

Guidelines

Alberta Emergency Services Medal (AESM) and Service Bars Policy

1. GENERAL

- a. The Alberta Emergency Services Medal (AESM) may be awarded to eligible personnel, as defined in Section 2 of this document, in accordance with these policy guidelines.

2. ELIGIBILITY CRITERIA

Personnel

- a. Individuals who serve in Alberta and are members of the organizations below who are involved in or directly supporting the prevention of, preparedness for and response to day-to-day emergencies are considered partners in the Alberta Emergency Services, including:
 - Firefighters (structural, industrial and wildland);
 - Emergency Medical Services (EMS) personnel, including paramedics (ACP & PCP) and emergency medical responders (EMR) as defined by the *Health Professions Act*, employed in public service;
 - Dispatchers employed in the public sector supporting emergency responders;
 - Any Police Officer as defined by the *Police Act* of Alberta;
 - Search and Rescue (SAR) personnel including SAR team volunteers;
 - Personnel from municipal emergency management agencies appointed under the *Emergency Management Act*;
 - Government of Alberta personnel involved in the prevention of, preparedness for, and response to day-to-day emergencies;
 - Correctional Officers as defined by the *Alberta Corrections Act* or the *Corrections and Conditional Release Act*;
 - Any Peace Officer as defined by the *Peace Officer Act* of Alberta;
 - Any officer, (Police, Auxiliary or Special Constable) as defined by the *Royal Canadian Mounted Police Act*, and whose accumulated total service time in Alberta meets the required period(s) of service.
- b. Partner organizations listed above may include public agencies, provincial, federal or municipal governments, SAR teams, and industrial responders.

- c. The personnel outlined in Section 2(a) above are eligible for the AESM, provided they have completed the required period of service as prescribed in Section 3 of this document.
- d. The AESM/Service bars may be awarded posthumously at the discretion of the Technical and Corporate Services on recommendation from the relevant Nominating Authority.

3. REQUIRED PERIODS OF SERVICE

a. AESM Medal (12 years)

Individuals are eligible for the AESM following twelve years of service in Alberta with one or more of the organizations designated in Section 2 above and:

- The individual must have been serving in a component of the Alberta Emergency Services on or after January 1, 2000;
- Service may be cumulative and need not be continuous provided all other eligibility requirements are met; and
- Cumulative service may include working within one or more of the approved services listed in Section 2(a) for a total of 12 years' service to Albertans.

b. Bronze Bar (22 years)

Individuals who have been awarded the AESM are eligible to receive a Bronze bar with rosette following at least twenty-two years' total service in the Alberta Emergency Services provided the criteria in Section 3(a) are met.

c. Silver Bar (32 years)

Individuals awarded the AESM are eligible to receive a Silver bar with rosette following at least thirty-two years' service in the Alberta Emergency Services provided the criteria in Section 3(a) are met.

d. Gold Bar (40 years)

Individuals awarded the AESM are eligible to receive a Gold bar with rosette following at least forty years' service in the Alberta Emergency Services provided the criteria in Section 3(a) are met.

4. NOMINATOR AND NOMINATING AUTHORITY

Nominator

- a. Persons serving in a particular discipline outlined in Section 2(a) above may nominate any of their peers or subordinates in that discipline. The Nominator is responsible for ensuring proposed recipients meet the eligibility criteria.
- b. Nominators must not be serving in a subordinate role/rank to that of the nominee. In situations where the chief official is eligible and a superior is unavailable to nominate, the nomination may be made by that person's immediate subordinate. This situation must be communicated to and approved by the Nominating Authority. Senior officials (Municipal CAOs, etc.) may nominate chief officials of their emergency response organizations.
- c. Self-nominations will not be accepted.

Nominating Authority

- d. The Nominating Authority is the entity responsible for the final approval of AESM nominations within their respective discipline and for maintaining the integrity of the AESM awards within that discipline.
- e. The Nominating Authority reviews nominations to ensure the Nominator has certified the information and eligibility prior to the approval.
- f. It is the responsibility of each Nominating Authority to ensure nominees meet the criteria in Section 2(a) and 3(a) above.
- g. A law enforcement and EMS representative will be assigned to Technical and Corporate Services to assist in the review and administration of the AESM.
- h. Nominating Authorities for the AES Medal/Service Bars include:
 - Alberta Municipal Affairs, Technical and Corporate Services: structural and industrial fire, search and rescue;
 - Alberta Agriculture and Forestry, Wildfire Management Branch: wildland fire fighters;
 - Alberta Health Services & Alberta College of Paramedics: emergency medical services personnel;
 - Calgary Police Services: Alberta police services, peace officers, sheriffs, corrections officers, commercial vehicle enforcement, fish and wildlife enforcement;
 - Alberta Environment and Parks, conservation officers and emergency response officers.

- i. Where no specific Nominating Authority is designated, the nominations will be reviewed and evaluated by Technical and Corporate Services.

5. ADMINISTRATION

- a. Technical and Corporate Services will:
 - Collect nominations, in a form and manner determined by Technical and Corporate Services, from time to time and direct them to the appropriate Nominating Authority for review and approval;
 - Upon receiving the approved nominations from the Nominating Authority, enter the approved nominees in the master database and issue the appropriate awards to the nominating agency;
 - Support the Nominating Authority in the review of complaints or concerns from persons questioning the validity of a nomination;
 - Notify a recipient of the need to return an award should it be discovered that the eligibility criteria was not met;
 - Maintain a master database containing the names of all recipients of the AESM.
- b. Nomination Authorities must maintain a record of approved nominations and awards issued and rescinded. Technical and Corporate Services may request for these records, to be provided in a specific format, from time to time, but not less than once per year. Awards records will be placed into the AESM provincial database as they are awarded.
- c. Administration of presentation ceremonies for the AESM are at the discretion of the Nominating Authority and nominating agencies will determine the manner used to present the AESM to their members.
- d. The nominating agency is responsible for presenting the AESM to recipients, and for any costs arising from the presentation of an AESM.
- e. The Government of Alberta is responsible for the costs of producing and distributing the medals to the nominating agency.

6. MINIATURES/RIBBONS

- a. Recipients may have miniatures or ribbons of the AESM and bars created at their expense to be worn according to the policies provided by their Nominating Authority from time to time.

7. ORDER OF PRECEDENCE AND POSITIONING OF SERVICE BARS

- a. The AESM may be worn in accord with the policy of the Nominating Authority. If the medal is worn on the left breast of the recipient, it must be worn in a position subordinate to any awards issued by the Crown in right of Canada.

- b. Service Bars are to be worn on an AESM ribbon in row from bottom up and to be arranged in order of precedence and positioned as following:
- A Bronze Bar (22 years) is to be positioned 1.9 cm above the AESM holder and to be first in row from bottom up;
 - A Silver Bar (32 years) is to be positioned right above the Bronze Bar with no space between the bars and to be second in row from bottom up;
 - A Gold Bar (40 years) is to be positioned right above the Silver Bar with no space between the bars and to be third and last one in row from bottom up.