

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN NO. 46**

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**CONSPICUOUS SERVICE AND DEPARTMENT AWARDS PROGRAM**

**Introduction**

This program is established to recognize our Department member(s) for actions and contributions performed selflessly and in service of the public, the Department and the government of the District of Columbia.

**Section 1 - The Department Advisory Board of Awards (DABA)**

The DABA consists of four battalion fire chiefs of a specific battalion and other members appointed by the Fire and EMS Chief. The DABA will be chaired by the senior battalion fire chief. The Deputy Fire Chief assigned to the Professional Standards Office will be the program coordinator and will assist the Chair with their duties throughout the year.

The DABA will review the recommendations and actions for each individual nominated for every award except Employee of the Year awards, and will recommend those persons who are to receive an award, and determine under which category they will be honored. These recommendations are then forwarded to the Chief of the Department for final review and approval.

**Section 2 - Nominations**

The DABA will publish notice to the Department on an annual basis seeking nominations for candidates for all of the awards listed in this bulletin. The period of performance to become eligible for an award shall be January 1 to December 31 of the year preceding the April ceremony. All nominations shall be submitted to the DABA by February 15 of each year.

**Section 3 - List of Departmental Awards**

**EMPLOYEE OF THE YEAR**

The Employee of the Year award is recognized with six categories:

- Administrative Employee of the Year (both sworn and civilian employees are eligible for this award);
- Firefighter of the Year;
- Excellence in Emergency Medical Care by an Emergency Medical Technician (both sworn and civilian employees are eligible for this award);

- Paramedic of the Year (both sworn and civilian employees are eligible for this award);
- Officer of the Year (Sergeant, Lieutenant or Captain, including EMS Captains); and
- Chief Officer of the Year (all levels of Chief, including EMS Battalion Chief).

The criteria used to determine the awarding of this honor are as follows:

- Department duties – carries out responsibilities in an exemplary fashion on the fireground, during emergency medical alarms, and/or during non-emergency situations.
- Motivation – encourages and promotes a “can-do” attitude and builds confidence among co-workers.
- Teamwork – consistently works well with others and enhances an environment of mutual respect.
- Leadership – provides guidance and support to co-workers and takes a positive, productive approach to tasks.
- Creativity – finds “win-win” solutions to difficult problems.
- Safety – promotes safety in the workplace on behalf of citizens and firefighters.
- Customer Service – consistently provides excellent customer service to the internal customers in the Department and to the citizens.
- Diversity – consistently encourages acceptance and understanding of the value and contribution of people from all segments of our society.

For the Paramedic of the Year and Excellence in Emergency Medical Care by an Emergency Medical Technician awards, in addition to the above criteria, nominations must be made by a current employee of the Department. Nominations must include the following information that demonstrates why the nominee should be recognized with the award, including as many relevant details as possible:

- Specific actions that the nominee took that demonstrate the highest level of compassionate, professional, medically driven care during the prior calendar year. Nominations should include details and examples, including at least one specific incident, keeping in mind that the award is for overall excellence, not for a specific incident. They should also include any examples where the provider was able to identify easily overlooked symptoms, conditions, or risks and took actions intended to improve patient outcomes, as well as broader descriptions of the overall EMS service provided by the nominee.

The awards for Paramedic of the Year and for the Excellence in Emergency Medical Care by an Emergency Medical Technician will include recognition to be placed in the employee's personnel file as well as eligibility for a financial stipend of up to \$1,000 that can be used for any purpose connected with EMS, including outside training, conferences, travel to observe EMS services in other jurisdictions, training or reference materials, or relevant equipment.

A panel appointed by the Fire and EMS Chief, which will include a Deputy Fire Chief, a representative of the DABA, and Department employees, will review the nominations for all Employee of the Year awards, and will forward their recommendations for those awards to the Fire and EMS Chief. The panel will include EMS experts and non-experts, as well as non-Department employees, for consideration of the Paramedic of the Year and the Excellence in Emergency Medical Care by an Emergency Medical Technician awards.

### **ADMINISTRATIVE CITATION**

The Administrative Citation Award is awarded to an administrative unit for outstanding performance of an exceptionally difficult task, for exemplifying the importance of teamwork and cooperation, or for performance demonstrating a degree of excellence above what is ordinary and expected.

### **CUSTOMER SERVICE AWARD**

The Customer Service Award is awarded to a member of the Department who has exhibited extraordinary acts of assistance by providing professional, high quality service beyond the normal scope of service related expectations.

### **BENJAMIN C. GREENUP MEMORIAL AWARD**

The Benjamin C. Greenup Memorial Award is awarded posthumously to the family of any member who has died in the line of duty.

### **COMPANY OF THE YEAR**

The Company of the Year Award is awarded to a company who renders overall outstanding service at the scene of emergencies, and while doing duties around the station. Community service committee work and firefighting workload should be considered.



**FIRE EMS CHIEF'S EXCELLENCE AWARD**

The Fire EMS Chief's Excellence Award is awarded by the Fire EMS Chief to those having excelled in the advancement of the Department.

