

CAL FIRE Butte Unit
Policies and Procedures



Approved By 
Greg McFadden, Fire Chief

Approval Date: **January 1, 2015**

Subject: **1000 Personnel Procedures**
Specific Subject: **1035.03 Annual Recognition Program**

Original Policy Date: **January 1, 2015**
Revision Date:

POLICY:

The Butte Units Annual Recognition Program recognizes exceptional and outstanding Individuals and group accomplishments within the ranks of the career employees and the volunteer firefighters that further the attainment of the unit's goals. All award recipients are recognized at the department's Annual Awards Banquet in the spring of each calendar year.

PROCEDURE:

Any employee of the CAL FIRE Butte Unit or volunteer firefighter with the Butte County Fire Department/Town of Paradise can nominate another current employee or volunteer firefighter for an award(s) at any time.

To nominate an employee or volunteer firefighter for an award(s), fill out the attached nomination form and sent it through your Chain of command to the fire chief.

During the course of a calendar year, career employees and volunteer firefighters within the CAL FIRE Butte Unit often perform in a manner above and beyond the expected standards deserving recognition. The Unit will annually recognize nominated employees and volunteer firefighters for their achievements in specific categories, recognize years of service to the department and pin the badge on new permanent career firefighters and volunteer firefighters that have completed their probationary period.

Each award given will meet one of the following criteria. The presentation of the awards will be performed by the Unit Chief or designee. All awards must be turned in by January 15 of each calendar year to be considered during the spring awards banquet.

Employee of the Year

Nominator:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

One Award per year

Eligibility:

*Any CALFIRE Butte Unit Employee

Criteria for Nomination:

Superior performance that has significantly exceeded, in quantity and quality that which is usually expected of an employee in his/her classification.

Career Firefighter of the Year Award

Nominators:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

One Award per year

Eligibility:

*Any CALFIRE Butte Unit Firefighter

Criteria for Nomination:

- 1, Superior performance and dedication to the protection of life and property; commitment to the values and mission of CALFIRE/Butte County Fire Department, and to the safety and well-being of fellow firefighters; and
2. Demonstrated ability to work as a member of a team; and
3. Achievement clearly and unquestionably above normal job requirements.
4. Considerations include the degree to which the employee/volunteer expends personal effort beyond that normally expected, including on-the-job activities as well as community service.

Volunteer Firefighter of the Year Award

Nominators:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

One Award per year

Eligibility:

*Any Butte County Fire Department/Town of Paradise Volunteer Firefighter

Criteria for Nomination:

- 1, Superior performance and dedication to the protection of life and property; commitment to the values and mission of Butte County Fire Department/Town of Paradise, and to the safety and well-being of fellow firefighters; and
2. Demonstrated ability to work as a member of a team; and
3. Achievement clearly and unquestionably above normal job requirements.
4. Considerations include the degree to which the employee/volunteer expends personal effort beyond that normally expected, including on-the-job activities as well as community service.

Superior Accomplishment Award

Nominators:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

Multiple Awards per year

Eligibility:

- *Any CALFIRE Butte Unit Employee
- *Any CALFIRE Butte Unit Firefighter
- *Any Butte County Fire Department/Town of Paradise Volunteer firefighter
- *Any CALFIRE/Butte County Fire Department Team or Cadre

Criteria for Nomination:

1. Superior performance resulting in an exceptional contribution to the CALFIRE/Butte County Fire Department/Town of Paradise, such as completion of a major project or task in a significantly shorter period of time than expected; and
2. Achievement clearly and unquestionably above normal job requirements.
3. Considerations include the degree to which the accomplishment necessitated that the employee(s)/volunteer(s) expend personal effort beyond that normally expected; amount and nature of ingenuity, initiative, and creative effort displayed..

Leadership Award

Nominators:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

One Award per year

Eligibility:

- *Any CALFIRE Butte Unit Employee
- *Any CALFIRE Butte Unit Firefighter
- *Any Butte County Fire Department/Town of Paradise Volunteer firefighter
- *Any CALFIRE/Butte County Fire Department Team or Cadre

Criteria for Nomination:

1. Superior performance that has demonstrated the ability to motivate others to positive action and inspire others to seek solutions to problems; and
2. Long-term commitment to the values and mission of CALFIRE/Butte County Fire Department/Town of Paradise, demonstrating visionary and sustained long-range planning and strategic thought.

Organizational Enhancement Award

Nominators:

This award should have consensus amongst the Chief Officers in the Butte Unit. The award will be sponsored and presented by the Unit Chief to the employee.

Frequency:

Multiple Awards per year

Eligibility:

- *Any CALFIRE Butte Unit Employee
- *Any CALFIRE Butte Unit Firefighter
- *Any Butte County Fire Department/Town of Paradise Volunteer firefighter

Criteria for Nomination:

1. Superior performance that has enhanced the ability of CALFIRE/Butte County Fire Department/Town of Paradise to be an efficient, effective, and quality organization; and
2. Demonstrated ability to promote outstanding customer service and achieve notable work process improvements.

Years of Service Award

The years of service awards are awarded in 5 year increments with a Bench Mark awards awarded every 10 years.

Eligibility:

- *Any CALFIRE Butte Unit Employee
- *Any CALFIRE Butte Unit Firefighter
- *Any Butte County Fire Department/Town of Paradise Volunteer firefighter

Criteria for Nomination:

1. Career employees and volunteer firefighters in good standing with the department are eligible for years of service awards.



BUTTE COUNTY FIRE DEPARTMENT
AWARD RECOMMENDATION
 (Rev. 12/2014)

TO: BUTTE UNIT FIRE CHIEF	Date Submitted:	
<i>In accordance with the provision of Butte County Fire Department policy, it is recommended that award consideration be given for an award as nominated below and herein described, which has been performed by the following named <input type="checkbox"/> CALFIRE Butte Unit employee or <input type="checkbox"/> Butte County Fire Department Volunteer Firefighter.</i>		
EMPLOYEE or VFF NAME (First & Last)	CLASSIFICATION	LOCATION or VFC
EMPLOYEE or VFF ADDRESS (Street, City, State, Zip Code)		
NOMINATION FOR <input type="checkbox"/> EMPLOYEE OF THE YEAR <input type="checkbox"/> SUPERIOR ACCOMPLISHMENT AWARD <input type="checkbox"/> CAREER FIREFIGHTER OF THE YEAR <input type="checkbox"/> LEADERSHIP AWARD <input type="checkbox"/> VOLUNTEER FIREFIGHTER OF THE YEAR <input type="checkbox"/> ORGANIZATIONAL ENHANCEMENT AWARD		
DESCRIPTION OF ACCOMPLISHMENT (Give specific facts and attach additional sheet(s) if necessary.)		
NOMINATING PARTY (Please print)	STATION/VFC	TELEPHONE NUMBER
SIGNATURE (Nominating party) <i>[Signature]</i>	TITLE	DATE SIGNED
SIGNATURE (VFC Captain Approval for VFF nomination only) <i>[Signature]</i>	PRINT NAME	DATE SIGNED
SIGNATURE (Battalion Chief Approval) <i>[Signature]</i>	PRINT NAME	DATE SIGNED
SIGNATURE (Assistant Chief Approval) <i>[Signature]</i>	PRINT NAME	DATE SIGNED
SIGNATURE (County Fire Chief Approval) <i>[Signature]</i>	DATE SIGNED	