



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Department Ceremonies		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	September 2018
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### PURPOSE

The purpose of this policy is to provide guidelines for departmental ceremonies. Formal departmental ceremonies will include Probationary Firefighter School Graduation, Annual Promotion and Award Ceremonies, Retirement Celebrations, and New Apparatus in Service Events.

### POLICY

#### 1. Probationary Firefighter School Graduation

- A. All employees shall be invited and on-duty staff required to wear a Class "A" work or dress uniform, depending on availability.
- B. The family, friends, and guests of the firefighters shall be invited at least a month in advance on formal department stationary.
- C. The ceremony should include an invocation, presentation of the colors, information on the fire academy process, and a commemorative speech. An oath of service should be issued by the city.
- D. A photographic slide show should be used to characterize the intensity of their probationary training.
- E. At the end of the ceremony, the dispatch center shall announce the following:

*"<Alert Tone>"*

*"The following is an in service announcement for the Rogers Fire Department"*

*"<Alert Tone>"*

*“The Rogers Fire Department would like to recognize the graduation of probationary firefighter(s) \_\_\_\_\_ assigned to \_\_\_ platoon. Welcome to the Rogers Fire Department and good luck with your career”*

## **2. Annual Promotion and Award Ceremony**

- A. Each year on the department’s anniversary date (December 19<sup>th</sup>), promotions and awards shall be given. Although promotions happen throughout the year, it is this time that we will use to celebrate the achievements of those employees. Employees shall be recognized for their promotion during a specific time in the program. During that time a designated family member will pin the badge on the promoted member.
- B. The Rogers Firefighters Association (Firefighters, Incorporated) shall manage the hospitality function of the Anniversary Dinner / Awards Ceremony. Awards shall be established for the following categories:
  - Firefighter of the Year
  - Company Officer of the Year
  - Fire Company of the Year
  - Probationary Firefighter of the Year
  - Paramedic of the Year
  - Heroism Award(s)
  - Service Award(s)
- C. The various nominees for awards shall be selected by the fire department’s command staff. The final selection process shall be the responsibility of the Fire Chief.
- D. The dress for award ceremonies shall be Class “A” dress or work uniform. The color guard shall present the colors and an invocation be given.
- E. The agenda for the event should be as follows:
  - Honor Guard presents colors
  - Invocation
  - Fire Chief welcome
  - Deputy Chief introduces special guests
  - Dinner
  - A keynote speaker address the group
  - A photographic slide show shows highlights from the past year.
  - Promotion presentations
  - Award presentations

### 3. Retirement Ceremonies

- A. These ceremonies shall be held at the training center on a day of the employees choosing. The retiring employee shall ride on the fire apparatus of their choosing in the officer's seat.
- B. Upon arrival at the training center, all on-duty firefighters, wearing Class "A" attire, shall line up and welcome the member. Once all guests and firefighters are inside the training center, the dispatch center will make the following announcement:

*"<Alert Tone>"*

*"The following is an out-of-service message for the Rogers Fire Department"*

*"<Alert Tone>"*

*"The Rogers Fire Department announces the retirement of \_\_\_\_\_ (rank) \_\_\_\_\_, \_\_\_\_\_ (name) \_\_\_\_\_ assigned to \_\_\_\_\_ platoon. We thank you for your dedication and \_\_\_\_\_ years of service to the citizens of Rogers. We hope you have a happy retirement.*

- C. The Fire Chief and direct supervisor of the retiring member shall say a few words and commemorate their career. The Rogers Firefighters Association (Firefighters, Incorporated) will typically provide a gift to the member as well. Refreshments and cake should also be served after the employee is given a chance to speak to the group.

### 4. New Apparatus in Service Events

- A. These events shall be held at a fire station in the morning. The new apparatus and the retiring apparatus should be positioned so that the public can view the truck and its equipment.
- B. The Fire Chief shall welcome the guests and provide a brief description of the new unit, its purpose and role for the city. Following this short speech, the dispatch center will make the following announcement:

*"<Alert Tone>"*

*"The following is an announcement for the Rogers Fire Department"*

*"<Alert Tone>"*

*"The Rogers Fire Department announces the retirement of \_\_\_\_\_ (unit, radio call sign) asset number \_\_\_\_\_ and welcomes the new \_\_\_\_\_ (unit,*

*radio call sign) asset number \_\_\_\_\_. We wish this new apparatus and the personnel assigned to it a safe journey so that they can continue to provide the best possible service to our visitors and the citizens of Rogers.”*

## **5. Department Funerals**

A. The department shall participate in funerals of active duty members who died both in the line of duty and not in the line of duty. Retired members who left the department in good standing shall also be eligible for fire department participation in their funeral service. Only active members shall be eligible for funeral processions or transportation of caskets in fire apparatus.

B. Upon notification of the passing of a member, the dispatch center will make the following announcement in conjunction with the funeral service:

*“<Alert Tone>”*

*“The following is an announcement for the Rogers Fire Department”*

*“<Alert Tone>”*

*“The Rogers Fire Department announces the passing of \_\_\_\_ (rank, name) who was last assigned to (Station/Company and Shift). We mourn this loss with your family and are forever indebted to your \_\_\_\_ years of service to the City of Rogers. Although you are gone, you are not forgotten.*