

TOWN OF EMERALD ISLE



Nice Matters!



CIVILIAN / EMPLOYEE COMMENDATION PROGRAM

Adopted by the Emerald Isle Board of Commissioners, _____, 2017.

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, and the Fire 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. **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.
4. **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.
5. **CERTIFICATE OF APPRECIATION**- To be awarded to individuals or entities which have provided excellent service or accomplishments related to the community, its citizens or the town government.

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.
4. **DISTINGUISHED SERVICE AWARD**- To be awarded to a member of the department who has consistently conducted themselves in a professional manner and demonstrated traits such as: courtesy, dependability, cooperation, fairness, general knowledge, integrity, professionalism, loyalty, teamwork, and ethics for a period of no less than 10 years; and in so doing has promoted a positive image of themselves and the Emerald Isle Police Department.
5. **POLICE COMMENDATION**- To be awarded to a member of the department who performs an exceptional act wherein a service is rendered that results directly in sustaining or saving a human life, or where an officers performance over a period of time provides an exceptional benefit to the safety and security of the community and a reduction in crime directly related to the actions/performance of the officer.

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

1. **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.
2. **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.
3. **DISTINGUISHED SERVICE**- To be awarded to a member of the department who has consistently conducted themselves in a professional manner and demonstrated traits such as: courtesy, dependability, cooperation, fairness, general knowledge, integrity, professionalism, loyalty, teamwork, and ethics for a period of no less than 10 years; and in so doing has promoted a positive image of themselves and the Emerald Isle Fire Department.

4. **LIFE SAVING AWARD**- To be awarded to any member 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.

5. **MERITORIOUS UNIT**- To be awarded to an entire company for outstanding company level operations on a major incident of great magnitude far above any normal emergency operations that was primarily dependent on teamwork and cooperation. A major incident is defined as a significant emergency event that involves a serious threat to life/property and requires call back of personnel. Only one (1) unit citation is authorized for each major incident. This must be submitted by a member of the command staff.

All other department awards may be awarded at the sole discretion of the Fire 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)

- Medal of Honor
- Emerald Medal
- Civic Achievement Award
- Certificate of Commendation
- Certificate of Appreciation

Police Department Awards: (check one)

- Medal of Valor
- Medal of Merit
- Purple Heart
- Distinguished Service Award
- Police Commendation

Fire Department Awards: (check one)

- Medal of Valor
- Red Heart
- Distinguished Service Award
- Life Saving Award
- Meritorious Unit Award

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

Name: _____ Phone: _____

