
DPD's Women's History Month Award Criteria & Nomination Form

Honoring Women's Marks of Excellence in Law Enforcement and Public Safety

Nominee and Nominator Eligibility Requirements

- ✓ **Nominee** must have had at least two years continuous service as a sworn or civilian member of the Durham Police Department.
 - ✓ **Nominee** must have achieved a minimum rating of at least "Meets Expectations" on each of her past two annual employee evaluations.
 - ✓ With the exception of the Sister-In-Law and Trailblazer categories, nominations should be for the time period of January 2016 to January 2017.
 - ✓ **Nominator** cannot be a significant other (biological, legal, etc.) of nominee or voting member of awards committee.
 - ✓ **Nominators** can be Durham Police Department employees, City employees, DPD volunteers, administrators from off-duty sites or members of the general public.
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DPD Women's History Month Awards Categories

- ◆ **Rookie Commendation** will recognize a female officer with **no more than two years of continuous service** (including BLET) for an act of bravery, life-saving deed and/or some other extraordinary public safety-relevant act (on-duty or off) far beyond the call of duty.
- ◆ **Crime Fighter Commendation** will recognize a female police officer's consistent dedication to duty and outstanding service throughout the year combined with excellent crime-fighting and police work performance. This includes, but is not limited to, extraordinary: bravery, good arrests, crimes solved, crime prevention, detective work, report writing, court testimony, community outreach and public relations, juvenile work, drug control/ prevention, training, traffic safety, recruiting and innovative approaches to public safety. Eligibility applies to all sworn ranks with more than two years of service.
- ◆ **Sworn Supervisor Commendation** will recognize a female supervisor's (corporal and above) dedication to duty, excellence in leadership and service throughout the year combined with outstanding police work performance, and her distinct leadership contribution to the overall success of her division, district or unit.
- ◆ **Civilian Administrator of the Year Commendation** will recognize a non-sworn project coordinator, program manager, supervisor or director that has gone above and beyond the call of duty. This award will be given to a female administrator that has demonstrated professionalism and dedication while providing support to various levels of the organization and who has made noteworthy contributions to the overall success of her division, unit, work group or committee.
- ◆ **Civilian Employee of the Year Commendation** will recognize a non-sworn female employee for outstanding contributions, dedication to duty and service throughout the year. The award honors a combination of factors: service, spirit, goodwill, excellent work performance, ethics, perseverance and professionalism. This award can also recognize a female who has made clear contributions to the development of positive outreach and goal development.
- ◆ **"Sister-in-Law" Commendation** is applicable to sworn, civilian, retired and/or non-DPD female nominees. It will recognize exceptional acts of support, advocacy, policy-making, mentorship and guidance to fellow DPD employees which enhances DPD's organizational culture, strengthens employee relations, helps to abate crime and/or saves lives. This category also recognizes women who personally show and generate support for women in law enforcement, help officers overcome challenges and/or prepare for career advancement. The Chief of Police and awards committee reserve the right to honor/recognize achievers in the category.
- ◆ **Trailblazer Commendation** is applicable to current and retired DPD employees who were the "first females" to be hired in / promoted to various positions. The Awards Committee is compiling a digest of departmental female firsts. Each year a determination will be made as to the featured recipient(s).

DPD Women's History Month Awards Nomination Form

Name and Work Title of Nominee:

Division/Unit/Squad:

Nominee Contact Info. (email and cell phone):

Nominator Name:

Nominator Division/Unit:

Nominee Contact Info. (email and cell phone):

Award Category. Select one award category below:

- Rookie Commendation
- Crime Fighter Commendation
- Sworn Supervisor Commendation
- Civilian Administrator Commendation
- Civilian Employee Commendation
- "Sister-In-Law" Commendation
- Trailblazer Commendation

- Nominator's Narrative** (*Must be typed; two pages maximum; 12-point type; double spaced*)

Express why you think the nominee is deserving of a DPD Women's History Month Award and why she exemplifies the criteria outlined in the award category (and other character points for consideration)

- Supporting Documentation** (*1 to 5 different supporting documents*)

The nomination also **MUST** include at least one page of supporting facts or documentation. Nominations with strong documentation and substantiated dates, facts and outcomes are generally rated higher by evaluators. Supporting documentation examples include existing memorandums; police reports; commendation letters on record; awards received; signed testimonials (supervisor, subordinate(s), residents, etc.,) that are related to the award category.

