous gallantry and bravery with the immediate risk to life and health above and beyond the call of duty. In actions involving either fire ground operations or emergency medical services

2) Medal of Valor:


- (a) For an act of bravery or heroism with in the members scope of training and duty, in action involving either fire ground operations or emergency medical services.

3) Chiefs Cross:


- (a) Awarded only by the chief of the Belmont Fire Department, for and at his/her discretion for actions that reflect positively on the member and are in keeping with the highest traditions of the fire service

4) Life Saving Medal:

- (a) Awarded to members for acts performed within the scope of their training and duty, which directly contributes to the saving of a life

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- 5) Firefighter of the year
 - (a) Awarded to the outstanding firefighter of the year. Given to the member who shows superior performance, motivation, leadership and dedication
- 6) Distinguished Service:
 - (a) Awarded to the member whose performance is exceptionally exemplary to the Belmont Fire Department, in a duty of great responsibility. The performance must be of a level to merit recognition for service that is clearly exceptional
- 7) Commendation:
 - (a) A letter of commendation may be awarded to any member of the department or community for actions that reflect positively on the department. An officer of the department may award a letter of commendation to any member
- 8) Appreciation:
 - (a) A letter of appreciation may be awarded to any member of the department or of the community, in recognition of service to the department.
- 9) Phoenix Award:
 - (a) Presented to a civilian for heroic actions
- 10) Tyke Akerstrom Award:
 - (a) Presented to a civilian for exceptional contributory support to the Belmont Fire Department. Given in honor of Albert "Tyke" Akerstrom
- 11) Years of service:
 - (a) For years of service to the Belmont Fire Department
- 12) **** Committee does have the ability to make awards, bars, plaques, ect specific to that particular year per chief of department approval

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VIII) RECORDS, REPORTS, CHARTS
A) Appendix A Awards Description

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Go Review Dates:
Revised 08/07/14 Lt Brown

Appendix A

Order	Award Name	Presented	Additional	Medal	Neck Ribbon	Uniform Bar
1	Medal of Honor	Medal	Bar/Plaque/Certificate	A 8365	RC-27	A 8709
2	Medal of Valor	Medal	Bar/Plaque/Certificate	A 4117	A10110	A 7142 LS
3	Chiefs Cross	Bar	Bar/Plaque/Certificate			A 114477
4	Life Saving Medal	Bar	Bar/Plaque/Certificate			A 1150
5	Distinguished Service	Bar	Bar/Plaque/Certificate			A 6266
6	Meritorious Service	Bar	Bar/Plaque/Certificate			A 10110
--	Letter of Commendation		Certificate			
--	Appreciation		Certificate			
--	Phoenix Award		Plaque/Certificate			
--	Akerstrom Award		Plaque/Certificate			
--	Years of Service	Bar	Bar/Plaque/Certificate			A 7142

All ribbons will be 3/8 CAB slide bar bars

- (1) The rank of Firefighter and Lieutenant will have silver outlined bars with a silver slide bar
- (2) The rank of Captain and Chief officers will have gold outlined bars with a gold slide bar
 - (a) Outline of ribbons will match the rank regardless of when award was received