

GRANT COUNTY AWARDS

AND RECOGNITION

PROGRAM

1. Purpose: To establish policy and procedures for the annual submission, review and approval of honorary awards to public safety (Law Enforcement, Fire, Emergency Medical, Emergency Management, Transportation, County Highway) and citizens of Grant County.

2. Policy. Supervisory personnel, nominating committees and approval boards shall ensure that the outstanding performance, extraordinary achievements, bravery, and significant contributions of individuals are appropriately recognized. To merit an honorary award, the performance or accomplishments must be distinctive when measured against the position requirements of the individual and should exceed the contributions and service of others with comparable responsibilities.

3. Honorary Award Submission Process

a. Award packages for prior calendar year must be submitted to the Local Emergency Planning Committee (LEPC) a minimum of 30 days before the scheduled February LEPC meeting. The award package(s) nominated by the LEPC must be submitted to the Grant County Office of Emergency Management and Safety a minimum of 30 days before the 2nd scheduled Board of County Commissioners Meeting in April. Finalized award packages will be submitted by the Grant County Office of Emergency Management and Safety to the Board of County Commissioners for review and final approval at the 2nd meeting in April. Presentation of the awards will be made during Public Service Recognition Week by the Board of County Commissioners.

b. All award packages must include the following:

1. A completed award nomination form (enclosures 1,2,3 and 4), including a thorough justification detailing the specific conduct meriting recognition.

2. A draft citation (enclosures 5, 6, 7 and 8). Always provide the recipient's name exactly as it should appear on the award certificate. Spell out all acronyms when first used.

3. All award packages are required to have signature(s) of the LEPC nominating committee, the signature of the Emergency Manager and final approval signatures of the Board of County Commissioners, attested by the Grant County Clerk.

HONORARY AWARDS

1. Honorary awards are a tool to promote organizational and team goals and objectives. Honorary awards provide an opportunity to acknowledge valuable contributions made over the course of many months, one year or years.

2. Types of Honorary Awards

a. Citizen of the Year Award Program (COY)

1. The COY program recognizes citizens of Grant County for outstanding achievement, performance, leadership, accomplishments, and overall contributions to Grant County.

b. Letter of Commendation

1. The Letter of Commendation is given to a Citizen of Grant County who has displayed dedication and excellence in the community.

c. Public Safety Cross

1. The Public Safety Cross is awarded by the Grant County Board of Commissioners on behalf of the citizens of Grant County to public safety personnel for exceptional gallantry in the performance of their duties.

d. Purple Heart

1. The Purple Heart is awarded by the Grant County Board of Commissioners on behalf of the citizens of Grant County to public safety personnel for injuries received, or death, in the line of duty. Injuries must require treatment by medical personnel.

e. Meritorious Service

1. The Meritorious Service is awarded by the Grant County Board of Commissioners on behalf of the citizens of Grant County to public safety personnel for outstanding service, over a specified period of time or for a single act.

CITIZEN OF THE YEAR NOMINATION FORM

From:

To: Grant County LEPC awards nominating committee

Subj: NOMINATION FOR CITIZEN OF THE YEAR

Ref: (a) Grant County Awards Program

Encl: (1) Biography (one page or less typed narrative describing the nominee's background, education, current assignment/position and immediate family members.

1. Per reference (a), _____ is nominated as the Grant County Citizen of the Year (COY)

2. In addition to enclosure (1), the following information is provided:

a. Name (Last, First, MI)

b. Address

c. Address

d. Telephone

e. Fax

f. Email

g. Demonstrated leadership in performing the work or action and any significant contributions to the community or Grant County as a whole.

h. Supervisor or nominating persons remarks:

i. Emergency Manager remarks: _____

j. LEPC committee remarks: _____

k. Board of County Commissioners remarks: _____

LETTER OF COMMENDATION NOMINATION FORM

From:

To: Grant County LEPC awards nominating committee

Subj: LETTER OF COMMENDATION

Ref: (a) Grant County Awards Program

Encl: (1) Biography (one page or less typed narrative describing the nominee's background, education, current assignment/position and immediate family members.

