

THE AMERICAN LEGION DEPARTMENT OF TEXAS

OFFICIAL GUIDELINES FOR THE LAW ENFORCEMENT OFFICER OF THE YEAR

Pursuant to action by The American Legion, Department of Texas, Department Executive Committee, there was established The Department of Texas Law Enforcement Officer of the Year Award. This is a yearly award established to recognize an outstanding Law Enforcement Officer within the State of Texas. This award will be presented at the succeeding Department Midwinter Conference.

To determine the winner of the Law Enforcement Officer of the Year:

1. Each Post should select a candidate from their community for this award
2. In making a recommendation, Posts should bear in mind that the law enforcement officer recommended need not have performed as outstanding feat during the year in order to be eligible. The award should go to that law enforcement officer who, for a number of years, has turned in an outstanding performance of his/her duties. This does not rule out the possibility that this same officer might, during the course of the current Legion year, have performed some feat which adds to his or her already impressive record.
3. Posts within the Department of Texas shall use the law enforcement officer application form, on which the Post's certification for the award winner is to be listed. The endorsed Post application shall be forwarded to their District Commander prior to their Spring District Convention.
4. It shall be the duty of each District Commander to appoint a committee of up to five (5) Legion member of the District, whose duty it will be to screen all applications and determine one (1) District winner. The District winner may then be endorsed by the District membership. **Districts may only submit one entry.**
5. The winning District application shall then be endorsed by the District Commander and District Adjutant and be forwarded to the Department Headquarters by **June 1st of each year.**
6. At the Annual Department Convention, the Department National Security Commission will review all District winners and select one to be recognized as "The Department of Texas Law Enforcement Officer of the Year."
7. The declared winner of the Law Enforcement Officer of the Year Award will be invited to attend the next Department Midwinter Conference for presentation of the award.

The National Security Commission will select the law enforcement officer, who in the opinion of the Department of Texas best exemplifies the traits and characteristics of a good Officer; one who goes about his/her daily duties in the protection of life and property of others. We must all know, in making our recommendations, that only one person will be the eventual winner and his/her selection will be made by the Department Commission, Thus, applications should be as thorough as possible before submitting them to the District.

Eligibility Criteria: To be eligible for consideration, Post and District nominees must meet the following criteria:

1. Be a citizen of the United States, male or female.
2. Be certified, living, active, full-time, paid, or volunteer law enforcement officer.
3. Consideration for a posthumous award will be acceptable only if the nominee's death has occurred after the department's selection and within the dates for which the award is being presented.
4. Be assigned to, or fully recognized by, Municipal (City), County, District, State or Federal law enforcement officer.

5. Be selected as the District Law Enforcement Officer of the Year.
6. Nominees are not required to be veterans or members of The American Legion.
7. Nominees must reside and be assigned or attached for duty in the District area from which they are selected.
8. Nominees selected for this award should be available to receive this award at The Department Midwinter Conference.
9. Military law enforcement officers are eligible for participation in this award provided they are state certified.

Application Packets: Only one copy of application packet needs to be submitted to the Department Headquarters and must include the following

1. Application form – Complete the application form and uses it as the cover page of the application. This cover page shall not count as part of the maximum 18 pages of service documentation.
2. A 5x7 photograph of the nominee
3. A maximum of 18 one-sided pages 8 1/2x 11 bond paper of service documentation. The first six (6) or seven (7) pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles.
4. Service narrative and supporting documentation. The goal of the Department of Texas is to select a well-rounded law enforcement officer who has exceeded, above and beyond, the duty requirements of his/ her position and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to his/her community, state or nation; and also has proven his/her personal dedication to community security and protection. The law enforcement officer must be recommended by his/her Commanding Officer or Supervisor for this award. The commanding officer or supervisor should also state that the law enforcement officer, if selected for this award, will be available for its presentation at the Department Midwinter Conference. Specific acts of community service, heroism and meritorious performance recognized by his/her law enforcement officer agency should be included and documented.
5. Community Service: Outstanding service to the community, state or nation by the law enforcement officer, in both on-duty and off-duty activities, should be explained for the past year and may include previous years. Cite, for example, awards and/or supporting letters from city or county commissioners, letters from state officials, and letters from The American Legion Department or Posts, or from citizens attesting to and commending the officer for his/her community service contributions. Remember, one of the major aims of the award program is to select a well- rounded officer who has demonstrated a distinct pattern of community service, above and beyond assigned duty requirements.
6. Citations for community service, heroism and meritorious performance of duty should be explained for the past year and may include previous years. Include citations and any supporting letters from the officer's chain of command as well as other documentation from city, county, state authorities and American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the officer.
7. Include a copy of your nominee's state or federal certification as an officer as well as copies of pertinent training and education certificates as appropriate.
8. The Post and District which submits the winning nominee will be notified by the Department Headquarters as expeditiously as possible.

**APPLICATION FOR THE DEPARTMENT OF TEXAS LAW ENFORCEMENT
OFFICER AWARD**

Candidates Name: _____

Home Address: _____ City: _____ Zip: _____

Phone: Work _____ Home: _____

Age: _____ Sex: _____ Marital Status: _____ Spouse's Name: _____

How long has the candidate been engaged as a law enforcement? _____

Employed By: _____ Position: _____

Recommendations: (use the reverse side or attaché your typewritten recommendation to this application.)

- From applicant's superior. Attach a resume of his/her law enforcement experience and include honors that have been bestowed upon the applicant.
- Submit a biographical narrative of the candidate's, include service, education, family, church affiliation (if any), fraternal or social organizations. Include specific acts of community service, outstanding performances, heroism, and any meritorious service recognized by the agency and documented. Outstanding service to the community, both on and off-duty should be explained for the past year or previous years.
- Provide supporting documentation, copies of citations, and copies of press articles.
- Provide a copy of the candidate's certification or license.
- Provide a 5" x 7" photograph of the candidate.
- What, in your opinion, makes this candidate an outstanding law enforcement officer?
- In the event the candidate is selected as the recipient of this award at the Department (state) level, will he/she be available to attend an awards ceremony? Yes No

CERTIFICATION OF POST

This recommendation is submitted by _____ Post No. _____

The American Legion, Department of Texas, located in the _____ District Submitting

Post Commander

Post Adjutant

Date

DISTRICT WINNER

The American Legion, Department of Texas, District _____ winner is the individual listed above Submitting

District Commander

District Adjutant

Date

Application Form must be received at Department Headquarters by June 1st

(Continued)

**APPLICATION FOR THE DEPARTMENT OF TEXAS LAW ENFORCEMENT
OFFICER AWARD
(Continued)**

1. List of previous law enforcement experience: _____

2. Give a brief biographical sketch of the Officer nominated, including education, family, church affiliation (if any), fraternal or social organizations:

3. What, in your opinion, makes this candidate an outstanding law enforcement officer?

4. Has the Officer ever been cited for outstanding law enforcement officer before? If so, what honors have been bestowed upon him/her?

5. List any pertinent information which may help the commission in making a final decision, including outside activities of the Officer beyond his/her official duties:
