

**PUBLIC INFORMATION**

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**History:** Effective: 4-1-11

Revised: 3-22-11

Original 11/00

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**701 DEPARTMENT AWARDS**

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**History:** Effective: 4-1-11                      Revised: 3-22-11                      Original 11/00

**A. FIREFIGHTER/FIRE OFFICER OF THE YEAR AWARD**

Each year a "Firefighter of the Year" will be named by East Lake Tarpon Special Fire Control District in the month of January. The firefighter selected will represent the department for that entire year.

1. **Selection Committee:** The committee of two (2) persons to be appointed by the Fire Chief will consist of the following:  
  
Two (2) administrative personnel.
2. **Criteria for Selection:** The selection from the following guidelines:
  - a. Educational Incentive - does he/she continue above basic educational requirements ?
  - b. Initiative to participate.
  - c. Positive attitude.
  - d. Incentive to participate in extra projects.
  - e. Performance evaluations above average.
  - f. Job experience, years of duty.
3. **Presentation:** The presentation of "Firefighter of the Year" will be performed at the annual banquet. In the absence of a banquet, then presentation will be at January's Regular Board Meeting.

**B. "On the Spot" Award**

1. The "On the Spot" Award is a method to recognize an employee or group of employees who provide assistance to the Department and/or the community that is "Above and Beyond" the requirements of the position. The award can be recommended by any personnel or community member to any firefighter and/or officer.
2. **Criteria:** The award can be presented for any of the following reasons:
  - a. **Service Projects:** Duties and improvements that are beyond the scope of day to day actions.
  - b. **Leadership:** Personnel (at any level/rank) that direct exceptional team work beyond normal day to day operations.

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- c. **Community Service:** Assisting public with classes, projects, events that are beyond what is required by the department.
- d. **Money Saving Ideas:** Personnel that save the department money through new innovative suggestions to improve the operation of the department.

- 3. **Recognition Methods:** The award will be recognized throughout the department in the following ways:
  - a. **Certificate:** The recipient will be given a certificate.
  - b. **Personnel File:** A copy of the certificate will become part of the member's personnel file.
  - c. **Posted in Stations:** A copy of the certificate will be posted on a bulletin board in each station for a one month period.
  - d. **Board Meetings:** The member will be recognized during the next regular monthly meeting of the Board of Commissioners.

C. **Honor Awards:**

- 1. The department will honor members for outstanding performance of duties in the following areas:
  - a. **Firefighter of the Year:**  
Commendation Bar – Maltese Cross with fire scramble.
  - b. **Successful Resuscitation** (lifesaving)  
Commendation Bar – blue/white/blue, blue Star of Life in the center.
  - c. **Rescue from Fire/Hazardous Situation** (heroism)  
Commendation Bar – red with fire truck.
  - d. **Child Birth Delivery** (valor)  
Pink or blue bar with Star of Life in center.
- 2. Members receiving an award will be presented with a Commendation bar which can be displayed on the uniform.

**History:** Effective: 12/01/04 Revised 07/04 Original 11/00

**PURPOSE**

To set procedures and guidelines, to establish an information sector at incidents, and/or set guidelines when dealing with the media.

**DISCUSSION**

It is the policy of this Fire Department to cooperate with the media. This guideline is only designed to assist the assigned PIO with requests for comment or incident information from the print, television, radio and other media which directly or indirectly affects this Fire District.

**PROCEDURES**

Command will be responsible for the management of public information at major incidents as soon as practical. Command will establish a Public Information Sector. Prior to the arrival or availability of the Department's PIO, Command may assign an officer to the Public Information Sector if needed. The Department will operate in accordance with P.C. Operations SOP 600-10 as it relates to the PIO.

- A. The PIO will gather and write the information structured on the worksheet. Command will establish the location of the Public Information Sector so as to provide public information access to the Command Post, but not interfere with operations.
- B. The PIO designation sector will be "Information".
- C. The Public Information Sector will be responsible for requiring all media representatives to stay in a safe zone away from the incident.
- D. Each Sector officer is responsible for the safety of media personnel in their area. If media personnel create a safety problem or hinder operations, they should be requested to move, avoiding confrontation when possible.
- E. If any ELFR employee is approached by the media for a statement, the employee shall direct the media to the Public Information Sector, or in its absence, Command.
- F. If an employee has been authorized by Command or the Public Information Sector to talk to the media, the employee may request the Department's PIO to be present.
- G. The assigned PIO shall keep the Incident Commander informed of all media released.
- H. Command may notify the Department's PIO of any incidents, whether large or small, if it appears it may be news worthy.

**History:** Effective: 12/01/04      Revised 07/04      Original 11/00

I. As a courtesy, media contacts and interviews made by administrative officers should be relayed in a timely manner to the PIO in an effort to maintain consistent relations.

**WRITTEN RELEASES**

Any written public information releases that represent the department or identify the author as a member of the department needs to be approved by the Fire Chief prior to submission.

The information should be provided in a final draft and include what source(s) the information will be sent to and a proposed print date.

The article will be returned to the author as soon as possible.