1. Per reference (a), _____ is nominated as the Grant County Citizen of the Year (COY)

2. In addition to enclosure (1), the following information is provided:

a. Name (Last, First, MI)

b. Address

c. Address

d. Telephone

e. Fax

f. Email

g. Describe how they demonstrated dedication and excellence in the community.

h. Supervisor or nominating persons remarks:

i. Emergency Manager remarks: _____

j. LEPC committee remarks: _____

PUBLIC SAFETY CROSS NOMINATION FORM

From:

To: Grant County LEPC awards nominating committee

Subj: NOMINATION FOR PUBLIC SAFETY CROSS

Ref: (a) Grant County Awards Program

Encl: (1) Biography (one page or less typed narrative describing the nominee's background, education, current assignment/position and immediate family members.

1. Per reference (a), _____ is nominated as the Grant County Public Safety Cross recipient for the year 20__

2. In addition to enclosure (1), the following information is provided:

a. Name (Last, First, MI)

b. Address

c. Address

d. Telephone

e. Fax

f. Email

g. Describe the demonstrated exceptional gallantry in the performance of their duties.

h. Supervisor or nominating persons remarks:

i. Emergency Manager remarks: _____

j. LEPC committee remarks: _____

k. Board of County Commissioners remarks: _____

PURPLE HEART NOMINATION FORM

From:

To: Grant County LEPC awards nominating committee

Subj: NOMINATION FOR PURPLE HEART AWARD

Ref: (a) Grant County Awards Program

Encl: (1) Biography (one page or less typed narrative describing the nominee's background, education, current assignment/position and immediate family members.

1. Per reference (a), _____ is nominated as a Grant County Purple Heart recipient for the year 20__

2. In addition to enclosure (1), the following information is provided:

a. Name (Last, First, MI)

b. Address

c. Address

d. Telephone

e. Fax

f. Email

g. Describe, while in the line of duty how personnel injuries or death was received.

h. Supervisor or nominating persons remarks:

i. Emergency Manager remarks: _____

j. LEPC committee remarks:

k. Board of County Commissioners remarks:

MERITORIOUS SERVICE NOMINATION FORM

From:

To: Grant County LEPC awards nominating committee

Subj: NOMINATION FOR MERITORIOUS SERVICE

Ref: (a) Grant County Awards Program

Encl: (1) Biography (one page or less typed narrative describing the nominee's background, education, current assignment/position and immediate family members.

1. Per reference (a), _____ is nominated as a Grant County Meritorious Service recipient for the year 20__

2. In addition to enclosure (1), the following information is provided:

a. Name (Last, First, MI)

b. Address

c. Address

d. Telephone

e. Fax

f. Email

g. Describe the demonstrated outstanding service over a specified period of time or the single event, clearly setting the individual apart from his or her peers.

h. Supervisor or nominating persons remarks:

i. Emergency Manager remarks: _____

j. LEPC committee remarks: _____

k. Board of County Commissioners remarks: _____

CITATION FOR CITIZEN OF THE YEAR

CITATION TO ACCOMPANY THE AWARD OF

GRANT COUNTY CITIZEN OF THE YEAR

TO

NAME: XXXXXXX X XXXXXXX

Mr. xxxxx x. xxxxxx is cited for Grant County Citizen of the Year award in the performance of his duties or actions resulting in improved living conditions of the county, the promotion of growing rural economic projections and commitment to community from January 1, 2015 to December 31, 2015. His significant contributions to the community and county as a whole, as well as his strong support of charitable activities is to be commended. His superb example as a teacher within Grant County is evidenced by his high, positive student pass/fail ratio and high percentage of graduations from High School. As a result, Quantum Physics High School received the highest scholastic achievements score in over 20 years. Through outstanding professional expertise and attention to detail, these results were attained through hard work, determination and execution of professional skills. Demonstrating exemplary organizational traits, xxxx x. xxxxxx expertly guided his class through the transitional phases of the All Students Excel program. He additionally, with exceptional foresight and tireless pursuit of excellence instituted learning centers resulting in a 20% increase in vocabulary and reading comprehension, resulting in the presentation of the prestigious We Knew You Could Do Award presented to Quantum Physics High in 2015. Through his meticulous management of class time he was able to utilize volunteer students in the clean-up of three local communities. Mr. xxxxx x. xxxxxx dedication and devotion to Grant County are most heartily commended and are in keeping with the highest traditions of the Grant County Citizen of the Year.