**VALOR AND MERITORIOUS SERVICE AWARDS****Class I Valor/Merit "BRONZE-BAR"**

**Criteria:** Awarded for all cases rated either I-5 or I-6 by the DABA.  
Approving Official: DABA

**Class II Valor/Merit Award****Class II-I**

**Criteria:** Awarded for all cases rated either II-5 or II-6 by the DABA.  
Approving Official: DABA

**Unit Citation Award****Class II-U**

**Criteria:** Awarded for all cases rated Class II-5U "Unit Citation" by the DABA.  
Approving Official: DABA



**Meritorious Pre-Hospital Care Award**

**Criteria:** Awarded to an individual or unit that has provided an outstanding level of medical care that resulted in saving a patient's life.

Approving Official: DABA

**Class III Valor / Merit** Letter of Appreciation from the Fire Chief

The "letter of appreciation" is awarded to members with a final rating of a Class III by the DABA.

**Section 4 - Specification of Classes for Valor and Meritorious Service Awards:**

All uniform and civilian employees of the Department are eligible for Classes I, II, III, or IV.

**In cases involving personal risk**, the Departmental Advisory Board of Awards shall assign the case to one of the following classes, according to the degree of risk:

1. **Class I-5** - All cases involving extreme personal risk.
2. **Class II-5I** - All individual cases involving great (but not extreme) personal risk.
3. **Class II-5U** - All company/unit cases involving great (but not extreme) personal risk.
4. **Class III-5** - All cases involving unusual (but not extreme or great) personal risk.
5. **Class IV-5** - All cases involving only the personal risk incidental to the unusual duties of a member of the Department.

**In cases involving the exercise of marked skill, judgment, zeal or ingenuity**, the DABA shall assign the case to one of the following classes, according to the degree of judgment, zeal or ingenuity displayed.

1. **Class I-6** - All cases involving the highest degree of skill judgment, zeal or ingenuity.
2. **Class II-6I** - All individual cases involving great (but not the highest degree of) skill, judgment, zeal, or ingenuity.
3. **Class II-6U** - All company/unit cases involving great (but not the highest degree of) skill, judgment, zeal, or ingenuity.
4. **Class III-6** - All cases involving unusual (but not a great degree of) skill, judgment, zeal, or ingenuity.
5. **Class IV-6** - All cases involving only the skill, judgment, zeal, or ingenuity required by the usual responsibilities of a member of the Department.

### Section 5 - Recognition of Classes

All cases allocated by the Department Advisory Board of Awards in Classes I, II, or III **shall be officially recognized as follows:**

- Class I** - “Bronze Bar” and Certificate. (Members’ names are submitted to the Mayor’s Select Committee for Meritorious Service Awards for consideration to receive the Gold or Silver Medal for Valor). Certificates are to include the verbiage “Extreme Personal Risk” or “highest degree of judgment, zeal, or ingenuity.”
- Class II-I** - Fire Chief’s “Official Commendation Certificate.”
- Class II-U** - Unit Commendation Certificate.
- Class III** - Fire Chief’s Letter of Appreciation.
- Class IV** - Cases allocated by the Department Advisory Board of Awards in Class IV will not be officially recognized.

Annually, the Mayor or his or her designee will be presented by the Department with all cases identified as Class I-5 which have occurred during the preceding calendar year. The Mayor will consider these cases and make determinations whether additional recognition will be awarded.

### Section 6 - Reporting Procedure – Valor and Meritorious Service Awards

To be considered for a Valor and Meritorious Service Award, a member of the District of Columbia Fire and EMS Department must perform an outstanding act or service involving one or more of the following:

- Personal risk.
- Exercise marked judgment, zeal or ingenuity.
- Actions that resulted in saving a life.

All rescues or any other incidents of outstanding or conspicuous service shall be reported promptly by the commanding officer or supervisor in the form of a Special Report to the appropriate bureau head. Such reports shall contain the following:

- Incident location;
- Incident number;
- Date of incident;
- Full name of member(s);

- A complete list of witnesses; and
- Detailed description of the incident.

The appropriate bureau head shall refer all such cases to the DABA.

The Department Advisory Board of Awards (DABA) will:

1. Promptly investigate all cases referred to it by the appropriate bureau head;
2. Be authorized and required to question all witnesses;
3. Within 30 days after receiving the case, return copies of the completed investigation (by the Chairperson of the DABA), including rating, to the division/company level concerned; and
4. On January 31<sup>st</sup> of each year, submit a report to the Fire Chief and Public Information Officer (by the Chairperson of the DABA) listing the number and name of members in all categories.

On March 1<sup>st</sup> of each year, the Public Information Officer shall submit a memorandum to the Department listing all cases presented to the DABA from the previous year by date, name, location and rating.

In the month of April the Department will present said members with their awards at a ceremony honoring those recipients.

List of Enameled Bars that have been awarded concerning participation in specific incidents:

### **9-11 Enamel Bar Award**



**Criteria:** Presented to those members who responded to the Pentagon on September 11, 2001.