

<b>Subject:</b>	<b>RECOGNITION FOR MERITORIUOUS SERVICE</b>
<b>Section:</b>	<b>PPG# 2750</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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### Recognition for Meritorious Service

The board of commissioners recognizes the value of public recognition of individual members of the fire department for exceptionally meritorious service, as promoting morale and an incentive for improvement of skills, dedication, and service to the department, and as a direct benefit to the improvement of the department and district.

The board of commissioners authorizes the chief to purchase awards and trophies for presentation to individuals in the department who, in the judgment of the chief and his designees, are qualified recipients.

1. All members of the department will strive to recognize and commend the exceptional performance of a member of the department.
2. Commendation shall be initiated in writing on the appropriate departmental correspondence form and forwarded through channels to the chief. Letters should include date, time, location, pertinent facts and witnesses to the act or acts of commendation.
3. After reviewing the information provided, the chief may, at his/ her discretion, issue a commendatory letter and/ or take other appropriate action.
4. A copy of the commendatory letter shall be included in the member's personnel file.