Old Saybrook Fire Dept
310 Main Street
Old Saybrook CT 06475
860-395-3149

Firefighter Awards, Decorations & Uniform Guideline Manual

Decorations And Award System
Originally Adopted February 1990

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Award & Uniform Guidelines
Revisions Adopted July 2005

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Award Classifications

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2. Medal of Valor
3. Firefighter Cross
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Firefighter Service Award Evaluation Board

The Chief of the Department after consultation with the other chiefs shall appoint annually at the February regular department monthly meeting an awards coordinator. The Awards Coordinator shall act as a quartermaster for all award medals and ribbons. The Awards Coordinator shall produce all award letters and ensure that documentation of all awards presented are appropriately filled in members personnel file. The Awards Coordinator shall at all times act at the pleasure of the Chief and shall serve as an Assistant to the Chief in matters related to awards and medals.

The Firefighter Service Award Evaluation Board will consist of the Executive Committee, the Board of Trustees, and the Awards Coordinator a total of seven members. Any member considered for award selection shall disqualify themselves from the board until that particular case has been decided.

The awards committee shall utilize the Firefighter Award & Uniform Guideline Manual as the standard reference employed by the board. This manual would serve as the foundation for all decisions mandated by the board.

Consideration for Awards

1. Any member or civilian to be put before the board for selection will be considered only after a witness to the event has completed and submitted to the board a letter of recommendation. Letters of recommendation shall contain a complete description of the incident, the date, time and place of the incident. A list of witnesses and parties involved. A description of the member or civilians actions for which the recommendation letter is being submitted.

2. In a case in which no member witnesses may be found, or have come forward, proof beyond a reasonable doubt must be apparent in order for the board to consider a recommendation letter. In such a case, said form must be completed and submitted by a regular member of the department.

3. It is the duty of every member of the department to report any act of valor and heroism performed by any other member on or off the fire ground.

4. A member of the Department cannot submit themselves for selection for any award, but can request a line officer submit a letter of recommendation for the following awards: Firefighter Cross, Distinguished Service Medal, and Meritorious Service Medal.

Awards Appeal Procedure

1. A member cannot appeal a disapproved recommendation letter, if that member is the subject of that form.

2. A member can re-submit a disapproved recommendation letter, if that member accumulates (10) regular member signatures, one of which must be from a company line officer. The board will then reconvene, and reinvestigate he recommendation letter in question.
Sample Letter of Recommendation

To: Firefighter Service Award Evaluation Board  
    C/O Awards Coordinator  
    310 Main Street  
    Old Saybrook CT 06475

Date: July 5, 2005

Reference: Airplane Crash I-95 Northbound on Baldwin Bridge  
Date of Incident: July 5, 2005  
Time of Incident: 12:15pm

On July 5th 2005 at 12:15pm, the Old Saybrook Fire Department was dispatched to I-95 on the Baldwin Bridge for an Airplane Crash. Upon arrival on Engine 361, firefighter Sample A. Sample approached the burning airplane with fuel leaking from the fuselage and noticed that the pilot was unconscious and still strapped into his seat. Firefighter Sample A. Sample forcibly entered the plane, cut the seatbelt, and removed the pilot from the wreckage. The unconscious pilot was removed to a safe area where EMS began medical treatment. I would like to recommend Firefighter Sample A Sample for an award that the Firefighter Service Evaluation Board deems appropriate.

The following members witnessed the rescue made by Firefighter Sample A. Sample:

Lieutenant Sample B. Sample  
Firefighter Sample C. Sample  
Firefighter Sample D. Sample  
Firefighter Sample E. Sample

Should you need to contact me regarding this letter of recommendation I can be reached at anytime at (860) 123-4567.

Sincerely

Firefighter Sample F. Sample
Decorations and Award Criteria

The following criteria are established: (member of the department means any member: regular, veteran, support, junior, or probationary). Under special circumstance, mutual aid company firefighters, if under direction of the Old Saybrook fire command system during an incident, those firefighters may be considered members, and be eligible for awards under the Firefighter Award & Uniform Guideline Manual.

Section 1: Valor

Medal of Honor

Criteria: To receive the Medal of Honor, the firefighter must be a member of the department who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.

Presentation: By reviewing the criteria for this honor, You will become aware of the fact that the recipient of this honor deserves the utmost respect and recognition in the highest tradition of the fire service. Therefore the presentation of the Medal of Honor will be made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the Town of Old Saybrook. Those invited to the ceremony shall include the recipient, the recipients family, very close friends, local dignitaries, members of the department and members if the press. All those invited to the ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the chief,. The presentation should be made by the Chief of the Department with the other chief officers at his side. However the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the chief.
Medal of Valor

Criteria: To receive the Medal of Valor, the firefighter must be a member of the department 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 the fire service.

Presentation: As with the Medal of Valor the recipient of this honor deserves the respect and recognition that is due for receiving such an honor. Therefore the presentation of the Medal of Valor will be made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the Town of Old Saybrook. Those invited to the ceremony shall include the recipient, the recipients family, very close friends, local dignitaries, members of the department and members if the press. All those invited to the ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the chief. The presentation should be made by the Chief of the Department with the other chief officers at his side. However the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the chief.

