

	Recognition of Personnel When Separating from LFRA		2016
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Procedure:

The Loveland Fire Rescue Authority (LFRA) desires to recognize individuals for their years of service when they honorably separate from the organization. Honorable separation means all members of LFRA that retire or leave the organization in good standing. This guideline does not apply to LFRA personnel that have been terminated or resign in order to avoid termination or a disciplinary process. This guideline shall be used in conjunction with LFRA Administrative Regulation *Gift* (Revised from City AR 003-0060).

The following describes the combined years of service (reserve and paid) and the award that will be presented to the member that is separating from LFRA:

- 1-5 years of service: badge and helmet front
- 6-10 years of service: badge plaque and helmet
- 11-19 years of service: helmet plaque and framed U.S. flag that was flown over the last station where the member was assigned. The engraving on the framed flag will include the individual's name, rank, years of service and the date the flag was last flown.
- 20 or more years of service: helmet plaque and framed U.S. flag that was flown over the last station where the member was assigned. The engraving on the framed flag will include the individual's name, rank, years of service and the date the flag was last flown. Additionally, the individual shall be presented with either a display axe, pike pole, play-pipe or bronze helmet awards.
 - The engraving plate on the award will include the individual's name, rank and years of service.
 - The helmet award will include the appropriate shield based on the individual's rank.
- Administrative personnel separating from LFRA shall be recognized with a plaque that contains the LFRA emblem, their name and years of service. Other awards for administrative personnel shall be in accordance with LFRA Administrative Regulation *Gift* (Revised from City AR 003-0060).

Revision History

References:

Loveland Fire Rescue Authority (2016). *Loveland Fire Rescue Authority, Gift (Revised from City AR 003-0060)*. Loveland, CO: Loveland Fire Rescue Authority

Our Designs, Inc. (2016). *Classic Maltese Axe – Custom*. Retrieved May 25, 2016 from <http://www.ourdesigns.com/Classic-Maltese-Axe-Custom-LIB008-0X.aspx>

Our Designs, Inc. (2016). *Pike Pole Award – Chrome*. Retrieved May 25, 2016 from <http://www.ourdesigns.com/Pike-Pole-Award-Chrome-LIB020B-0X.aspx>

Our Designs, Inc. (2016). *Play Pipe Award – Bronze*. Retrieved May 25, 2016 from <http://www.ourdesigns.com/Play-Pipe-Award-Bronze-LIB027A-0X.aspx>

Our Designs, Inc. (2016). *Helmet Award*. Retrieved May 25, 2016 from <http://www.ourdesigns.com/Helmet-Award-LIB040-0X.aspx>