



## External Nomination Form for DURHAM POLICE DEPARTMENT (DPD) SERVICE AWARDS

Durham Police Department (DPD) Service Awards honor commendable public safety/ law enforcement service rendered by its police officers, civilian employees and members of the general public (citizens, residents, organizations, DPD volunteers, programs, etc.). The External Nomination Form should be used by community members who wish to nominate an officer or if a DPD member wants to nominate a member of the community. The Internal Nomination Form should be used to by members of the DPD to nominate Department members.

NOTE: Nominations from family members of potential nominees are not eligible.

Only nominations completed using this form will be accepted. Forms and narratives should be typed or printed legibly, and signed by the nominator. Documentation supporting the nomination is encouraged and should be attached to the nomination form (newspaper articles, letters of support or thanks received, photographs conveying impact, police reports, etc.). With the exception of nominations representing a group or collective effort, use a separate form for each individual, organization or program nominated. **By Thursday, March 8, 2018** completed nomination forms should be sent directly to:

**DPD Service Awards Committee Chair**  
Executive Officer to the Chief of Police  
Durham Police Department  
505 W. Chapel Hill Street  
Durham, NC 27701

For additional information, please call (919) 560-4322 extension 29202. **NOTE: DPD Service award recipients will be honored at a department ceremony in May as part of National Police Week events during the month.**

### Section 1: AWARD CATEGORIES

Select one category for nomination:

- Certificate of Merit Award** recognizes officers and non-sworn employees for outstanding performance or devotion to duty possibly involving risk of personal safety.
  
- Community Service Award** honors DPD officers, non-sworn DPD employees and members of the general public (as noted above) for service to the community above and beyond the call of duty that promotes public safety.

### Section 2: NOMINEE INFORMATION

Name of Nominee:

Rank and/or Title, as applicable:

Agency /Unit/ District-Neighborhood/Program:

Contact Info. (Phone, address, email):

### Section 3: REASON FOR NOMINATION

On the attachment provided, in detail describe the commendable act, action, program, event and outcome as applicable to the specific award for which you are submitting a nomination/nominee. Be sure to include pertinent date(s) of commendable action(s).

- **Certificate of Merit Award** recognizes officers and non-sworn employees for outstanding performance or devotion to duty possibly involving risk of personal safety.
  1. Does this nomination demonstrate: *(Check all that apply and expound in supporting narrative)*
    - Extraordinary circumstances beyond normal activity and/or police performance beyond job requirements?
    - A risk of personal safety and/or property; investment of personal time and/or resources.
    - Meaningful outcome(s)/resolution to event or circumstance.
  2. Was this the result of nominee being: *(Choose one)*
    - At Work (dispatched, on patrol, in the office)
    - A Witness
    - Self-Initiated
    - Other *(please explain)*:
- **Community Service Award** honors DPD police officers, non-sworn DPD employees and members of the general public (as previously noted) for service to the community above and beyond the call of duty that promotes public safety.
  1. Does this nomination demonstrate: *(Check all that apply and give details in supporting narrative)*
    - Above and beyond humanitarian contributions, community activism, volunteerism?
    - Exceptional performance and/or leadership in addressing public safety or a particular issue?
    - Long-term and/or distinguished service to the police department and/or community?
    - Other *(please explain)* :

### Section 4: ENDORSEMENT OF NOMINATION

**Name of Nominator** *(and title, if applicable)*:

**Relationship to Nominee:**

**Agency/Organization** *(if applicable)*:

**Phone:**

**Email:**

I submit that all information provided is true and accurate to the best of my knowledge. Furthermore, I am willing to provide additional details about this nomination and to speak directly with a DPD Awards Committee member. I understand that the nominee's name, my name and all details provided are public record.

**Nominator's Signature:** *(sign below)*

\_\_\_\_\_

**Date:**

FOR INTERNAL USE ONLY BY AWARDS COMMITTEE	
<i>*Received by Awards Committee Chair:</i>	_____
<i>DPD Personnel: Secure Pertinent Signatures (with Dates) from Nominator's Chain of Command.</i>	
Sergeant/Non-Sworn Supervisor:	_____
Lieutenant/Non-Sworn Supervisor:	_____
Captain/Non-Sworn Supervisor:	_____
Assistant Chief:	_____



**Internal Nomination Form for  
DURHAM POLICE DEPARTMENT (DPD) SERVICE AWARDS  
ATTACHMENT**

Name of Nominee:

In detail describe the commendable act, action, program, event and outcome as applicable to the specific award for which you are submitting a nomination/nominee. Be sure to include pertinent date(s) of commendable action(s).



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**ATTACHMENT *(if needed)***