Firefighter Cross

Criteria: To receive the Firefighter Cross, the firefighter must be a member of the department who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in the face of extreme fire conditions.

Presentation: The presentation of the Firefighter Cross will be made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the Town of Old Saybrook. Those invited to the ceremony shall include the recipient, the recipients family, very close friends, local dignitaries, members of the department and members if the press. All those invited to the ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the chief. The presentation should be made by the Chief of the Department with the other chief officers at his side. However the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the chief.
Bravery Medal

Criteria: To receive the Bravery Medal, the firefighter must be a member of the department who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in adverse conditions of fire, environment, weather, or materials.

Presentation: The presentation of the Bravery Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Gold Lifesaving Medal

Criteria: To receive the Gold Lifesaving Medal, the firefighter must be a member of the department who, in the face of personal hazard, saves the life of another person with disregard to personal safety. Without his actions creating an additional hazard, or compromising the mission.

Presentation: The presentation of the Gold Lifesaving Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Silver Lifesaving Medal

Criteria: To receive the Silver Lifesaving Medal, the firefighter must be a member of the department who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act.

Presentation: The presentation of the Silver Lifesaving Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Section 2: Operations

Distinguished Service Medal

Criteria: To receive the Distinguished Service Medal, the firefighter must be a member of the department who performs a highly unusual act of distinction under adverse conditions in the performance of duty.

Presentation: The presentation of the Distinguished Service Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Meritorious Service Medal

Criteria: To receive the Meritorious Service Medal, the firefighter must be a member of the department who performs a notable act of distinction in the performance of duty.

Presentation: The presentation of the Meritorious Service Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Purple Heart

Criteria: The Purple Heart is awarded to a member of the department for a wound received in the line of duty 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.

Presentation: The presentation of the Purple Heart shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
**Exceptional Duty Medal**

**Criteria:** The Exceptional Duty Medal is awarded to a member of the department for a highly credible accomplishment bringing public acclaim to the department or fire service as a result of devotion to duty or service to the public.

**Note:** The Exceptional Duty Medal was retired in July 2005 and replaced by the Exceptional Duty Ribbon. The two blue stripes shown on the ribbon for the medal have been replaced with two red stripes on the ribbon. This change will denote those firefighters who were awarded this award after the original medal was retired.

**Presentation:** The presentation of the Exceptional Duty Medal was made at the department's annual awards ceremony. The presentation and the handling of invitations to the ceremony was at the discretion of the Chief.

**Firefighter Commendation Medal**

**Criteria:** The Firefighter Commendation Medal is awarded to a member of the department for a credible act in the line of duty which is commendable in nature, and displays admirable initiative and accomplishment.

**Presentation:** The presentation of the Firefighter Commendation Medal shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Exceptional Duty Ribbon

Criteria: The Exceptional Duty Ribbon is awarded to a member of the department for a highly credible accomplishment bringing public acclaim to the department or fire service as a result of devotion to duty or service to the public.

Presentation: The presentation of the Exceptional Duty Ribbon shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Firefighter Service Commendation Ribbon

Criteria: The Firefighter Service Commendation Ribbon is awarded to a non-veteran member of the department who has performed service to the department in a highly commendable manner.

Presentation: The presentation of the Firefighter Service Commendation Ribbon shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Veteran Firefighter Service Commendation Ribbon

Criteria: The Veteran Firefighter Service Commendation Ribbon is awarded to a veteran member of the department who has performed service to the department in a highly commendable manner.

Presentation: The presentation of the Veteran Firefighter Service Commendation Ribbon shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Unit Commendation Ribbon

Criteria: The Unit Commendation Ribbon is awarded to a group of members who have performed service to the department in a highly commendable manner.

Presentation: The presentation of the Unit Commendation Ribbon shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Section 3: Administrative

Administration Commendation Ribbon

Criteria: The Administration Commendation Medal is awarded to a member of the department who has contributed considerable time to an effort that increases the operational efficiency of the department.

Presentation: The presentation of the Administration Commendation Ribbon shall be made at the department's annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Firefighter of the Year Ribbon

Criteria: The Firefighter of the Year Ribbon is an annual award given to a non-chief, active, regular, who has made the most significant contribution to the department during the course of that year. Nominations for this award should be submitted to the Firefighter Service Award Evaluation Board by November 15th. Special consideration should be given to firefighters nominated for contributions on the fire ground. The firefighter’s name will be inscribed on the appropriate wall plaque in the firehouse. Recipient will be issued a framed certificate along with the ribbon. The ribbon will have two silver pins with the year the ribbon was awarded centered on the ribbon.

Presentation: The presentation of the Firefighter of the Year Ribbon shall be made at the department's annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Firefighter Longevity Service Ribbon

Criteria: The Firefighter Longevity Service Ribbon is awarded to any regular member of the department starting at 20 years of service. Stars will be added for each five year segment following the multiple award flow chart as described in the guideline.

