

**DIRECTOR'S SPECIAL COMMENDATION AWARD OR
SPECIAL ACT/SPECIAL SERVICE AWARD NOMINATION
(Year-Round Recognition)**

Any Department employee can submit nominations for the Director's Special Commendation or Special Act/Special Service Awards at any time during the year. Criteria for these awards are listed below.

Nominations for the Director's Special Commendation or Special Act/Special Service Awards and any attachments must be submitted to the Department Recognition Coordinator. **All nominations are confidential.** For complete information on this award, refer to the *Recognition Program Guidelines*.

NAME(S) OF INDIVIDUAL(S) OR TEAM(S) BEING NOMINATED	NOMINEE'S DIVISION OR DISTRICT/SECTION
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AWARD CATEGORIES AND CRITERIA

- Director's Special Commendation:** Department teams or career employees who have made a significant contribution toward accomplishing the mission and goals of the Department. Efforts recognized by this award should stand far above the norm, be substantial in impact and worthy of recognition at the Director's level.
- Director's Recognition for Special Act or Special Service:** Any Department employee who has performed an extraordinary act of heroism extending far above the normal call of duty or service performed at great risk to his/her own safety or life in an effort to save human life and/or property.

GIVE SPECIFIC EXAMPLES THAT DEMONSTRATE HOW THE NOMINEE MEETS THE AWARD CRITERIA.
(If more space is needed, attach no more than two additional sheets.)

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SUBMITTED BY	DATE	DISTRICT/SECTION	PHONE NO. ()
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