



NCPAA Award Guidelines

The National Citizens Police Academy Association (NCPAA) has had the distinct privilege and honor of recognizing many members, law enforcement agencies and CPA alumni associations through its awards program. This program was adopted in 1998 in order to create a process by which NCPAA members could be officially recognized for out-standing programs, performance and or exemplary service.

We urge individuals, agencies, alumni groups, community partners and others to take the time to nominate those who so well deserve to be recognized for their contributions to their agencies and communities.

Initiating Recommendation for Awards

Any member may recommend another member or group for consideration of an award. Your recommendation must include the award nomination form and in writing cite accomplishments, statements and any other information (may include photos, supporting documents such as newspaper articles, etc.) that will assist in reviewing the recommendation.

The individual or group recommended for the award must be an active member of the NCPAA prior to the consideration period.

Consideration Period

Presentation of awards will take place at the annual conference. In order to process and prepare them in a timely manner prior to the conference, the yearly consideration period will be from **March 1 of the prior year to February 28 of the conference year.**

Recommendation Review

Two copies of each award recommendation must be forwarded to the Awards Committee for the consideration period.

On rare occasions, these awards may be given to multiple individuals and/or groups based upon the merits of the recommendation presented to the committee. However, these awards are not to be given, just to be given. If there are no nominations or the nominations do not live up to the committee's expectations, then no awards will be presented in that year.

In the past questions have been raised by members who submitted recommendations that were not selected for official presentation/recognition by the association. It was not because

the individual, agency, or association in question did not perform in an exemplary manner or deserved recognition. It was because another individual, agency, or organization exceeded the criteria required for that particular award category. Each year, there are numerous examples of individuals, agencies, and associations outstandingly conducting themselves in promoting the CPA concept and volunteerism on almost a daily basis.

The National Citizens Police Academy Association's Awards Program was explicitly established to recognize those individuals, law enforcement agencies, and CPA alumni associations that perform in an exceptional manner.

NCPAA Award Categories

CPA Coordinator of the Year

Awarded to a member who has individually made a truly outstanding contribution and/or achievement contributing to the efficiency, effectiveness and/or overall success of a Citizen Police Academy program by consistently performing their duties with outstanding skill, productivity, judgment and responsibility on a regular basis.

CPA Alumnus of the Year

Awarded to a member who has made an outstanding contribution and/or achievement contributing to the efficiency, effectiveness and/or overall success of a Citizen Police Academy Alumni Association by consistently performing their duties with outstanding skill, productivity, judgment and responsibilities regularly.

CPA Alumni Association of the Year

Awarded to a member's alumni association for outstanding efforts in various activities and/or events that assist and benefit the police department and community as a whole. With rising concern about violence, drugs, and crime, it is essential to note community partnerships with law enforcement are the most effective way to safeguard lives, neighborhoods, and cities. Alumni associations ensure that alliances developed between the police department and community members during the Citizen Police Academy Program continue long after CPA graduation.

Nominate your deserving person or organization for their excellence and commitment.

CPA Program of the Year

Awarded to a member's police department or public safety agency for outstanding efforts in conducting a Citizen Police Academy Program and promoting the CPA concept.

Citizens Police Academy Programs are one of the most powerful tools in educating, informing and involving those the police department serves.

The focus and aim of the Citizen Police Academy must allow citizens to become familiar with the day to day operations of the police department and enable participants to gain a better understanding of the policies and procedures of the agency, the law, local ordinances and charter which govern and man-date the operations of the police department.

Award Committee Guidelines

The awards committee is responsible for accepting nominations for the following awards:

- **CPA Coordinator of the Year**
- **CPA Alumnus of the Year**
- **CPA Program of the Year**
- **CPA Alumni Association of the Year**

Nominations for these awards will be submitted by the membership to the Awards Committee. A separate President's Award may be given at the sole discretion of the President of the National Citizens Police Academy Association.

The Awards Committee members will assess all candidates by reviewing the recommendations, accomplishments, statements and all other related information that were submitted.

The awards committee will then submit a nominee packet to the Board of Directors for a tally vote, based on the paperwork submitted. The Board of Directors will vote based upon their review as to the merits of the individual, agency or organization.

Votes will be submitted individually and privately to the Awards Committee and tallied to determine the winner in each category.

Award Notification

Once votes are tallied and winner is chosen, the Awards Committee will notify the nominator of the winner immediately (within seven days) and advise them that their nominee won the award. It will then be at the discretion of the nominee/nominator if they wish to invite guests to attend the Awards Banquet Ceremony. Winners and their guests (up to 3 each) will be invited to attend the Awards Banquet Ceremony to receive their honors.

Winners or nominators must notify the Awards Committee two weeks prior to the Awards Banquet Ceremony date of how many are planning on attending the banquet.

Award Plaque/Certificate

The NCPAA will be responsible for the costs of the above awards. The Awards Committee will have the award category plaques made and delivered to the conference host prior to the Awards Banquet Ceremony date. Certificates will also be created to present to the other award category nominees at the banquet.

Awards Banquet

At the Awards Banquet Ceremony, each category nominee will be called to the front to stand for announcement of the winner. Once the winner is announced, the other nominees will be handed their certificates and asked to be seated. The winner will then be given their award plaque and given the opportunity to speak or be seated after receiving their award.

How to Send Award Nominations

Please fill out the NCPAA Award Nomination Form and attached your supporting documentation. Be sure to include the name of the person or organization, their title and the reason that they should be selected.

Please send your completed nomination form to:

Director Carol Hribar
Westerville CPAAA
2569 Open Bay Court
Galena, Ohio 43021

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