

**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 in which the Public, the Department, the Fire and Emergency Medical Services, and the Government that they serve may benefit from the same. These members will have contributed to the point that their actions were performed selflessly.

**Section 1 - Reporting Procedure:**

To be considered for an 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:

1. Personal risk.
2. Exercise marked judgment, zeal or ingenuity.

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:

- the incident location
- incident number
- date of incident
- full name of member(s)
- a complete list of witnesses
- detailed description of the incident]

The appropriate bureau head shall refer all such cases to the Departmental Advisory Board of Awards.

**Section 2. - The Department Advisory Board of Awards (DABA):**

The Department Advisory Board of Awards (DABA) will:

1. Consist of four battalion fire chiefs of a specific battalion and a Battalion Chief - EMS when applicable, appointed by the Fire Chief;

2. Be chaired by the senior battalion fire chief;
3. Promptly investigate all cases referred to it by the appropriate bureau head;
4. Be authorized and required to question all witnesses;
5. 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;
6. 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. The Fire Chief will acknowledge members of the Department who have received Class- I or Class -II recognition from the Department Advisory Board of Awards and the “Company of the Year”.

### **Section 3. - List of Departmental Awards by Class:**

The time frame of January 1<sup>st</sup> to December 31<sup>st</sup> of each year shall be used for the consideration of the following listed awards.

#### **1. Class I Valor/Merit “BRONZE-BAR”**



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

#### **2. 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

**3. 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. Included in this rating are the following specific awards:

- Life Saver Award; An individual or company that was instrumental in saving a patient’s life suffering from cardiac arrest.
- Pre Hospital Award: Awarded to individuals with outstanding medical care with in the standards of care.

**3. Benjamin C. Greenup Memorial Award**

**Criteria:** Awarded posthumously to any member’s family who has died in the line of duty.

**4. Company of the Year**

**Criteria:** Overall outstanding service rendered at the scene of emergencies, and duties around the station. Community service committee work and firefighting workload should be considered. All company commanders shall submit their recommendation by February 1<sup>st</sup> of each year.  
Approving Officials; Selected by the Operations Division Deputy Fire Chiefs and approved by the Fire Chief.

**5. The Fire Chief’s Excellence Award**

**Criteria:** awarded by the Fire Chief to those having excelled in the advancement of the Department.

**6. 9-11 Enamel Bar Award**

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

## Section 4 - Specification of Classes:

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 judgment, zeal or ingenuity**, the Department Advisory Board of Awards 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 judgment, zeal or ingenuity.
2.           **Class II-6I**   - All individual cases involving great (but not the highest degree of) judgment, zeal, or ingenuity.
3.           **Class II-6U**   - All company/unit cases involving great (but not the highest degree of) judgment, zeal, or ingenuity.
4.           **Class III-6**     - All cases involving unusual (but not a great degree of) judgment, zeal, or ingenuity.
5.           **Class IV-6**     - All cases involving only the 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 mark 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’s Select Committee will be presented by the Department with all cases identified as Class I-5 which have occurred during the preceding calendar year. The Mayor’s Selected Committee will consider these cases and make determinations whether additional recognition will be awarded.