



# Frontline Chaplains International, Inc.

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## **Ribbon Awards Policy & Procedure**

Doc 5009

### **I. Policy**

It is the policy of the IFOC to recognize outstanding service in the field of Chaplaincy to members in good standing.

### **II. Purpose**

The purpose of this policy is to outline what constitutes each award, who has authority to present them, and which entity is responsible for the cost of the awards.

### **III. Definitions**

**Leader** – A position of authority on the organizational chart that is in authority over the person receiving the award. In a Corps, this position is the Corps Commander. In a virtual group, this is the Virtual Captain.

**Board Award** – This is an award that can only be presented by the President or approved Board Member. Board members can also present Executive and Service awards.

**Executive Award** – This is an award that can only be presented by a member of the Board of Directors or a member of the Executive Management Team. Executive staff can also present Service Awards.

**Service Award** – This is an award that can be given by a Corps Commander to a member of their Corps and recommended by a Virtual Leader.

**Order Awards** – All awards are ordered from Davis and Stanton Police Awards.

**Award** – An award consists of a metal ribbon that is worn above the Chaplain's name plate in accordance with the Uniform Manual. It also includes a printed certificate signed by the presenter.

**Davis & Stanton** – All awards are purchased through Davis & Stanton. Their website is [www.davstan.com](http://www.davstan.com). To order, select the Police Awards category and find the correct award by number below.

#### **IV. Board Awards**

- A. Presidential Award (U128) – An award given at the President’s discretion for exemplary service.
- B. Award of Excellence (P315) – An award given to Chaplains who, in the capacity of Chaplaincy, go above and beyond the call of duty.
- C. Executive Management (H407) – An award given to a member of the Executive Management Team.
- D. Chaplain of the Year (I208) – An annual award given each year to a single IFOC Chaplain who has performed an exceptional service to the field of Chaplaincy during that year.
- E. Master’s Certification (O214) – An award to acknowledge tenure and excellence in the field of Chaplaincy.
- F. Master Trainer (J609) – To be awarded by the Board to the Director of Training.

#### **V. Executive Awards**

- A. Meritorious / Meritorious Special Achievement (F105 / F205) – Awarded for highly credible acts of Chaplain service over a period of time / An act of intelligent and valuable Chaplain service demonstrating special faithfulness.
- B. Lead Trainer (J509) – An award given by the Director of Training to Lead Trainers.
- C. Instructor / Support Trainer (H507) – To be awarded by the Director of Training to those IFOC educators who have achieved this rank.
- D. Advanced Certification (O114) – Awarded to acknowledge tenure and excellence in the field of Chaplaincy.
- E. Life Saving (E104) – Awarded to Chaplains who, as a direct result of their actions, saved a life.
- F. Corps Commander (A200) – Awarded to Corps Commanders who show excellence in leading their Corps.

## **VI. Service Awards**

- A. Good Conduct (G106) – Award given for great conduct in the role of the Chaplain.
- B. Educational Bachelors (O414) – Award given to honor a Chaplain who has received their Bachelor's degree.
- C. Educational Masters (O515) – Award given to honor a Chaplain who has received their Master's degree.
- D. Humanitarian Commendation (D303) – Given to a Chaplain who has gone above and beyond in serving the community. Their service included personal sacrifice to the betterment of the person being served.
- E. Distinguished Service (K210) – Given for exceptional service that goes above and beyond expectations setting them apart from the group.
- F. Community Service (D103) – Given for exceptional community service in quality and time given.
- G. Civic Achievement (D203) – Given for exceptional service to civic government and governmental agencies.
- H. Educational Achievement (N113) – Awarded for Chaplains who pursue educational advancement to better enable them to serve in the capacity of a Chaplain.
- I. Training Officer (H307) – Given for service in the area of training. Awarded to a training officer, or someone filling that responsibility, that exceeds expectations in their service.
- J. Field Training Officer (H107) – Given to a tenured Chaplain who is trusted to help new chaplains serve in a specific area or generally.
- K. Disaster Response (O314) – An award given for excellence in disaster response.
- L. 5, 10, 15, 20, 25, 40 years of service pins (Q216, Q316, Q416, Q516, Q616, Q716) – Given for consecutive years of service in the IFOC. Years of service that incorporate other service outside of the IFOC require Executive Management Team approval.
- M. Marksman (J109) – An award given for excellence in firearms handling and marksmanship.
- N. Law Enforcement Commendation (P115) – Awarded to Law Enforcement Chaplains or Chaplains who are also Law Enforcement Officers, for commendable service in Police Chaplaincy.

- O. Law Enforcement Service (K110) – Awarded to Chaplains who are Police Officers in recognition of their service to Law Enforcement.
- P. Firefighter Commendation (EX04) – Awarded to Fire Department Chaplains or Chaplains who are also Firefighters, for commendable service in Fire Chaplaincy.
- Q. Firefighter Service (U120) – Awarded to Chaplains who are Firefighters in recognition of their service to Firefighting.
- R. Paramedic Commendation (U127) – Awarded to EMS Chaplains, or Chaplains who are EMTs and Paramedics, for commendable service in their field and EMS Chaplaincy.
- S. Paramedic Service (U150) – Awarded to Chaplains who are EMTs and Paramedics in recognition of their service to EMS.
- T. Sheriff Commendation (P215) – Awarded to Chaplain Sheriff's Deputies in conjunction with their Sheriff for commendable service in Police Chaplaincy.
- U. Chief's Commendation (EX13) – Awarded to Chaplain Police Officers in conjunction with their Chief of Police (or ranking officer for state patrol) for commendable service in Police Chaplaincy.
- V. Motorcycle (T319) – Awarded to Motorcycle Chaplains for excellent service to the motorcycle community.

#### **VII. Process for Corps Commanders to give out awards.**

Corps Commanders may present Service awards at their discretion to Chaplain members of their Corps who are in good standing with the IFOC. All costs for these awards will be covered by the local Corps' finances. Corps Commanders can recommend their Chaplains to the Executive Director of Corps for Executive or Board awards during the same timeframe listed in section **VIII**. The Executive Director of Corps will relay that request to the appropriate member of Executive Leadership for a decision. IFOC Head Quarters will cover the cost for all Executive and Board awards, even if awarded to a Corps member. It is recommended that the Corps Commanders hold an annual ceremony / event to present these awards to their Chaplains.

#### **VIII. Process for Virtual Captains to give out awards.**

Since the Virtual Groups will not have a financial bank account, they will be unable to hand out awards at their discretion. Virtual Captains will send referrals for awards for Chaplains in their groups to their Regional Commander. If the Regional Commander agrees with the award, then they will forward the recommendation to the Executive Director of Corps. The Executive Management Team and Board of Directors will set a budget for awards each year for the Executive Director of Corps to potentially use. The Executive Director of Corps will decide and send awards to the recipients by the timeline below.

- October 1<sup>st</sup>: Award Budget information provided to Executive Director of Corps.
- October 1<sup>st</sup>: Last day of the year to submit award requests to the Regional Commanders.
- October 15<sup>th</sup>: Last day of the year for Regional Commanders to forward endorsed requests for awards to the Executive Director of Corps.
- November 1<sup>st</sup>: Executive Director of Corps to make final determination on awards, based on the budget, and order awards.
- December 1<sup>st</sup>: Deadline for mailing awards to the intended recipients.

#### **IX. Executive Management Team & Board Members**

Executive Management Team, Executive Management Support, and Board of Directors members may, of course, present awards at their discretion outside of the budgetary constraints under which the Executive Director of Corps operates.