

---

# 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

- ✓ **DPD 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" for the two most recent annual employee evaluations.
  - ✓ With the exception of the Sister-In-Law and Trailblazer categories, nominations should be for the time period of January 2017 to January 2018.
  - ✓ **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.
- 

## DPD Women's History Month Awards Categories

- ◆ **Rookie Commendation** will recognize a DPD 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 DPD 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 DPD 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.
- ◆ **"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 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. Category is applicable to a female DPD non-sworn project coordinator, program manager, supervisor or director who has gone above and beyond the call of duty. Nominees have demonstrated professionalism and dedication while providing support to various levels of the organization and have made noteworthy contributions to the overall success of her division, unit, work group or committee. 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 qualify for/ be hired in / promoted to / appointed to various DPD or external positions that help to elevate women's contributions to the public safety. The Chief of Police and awards committee reserve the right to honor/recognize achievers (including the general public) whose efforts have contributed to women's equal participation in society and have a connection to public safety.

# 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. [Committee reserves the right to select an alternate category]

- Rookie Commendation
- Crime Fighter Commendation
- Sworn Supervisor 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 the nominee exemplifies the criteria outlined in the award category (and other character points for consideration)

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

Strong nominations most often include at least one page of supporting facts or documentation. Nominations with 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 or verifiable changes and outcomes as a result of the nominee's work or contribution(s).

- The Friday, February 16, 2018 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: 2018 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.
- A recipient/awardee might not be named in every category each year.