



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



---

SOG NUMBER: ADM-101                      ISSUED DATE: 10-01-08                      EFFECTIVE DATE: 10-01-08

REVISION #: 3                                      REVISED DATE: 07-14-23                      EFFECTIVE DATE: 07-14-23

CATEGORY: ADMINISTRATION

SUB-CATEGORY: DEPARTMENT DIRECTIVE

SUBJECT: PERSONAL ACHIEVEMENTS - AWARDS, DECORATIONS & COMMENDATIONS

---

Section I – Introduction

A. Objectives

It is the goal of the Glastonbury Fire Department to recognize its members as well as private citizens for acts of bravery, actions above and beyond the call of duty and achievements.

B. Applicability

Any Department member or private citizen worthy of such a distinction.

C. References

None

Section II – Awards, Decorations and Commendations

The Glastonbury Fire Department has established an Awards Program to provide a method whereby deserving Firefighters, Officers, as well as the general public, will receive official Departmental and public recognition for outstanding acts of valor or meritorious service, on or off-duty. Proper placement of resulting decorations on uniforms is included.

All Glastonbury Fire Department personnel are encouraged to be alert for individuals deserving of recognition and follow through with making nominations to the committee.

A. Procedure for Nomination

1. Obtain form from Glastonbury Fire Department Administrative Assistant or from the Shared Drive.
2. Fill out form.
3. Submit form to Chief of Department who will pass it on to the Committee Chairman.
4. Chairman assigned forms a committee of members to review.
5. Committee members report findings.
6. Committee votes, majority rules.

7. Award sanctioned or denied.
8. Award presented at ceremony.

B. Awards Committee

1. Consists of two representatives from each Company, both of whom can be a combination of rank from Firefighter to Captain.
2. Elected by majority vote of Members/Officers from each Company for a term of two years.
3. Chairman will be the Assistant Chief.
4. Committee meets annually, 45-60 days prior to ceremony.
5. Committee accepts and votes on nominations, majority rules
6. Committee will make a timely acknowledgement of all nominations received.
7. Assigned committee member will investigate nominations and report results during annual meeting.
8. Committee will purchase all awards, certificates, etc.
9. The Committee will design and keep a revised nomination form; this form is to be available from the Glastonbury Fire Department Administrative Assistant.

C. Awards for Glastonbury Fire Department members

1. The Glastonbury Fire Department Award of Valor.
  - a. Will be the highest award presented by the Department
  - b. To be awarded only to Glastonbury Fire Department Members and Officers.
  - c. Is to be available for both on-duty and off-duty acts.
  - d. Criteria
    - 1) Anytime a Member/Officer of the Glastonbury Fire Department is killed in action while involved in emergency operations.
    - 2) Anytime a Member/Officer who, by such intrepid display of gallantry, distinguished him/herself in a conspicuously and intelligent manner, and at the risk of his/her life. The deed performed must have been by voluntary act of personal bravery and intrepidity above his/her comrades, and must have involved risk of life, known to the individual while performing the act.
2. The Glastonbury Fire Department Award of Merit
  - a. Will be second highest award presented by the Glastonbury Fire Department.
  - b. To be awarded only to Glastonbury Fire Department Members/Officers
  - c. Criteria
    - 1) Anytime a Member/Officer has performed a courageous act under conditions of extreme danger and at the exceptional risk of serious bodily injury that clearly exceeds what is normally required, which has resulted in the protection of life and is considered to be exceptionally valorous.
    - 2) Serious bodily injury is defined as any injury causing death or requiring hospitalizations.
3. The Glastonbury Fire Department Award of Commendation
  - a. Awarded to Glastonbury Fire Department Members/Officers and civilian employees.

## b. Criteria

- 1) Awarded for commendable services rendered over an extended period of time resulting in the standards of the department or fire service profession.
- 2) Awarded for commendable service rendered during emergency operations above and beyond the normally expected, resulting in the protection of life or property, but not qualifying for the Glastonbury Fire Department Award of Valor or Merit.

## 4. The Glastonbury Fire Department Company Citation

- a. Awarded to a unit whose performance was an unequaled team effort in overcoming unusual difficulties or obstacles in the completion of a difficult task that has resulted in the protection of life or property.
- b. A unit is defined as any company or operational/functional group consisting of at least two Members/Officers.

## 5. The Glastonbury Fire Department Firefighter of the Year Award

## a. Criteria

- 1) To entitle a Member for consideration of this award, he/she is described as "The type of person you call upon to get the job done completely, competently and correctly. He/she works well with everyone and is willing to learn as well as to teach his/her peers. He/she strives for job excellence and will put in extra hours to assure the Department will reach its goals. He/she is a positive role model."

