

# TOWN OF EMERALD ISLE



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## **CIVILIAN / EMPLOYEE COMMENDATION PROGRAM**

Adopted by the Emerald Isle Board of Commissioners, July 11, 2017.

Amended by the Emerald Isle Board of Commissioners, May 14, 2019.

Amended by the Emerald Isle Board of Commissioners, November 12, 2019.

Amended by the Emerald Isle Board of Commissioners, May 12, 2020.

**Purpose:** It is the intent of The Town of Emerald Isle to recognize service benchmarks, and/or commend individuals (whether employee or civilian), community organizations and/or groups that have performed a service or act above and beyond what is normally expected in service to the town and community.

With this in mind, the Town has established the following goals in order to create a uniform method of recognizing those individuals and/or groups involved in extraordinary service to the community.

- Establish a Commendation Review Committee responsible for the review and approval of recommended awards to be presented to employees, citizens, agencies, or groups performing acts or services commendatory in nature.
- Establish a policy that will distinguish and justify the different awards to be presented for each degree of commendatory act or service.
- Provide a consistent process of commendation documentation.
- Establish a procedure for award distribution.

**Procedure:** The town shall establish a Commendation Review Committee (CRC) that will review all recommendations for awards or commendations listed in this policy. The CRC will be chaired by the Mayor and shall be comprised of the Mayor, one Town Commissioner, the Town Manager, the Police Chief, the Fire Chief, and the EMS Chief.

All recommendations for awards or commendations should be submitted in writing via The Town of Emerald Isle Commendation Request Form to the Town Clerk at the Town Administrative Building for processing and presentation to the CRC.

The Town Clerk shall be responsible for presenting all Commendation Request Forms to the CRC for review and consideration. A unanimous vote from the CRC is required to approve an award.

Upon approval, the CRC will prepare and contact the person/organization or group representative to receive the award. Awards shall be presented during the monthly Board of Commissioners meeting. A press release shall also be prepared and placed on the Town's website, stating the citation and date of presentation.

All citizens and employees of the Town of Emerald Isle are encouraged to submit commendation requests. It shall be his/her duty to do so whenever he/she believes that an employee, citizen, or group performed acts that deserve recognition by our Town. It is important to recognize that the success of this program is dependent upon citizen and employee participation. All acknowledgements and requests for commendations must be properly documented and forwarded within a reasonable time frame.

**Awards:** The following awards/commendations are subject to the review and approval of the Towns Commendation Review Committee and may only be awarded by the CRC. Each of the following awards/commendations shall be subject to the review and approval of the committee as stated in this policy.

**CIVILIAN / EMPLOYEE COMMENDATION AWARD DESCRIPTION**

1. **MEDAL OF HONOR**- To be awarded to individuals who voluntarily distinguish themselves through an act of extraordinary heroism, bravery or courage while putting their own life at risk of death or serious bodily injury and the individual was fully aware of the imminent threat to their own personal safety. This is the town's highest award and may be awarded posthumously.
2. **EMERALD MEDAL**- To be awarded to individuals who exhibiting outstanding service during a difficult task or act that involves some personal risk to the individual's safety; or for outstanding performance or achievement that involves great responsibility or sacrifice whereby the excellence associated with such performance or achievement distinguishes and brings great credit upon the individual and the community.
3. **LIFE SAVING AWARD**- To be awarded to any citizen who is actually involved in the successful resuscitation of a patient, who was without pulse and respiration. The patient was resuscitated in the field and was either admitted to the hospital or released from medical care. The term resuscitation refers to re-establishing the patients' pulse.
4. **CIVIC ACHIEVEMENT AWARD**- To be awarded to individuals or entities who have performed extraordinary acts or achievements involving volunteer services, charitable donations or considerable contributions to the community over a period of time that provide a significant impact and exceptional benefit to the quality of life for the residents and visitors of Emerald Isle.
5. **CERTIFICATE OF COMMENDATION**- To be awarded to individuals or entities which perform an exceptional act or service wherein their contributions, performance and achievements provide an exceptional benefit to the Town of Emerald Isle.

Other awards/commendations may be presented at the discretion of the Mayor and/or Board of Commissioners without the approval or review of the CRC.