Results are key! It is VERY important to include measurable changes and outcomes as a result of the nominee's work or contribution(s)

- The Friday, February 17, 2017 by 6 p.m. deadline will be strictly enforced.** Send completed nomination packet to:

Kimberle W. Walker
Office of the Chief/Public Affairs Unit
Durham Police Department
505 W. Chapel Hill Street (27701)
ATTN: 2017 Women's History Month Awards

Nominator's Signature: _____

Date: _____

- It is not necessary to get sign-off from the nominee's chain of command before submitting.
- The Awards Committee reserves the right to contact nominator(s) to clarify information submitted.
- If a nominee is rated high enough to receive an award, eligibility will be verified by DPD Employee Services.
- If a complaint or investigation involving a nominee and/or recipient ensues prior to the awards event, the Awards Committee reserves the right to withdraw the nomination if the allegation(s) are severe in nature and/or sustained before the award is presented.

Tips for Compelling Award Nominations

The Awards Committee is looking to gain an understanding of *who* the nominee is through the nomination. Successful submissions will be chosen from those nominations that articulate the *details of how* the nominee meets and exceeds the criteria through examples and personal stories that include dates and specific names of others impacted by the nominee's service.

To help ensure fairness, the Awards Committee will select award recipient(s) based only on the nomination materials submitted. This stipulation promotes an impartial process whereby an evaluator's personal knowledge or opinion of nominee(s) does not impact ratings.

Therefore, it is incumbent on the nominator to do a particularly careful and thorough job preparing the nomination. In some instances, no award may be given in a particular category if no nominations meet the standards.

Below are some character qualities to consider in preparing the Nominator's Narrative in particular (with specific details):

- Being a good ambassador for the Durham Police Department
 - enhances the image of the Department and/or City
 - serves on DPD related committees that promote the Department/ City staff, services, etc.
 - works with groups outside the Department/City to promote organizational goals
 - performs work that has brought attention and distinction to the Department/City
 - develops processes or programs that are imitated in other Departments/municipalities
 - enjoys working at DPD and speaks highly of the agency as a good place to work
 - takes pride in both their job responsibilities and their department/work unit
 - enhances the image of DPD through interactions with others
 - volunteers/participates in DPD/City initiatives and programs
- Bringing the "best" of themselves to work on a regular basis throughout the year in performing her regular job duties
 - consistent, good performance in regular job duties
 - exhibits good organizational and leadership skills
 - is motivated and strives for excellence
 - shows an interest in continually enhancing skills and quality of work
 - accepts responsibility for their actions (showing integrity and wisdom)
- Contributes to a positive culture within the department/work unit, healthy work environment and wellness
 - interacts with co-workers and customers in a positive, responsive and cheerful manner
 - exhibits high levels of energy and commitment to department/work unit
 - maintains a good sense of humor
 - is a positive role model for others
 - consistently recognizes others, either publicly or privately for their accomplishments and contributions
 - treats others with dignity and respect
 - champions sound ideas for positively impacting workplace wellness
 - willing to listen and assist others with both personal and work related challenges
- Exceptional service to citizens, residents
 - knowledgeable about job duties and DPD, City
 - presents information and executes job duties in a positive manner
 - willing to go above and beyond regular work duties to provide assistance (both internal and external)
 - minimizes delays and assures timely follow-up
 - excellent interpersonal relations
- Innovative and enthusiastic approach to work
 - addresses problematic situations and suggests creative ways resolve them
 - consistently brings out the best in others
 - enhances the operating efficiency of the department/work unit
- Demonstrates value of teams and working collaboratively
 - assists new co-worker's integration into the work environment
 - is willing to share their knowledge, skills and experience with others
 - one from whom others seek guidance and advice
 - contributes to a supportive and collaborative team
 - always willing to lend a hand or assist co-workers with their workload