Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.2.06

2. SUBJECT: ***Employee Recognition/Appreciation***

3. POLICY: It is the policy of Grant County Fire District 3 to be committed to acknowledging the dedication and contributions of its personnel and their families. Recognition and appreciation may be expressed through formal awards, ceremonial events, and informal tokens of gratitude. These efforts promote a positive work culture and help attract and retain committed members. The purpose of this policy is to establish structured and meaningful ways to recognize and appreciate the efforts, accomplishments, and milestones of employees, volunteers, and retirees of Grant County Fire District 3. This includes formal commendations, ceremonies, and other acts of appreciation to foster motivation, retain talent, and reinforce organizational values.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for implementing and maintaining the recognition program and authorizing awards and ceremonies.

   B. Each officer is responsible for identifying and recommending personnel deserving of recognition.

   C. All Personnel are encouraged to report commendable acts or milestones to their chain of command.

6. PROCEDURE:

   A. Ceremonies:

      1. Swearing-In Ceremonies: Conducted for new personnel with the option for family attendance and participation.
      2. Promotional Ceremonies: Recognize advancements in rank and leadership roles.
      3. Retirement Ceremonies: Honor retiring members for distinguished service and may include presentation of plaques, badges, and other gifts.
      4. Memorials or Line-of-Duty Death: Conducted with dignity and full honors; includes coordination with family and may involve a last alarm ceremony.

5. Annual or Special Recognition Events: May include Firefighter of the Year, Lifesaving Awards, Unit Citations, and other honors as determined by command staff or the Board of Commissioners.
6. Apparatus and Facility Ceremonies: The District may host events that celebrate new or dedicated apparatus and facilities. This includes:
    a. Push-In Ceremonies – Honoring the tradition of placing new fire apparatus into service.
    b. Open Houses – Public events hosted to introduce new facilities, promote community engagement, and educate the public.
    c. Dedication Ceremonies – Recognizing the opening or naming of stations, training centers, or major infrastructure.
    d. These ceremonies may involve speeches, public tours, refreshments, and attendance by elected officials or partners.

B. Commendations and Awards:

1. Types of Recognition
    a. Chief's Commendation
    b. Meritorious Conduct Award
    c. Lifesaving Award
    d. Unit Citation
    e. Years of Service (in 5-year increments)
    f. Civilian Recognition
    g. Other awards as deemed appropriate
2. Nomination and Approval: Nominations may be submitted by any employee and reviewed by command staff. Final approval is by the District Fire Chief, and in some cases, the Board of Commissioners.
3. Presentation: Awards may be presented during ceremonies, board meetings, or other official events. Recognition may include plaques, certificates, gift cards, or other tokens as deemed appropriate.

C. Awards Ceremonies:

1. Award ceremonies may be held to honor those individuals who have distinguished themselves and have provided services and leadership deserving of special recognition.
2. Award ceremonies will be called at the discretion of the Board of Commissioners.

D. Employee Appreciation: In addition to formal recognition:

1. The District may provide informal expressions of appreciation such as cards, flowers, gift items (e.g., clocks, TVs), and hosted meals.
2. These tokens of appreciation may be given during holidays, milestone anniversaries, special achievements, or spontaneous moments of gratitude.

3. Uniforms: Participants in official ceremonies are expected to wear Class A uniforms or the highest level of uniform available to them, unless otherwise directed by the District Fire Chief or designee. This ensures professionalism and consistency across all levels of personnel during formal events.
4. Recordkeeping: All formal commendations and awards shall be documented and retained in the recipient's personnel file.
5. Review: This policy shall be reviewed biennially or as directed by the District Fire Chief.