### **POLICE DEPARTMENT COMMENDATION AWARD DESCRIPTION**

1. **MEDAL OF VALOR**- To be awarded to a member of the department who distinguishes themselves by performing individual acts of extraordinary heroism, unselfishness, bravery and courage; above and beyond the call of duty and while fully aware that their life was in extreme danger. This is the department's highest award and may be awarded posthumously.
2. **MEDAL OF MERIT**- To be awarded to a member of the department who performs an individual act of heroism, not amounting to that required for the Medal of Valor, but while under adverse conditions and with some degree of hazard to the safety of the member or members.
3. **PURPLE HEART**- To be awarded to a member of the department who, while on duty or in the act of performing a law enforcement function while off-duty, has been killed, wounded, or injured as a direct result of any purposeful or neglected act by an individual or individuals, during the commission of or while fleeing immediately after the commission of a criminal offense, said injuries requiring immediate medical attention or hospitalization.

All other department awards may be awarded at the sole discretion of the Chief of Police and are not subject to review by the CRC.

### **FIRE DEPARTMENT COMMENDATION AWARD DESCRIPTION**

6. **MEDAL OF VALOR**- To be awarded to a member who performs a personal act in a courageous manner in the protection of life or lives while engaged in the mitigation of a fire, medical emergency, rescue, hazardous materials incident or other type of response that have resulted in serious bodily harm or death. This is the department's highest award and may be awarded posthumously.
7. **RED HEART** – To be awarded to any member who is injured while engaged in the mediation of a fire, medical emergency, rescue, hazardous materials incident or training. The injury could not be by negligence, and all protective equipment and safety procedure must have been in use. The Red Heart may be awarded posthumously to the family of a member who dies of injuries obtained, or while engaged in the same criteria listed above.

All other department awards may be awarded at the sole discretion of the Fire Chief and are not subject to review by the CRC.

## **EMERGENCY MEDICAL SERVICES DEPARTMENT COMMENDATION AWARD DESCRIPTION**

1. **Medal of Valor** – To be awarded to a member who, in the performance of duty while on a call, under hazardous conditions, in which the member is confronted with imminent personal risk, but had no prior knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of Emergency Services. This is the department's highest award and may be awarded posthumously.
2. **Medal of Bravery** – To be awarded to a member who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in adverse conditions and with some degree of hazard to the member.
4. **Purple Heart** – To be awarded to a member who, while in line of duty received a wound while observing all reasonable safety procedures, that required transportation to a medical facility and subsequent treatment for severe puncture wounds, lacerations, fractures, concussions, burns or other substantial injury.

All other department awards may be awarded at the sole discretion of the EMS Chief and are not subject to review by the CRC.



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# Commendation/Award Recommendation Form

*This form should be completed and submitted to the Town Clerk for processing and review by the Commendation Review Committee (CRC). The CRC meets once a month and all recommendations for commendations/awards are subject to final review and approval of the committee. Individuals submitting recommendations should submit all supporting documentation, witness affidavits, video evidence and all other evidence for consideration when submitting this form. The CRC may choose to award, deny or change an award recommendation to a more appropriate commendation or award and the committee's decision is final. The Chairman of the CRC shall notify the individual submitting the recommendation of the committee's decision in writing and shall be responsible for coordinating the presentation of awards with all recipients before the Board of Commissioners.*

## **Recommendation submitted by:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **Individual, Organization or Group recommended for Award:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **Award Recommendation:** *(the criteria for each award may be found in the Town's Commendation Policy)*

### **Civilian/Non-public Safety Employee Awards:** *(check one)*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Medal of Honor              | <input type="checkbox"/> Emerald Medal     | <input type="checkbox"/> Civic Achievement Award |
| <input type="checkbox"/> Certificate of Commendation | <input type="checkbox"/> Life Saving Award |  |

**Police Department Awards:** *(check one)*

- Medal of Valor
- Medal of Merit
- Purple Heart

**Fire Department Awards:** *(check one)*

- Medal of Valor
- Red Heart

**EMS Department Awards:** *(check one)*

- Medal of Valor
- Medal of Bravery
- Purple Heart

Is this award being presented posthumously?  No  Yes. If yes, provide next of kin information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Details:**

Date Event Occurred: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Witnesses:** *(provide information, if known)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please provide a detailed written statement describing the reason for your recommendation to include: the circumstances of the event, any dangers or hazards that were present, the specific actions of the individual recommended, and any other information or evidence that will support your recommendation for the award. You may use additional sheets if necessary.*

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**Recommendation of CRC:**

Date Reviewed: \_\_\_\_\_

Approved as recommended.

Approved with the following changes: \_\_\_\_\_

Denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Town Commissioner**

\_\_\_\_\_  
**Town Manager**

\_\_\_\_\_  
**Fire Chief**

\_\_\_\_\_  
**Police Chief**

\_\_\_\_\_  
**EMS Chief**

\_\_\_\_\_  
**Mayor (Chairman)**