This award is in addition to special gold badges which may also be awarded in accordance with department tradition.

Presentation: The presentation of the Firefighter Longevity Service Ribbon shall be made at the department's annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Firefighter Attendance Ribbon

Criteria: The Firefighter Attendance Ribbon is awarded annually to the ten members who responded to the highest accumulated calls during the year. In the event that there is a tie for in the number of members that make the same amount of calls for the tenth position. All members with that number of calls will receive the award.

Presentation: The presentation of the Firefighter Attendance Ribbon shall be made at the departments annual awards ceremony. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.

Educational Achievement Ribbon Flow Chart
Advanced Educational Achievement Ribbon

**CRITERIA:** The Advanced Educational Achievement Ribbon is awarded to a member of the department who has completed an advanced phase of the state certified series of firefighter training courses. Fire Service Instructor 1 and 2. Fire Officer 1, 2, 3, and 4. Gold Numbers will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

**PRESENTATION:** The presentation of the Advanced Educational Achievement Ribbon will be made at a regular monthly meeting of the department. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the chief.

Educational Achievement Ribbon

**CRITERIA:** The Educational Achievement Ribbon is awarded to a member of the department who has completed a phase of the state certified series of firefighter training courses. Firefighter 1, 2, and 3. Pump Operator, Aerial Operator, and Tanker Operator. Silver Numbers and Letters will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

**PRESENTATION:** The presentation of the Educational Achievement Ribbon will be made at a regular monthly meeting of the department. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the chief.

Hazardous Materials Educational Achievement Ribbon

**CRITERIA:** The Hazardous Materials Educational Achievement Ribbon is awarded to a member of the department who has completed state certified Hazardous Materials Technician Level Training. A Gold Letters will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

**PRESENTATION:** The presentation of the Hazardous Materials Educational Achievement Ribbon will be made at a regular monthly meeting of the department. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the chief.
Emergency Medical Services
Educational Achievement Ribbon

CRITERIA: The Emergency Medical Service Educational Achievement Ribbon is awarded to a member of the department who has completed a state certified Emergency Medical Service training Course. Medical Response Technician (MRT, Emergency Medical Technician (EMT), Emergency Medical Technician Intermediate (EMT-I), Emergency Medical Technician Paramedic (EMT-P), and Emergency Medical Service Instructor (EMS-I). A silver letter in the center of the ribbon will denote a letter of the level of certification of M-MRT, E-EMT, and I-EMT-I. A gold letter P in the center of the ribbon will denote the level of certification for EMT-P Paramedic. A gold letter I will be just to the wearers left center to denote EMS-I Emergency Medical Service Instructor. To the wearers right center will denote there other certification level.

PRESENTATION: The presentation of the Emergency Medical Services Educational Achievement Ribbon will be made at a regular monthly meeting of the department. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the chief.

Section 4: Civilian

Civilian Awards

Civilian Lifesaving, Bravery, and Community Service awards will be presented as a plaque. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief.
Multiple Award Flow Chart

**Small Bronze Star**
The small bronze star represents an additional award to any of the various ribbons on which it is authorized.

**Small Silver Star**
The small silver star is worn in the same manner as the bronze star, but is worn in lieu of five bronze service stars.

**Large Bronze Star**
The large silver star is worn in the same manner as the bronze star, but is worn in lieu of twenty bronze service stars.

**Large Silver Star**
The large silver star is worn in the same manner as the bronze star, but is worn in lieu of thirty bronze service stars.

**Large Gold Star**
The large silver star is worn in the same manner as the bronze star, but is worn in lieu of forty bronze service stars.
DECORATIONS AND AWARDS
BY ORDER OF PRECEDENCE

MEDAL OF HONOR

MEDAL OF VALOR

FIREFIGHTER CROSS

BRAVERY MEDAL

GOLD LIFESAVING MEDAL

SILVER LIFESAVING MEDAL

DISTINGUISHED SERVICE MEDAL

MERITORIOUS SERVICE MEDAL

PURPLE HEART

FIREFIGHTER COMMENDATION MEDAL

EXCEPTIONAL DUTY RIBBON

FIREFIGHTER SERVICE COMMISSIONATION RIBBON

VETERAN FIREFIGHTER SERVICE COMMISSIONATION RIBBON

UNIT COMMENDATION RIBBON

ADMINISTRATION COMMENDATION RIBBON

FIREFIGHTER OF THE YEAR AWARD

FIREFIGHTER LONGEVITY SERVICE RIBBON

FIREFIGHTER ATTENDANCE RIBBON

ADVANCED EDUCATIONAL ACHIEVEMENT RIBBON

EDUCATIONAL ACHIEVEMENT RIBBON

HAZARDOUS MATERIALS EDUCATIONAL ACHIEVEMENT RIBBON

EMERGENCY MEDICAL SERVICES EDUCATIONAL ACHIEVEMENT RIBBON