## 6. Glastonbury Fire Department Officer of the Year

## a. Criteria

- 1) To entitle a Member for consideration of this award, he/she is described as "The type of person you call upon to get the job done completely, competently and correctly. He/she works well with everyone and is willing to learn as well as to teach his/her peers. He/she strives for job excellence and will put in extra hours to assure the Department will reach its goals. He/she is a positive role model."

## 7. Glastonbury Fire Department Rookie of the Year

## a. Firefighters with less than two years of service with the Glastonbury Fire Department.

## b. Criteria

- 1) To entitle a Member for consideration of this award, he/she is described as "The type of person you call upon to get the job done completely, competently and correctly. He/she works well with everyone and is willing to learn as well as to teach he/her peers. He/she strives for job excellence and will put in extra hours to assure the Department will reach its goals. He/she is a positive role model."

## D. Civilian Awards

## 1. Award of Exemplary Action (Civilians, Police Officers, Members of other Fire Departments, etc.)

- a. To entitle a civilian for consideration of this Award, the act must have been of unusual character requiring initiative or ability worthy of special recognition.

- b. Their actions must have resulted in a positive impact to life and/or property.
- c. The recommendations may come from a member of the Department stating the reasons for the award, and be directed to the Fire Chief.
- d. The Committee will consider the nominations as presented by the Fire Chief.

2. Glastonbury Fire Department Letter or Appreciation

- a. To entitle a civilian for consideration of this Letter, their actions must warrant recognition by the Fire Department.
- b. The recommendation may come from a Member of the Department stating the reasons for the Award and be directed to the Fire Chief.
- c. The Committee will consider the nominations as presented by the Fire Chief.

E. Presentation of Awards

1. Medal of Valor

- a. A letter from the Chief of the Department briefly outlining the circumstances under which the award was earned, along with comments.
- b. Medal and shirt bar.
- c. Certificate suitable for framing.
- d. Master plaque to be displayed in the Department's Administration office in an area that displays all previous awards and the year they were awarded.

2. Awards of Merit and Commendation

- a. A plaque with the Member's name which briefly outlines the circumstances warranting the award.
- b. Shirt bar
- c. Certificate suitable for framing.

3. Unit Citation

- a. A letter from the Chief of the Department briefly outlining the circumstances under which the award was earned along with comments.
- b. A plaque with the Members'/Officers' names which briefly outlines the circumstances warranting the citation, to be displayed in the station or wherever appropriate.
- c. Shirt bar
- d. Certificate suitable for framing.

4. Letter of Appreciation

- a. Letter from the Chief of the Department briefly outlining the circumstances under which the letter is warranted.

5. Firefighter of the Year, Officer of the Year, Rookie of the Year

- a. Letter from the Chief of the Department briefly outlining the reasons the individual was chosen.
- b. Certificate suitable for framing.
- c. Shirt bar
- d. Master plaque to be displayed in the Department's Administrative office in an area that displays all previous awards and the year they were awarded.

6. All awards will be presented at an appropriate public function with the exception of the Letter of Appreciation, which will be presented as it is earned.

F. Awards and Decorations

1. Award of Valor.
  - a. Color Bar: Red/White/Red
  - b. Ribbon
    - 1) Color: Red/White/Red
    - 2) Silver/Gold Medallion
  - c. Subsequent awards indicated by additional bar(s)
2. Award of Merit
  - a. Color Bar: Blue/White/Blue
  - b. Subsequent awards indicated by additional bar (s)
3. Award of Commendation
  - a. Color Bar: Green/White/Green
  - b. Subsequent awards indicated by additional bar (s)
4. Company Citation
  - a. Color Bar: Red/White/Blue/White/Red
  - b. Subsequent awards indicated by additional bar(s) up to five
  - c. Above five awards Color Bar: Blue/Red/White/Red/Blue
5. Firefighter of the Year
  - a. Red Bar
  - b. Subsequent awards indicated by additional bar(s)
6. Officer of the Year
  - a. White Bar
  - b. Subsequent awards indicated by additional bar(s)
7. Rookie of the Year
  - a. Green Bar
  - b. Subsequent awards indicated by additional bar(s)
8. Bars-Dress Uniform, All Ranks, All Personnel
  - a. Name badge is centered on top of coat's left coat seam
  - b. The bars are worn with the highest award bar next to the heart
  - c. Order of importance:
    - 1) Valor
    - 2) Merit
    - 3) Commendation
    - 4) Company Citation
    - 5) Officer of the Year

- 6) Firefighter of the Year
- 7) Rookie of the Year

Section III- Approval

Fire Chief 

Date of Approval: 7/14/23