

# Order of Merit of the Police Forces

## *Nomination Guidelines*

29 June 2018

### **Introduction**

1. Canada's System of Honours was created in 1967 to recognize outstanding individuals for their dedication, bravery, valour and sustained contributions to our country. These honours are presented, on behalf of Her Majesty The Queen, by the Governor General of Canada during ceremonies held at Rideau Hall in Ottawa and at the Citadelle of Québec. The Order of Merit of the Police Forces was established in 2000 as part of the System of Honours.
2. The Order of Merit of the Police Forces honours the leadership and long term exceptional service, with varying degrees of responsibility, displayed by the men and women of the Canadian Police Services, and recognizes their commitment to this country. Membership in the Order is based on the highest qualities of citizenship, service to Canada, to the police community, and to humanity at large. Through their activities, Members, Officers and Commanders of the Order bring distinction to policing and support the concept of police co-operation in public service.

### **Purpose**

3. The purpose of this document is to set out
  - (a) guidelines for anyone preparing a nomination of an individual for a possible appointment to the Order (or, if the individual has already been invested into the Order, appointment to another level of membership), and
  - (b) procedures for submitting the nomination to the process that may lead to an individual being honoured.

### **The Constitution of the Order of Merit of the Police Forces**

4. The administrative procedures for the Order of Merit of the Police Forces are structured on the Constitution for the Order. *Where there is a conflict between the Guidelines and the Constitution, the Constitution shall apply.*

### **Composition**

5. The Order consists of Her Majesty in right of Canada, the Chancellor, the Commanders, Officers and Members, and the honorary Commanders, Officers and Members. The Governor General of Canada is the Chancellor and a Commander of the Order. The Commissioner of the Royal Canadian Mounted Police (RCMP) is the Principal Commander of the Order.

## **Categories of Membership**

### ***Commander of the Order***

6. Appointments as Commanders of the Order shall be made for outstanding meritorious service and demonstrated leadership in duties of great responsibility over an extended period. The contributions made are most likely at the national or international level.

### ***Officer of the Order***

7. Appointments as Officers of the Order shall be made for outstanding meritorious service in duties of responsibility over an extended period. The contributions made are most likely at the regional or provincial level.

### ***Member of the Order***

8. Appointments as Members of the Order shall be made for exceptional service or performance of duty over an extended period. The contributions made are most likely at the local or regional/provincial level.

### ***Honourary Commanders, Officers and Members***

9. Persons who are not Canadian citizens and who are members or employees of a police service of a country other than Canada are eligible to be appointed as honorary Commanders, Officers or Members of the Order. In any year, the Governor General may appoint only one person as honorary Commander, Officer or Member.

## **Committees: National Advisory and Regional**

10.
  - (1) There shall be a National Advisory Committee to the Governor General and Regional Committees to screen nominations from police forces and other entities in each of five identified regions of Canada.
  - (2) The contact address for the National Advisory Committee is through the offices of the Canadian Association of Chiefs of Police (CACCP) in Ottawa. The contact address for each Regional Committee will be established annually by the members of each Regional Committee in consultation with the President of the CACCP.

## The National Advisory Committee

11. The structure of the National Advisory Committee is established by the Constitution of the Order. The National Advisory Committee consists of the following members:
  - (a) The President of the Canadian Association of Chiefs of Police, who shall be the Chairperson of the Committee;
  - (b) a Deputy Commissioner of the Royal Canadian Mounted Police;
  - (c) one person who is the head of a provincial Police Service\*;
  - (d) three persons each of whom is the chief of police of a municipal or regional Police Service;
  - (e) the President of the Canadian Police Association;
  - (f) the Deputy Secretary of the Chancellery, Office of the Secretary to the Governor General; and
  - (g) two members who are associated with Police Services, appointed by the Governor General on the recommendation of the members of the Committee referred to in paragraphs (a) to (f), which appointment is for a term of three years and is renewable for a further two years..
12. The persons referred to in paragraphs 11. (a) and (e) shall remain on the committee while in office and replaced by the succeeding president(s). The persons referred to in paragraphs 11. (b), (c) and (d) shall be appointed by the Governor General on the recommendation of the President of the CACP for a term of two years, which term is renewable. Terms of appointment shall be staggered so that no more than half the members are replaced in any one year.
13. With permission of the Principal Commander, and to maintain a quorum, an individual who is in an acting appointment to a position listed in paragraphs 11. (a) through (f) may sit as a National Advisory Committee member during their acting period if they are of equivalent rank or the next highest rank to the person being temporarily replaced.
14. The Executive Director of the CACP, at the discretion of the President, may be appointed Coordinator of the Order of Merit of the Police Forces and in that role serve as a non-voting member of the National Advisory Committee to be better able to coordinate activities with the Regional Committees and Chancellery.
15. The President of the CACP may appoint one or more persons to be non-voting technical advisors to the Committee for a term of two years, which term shall be renewable.

**Decisions of the National Advisory Committee**

- 16. Five voting members of the National Advisory Committee shall constitute a quorum. Decision shall be by majority vote. A tie vote recommending a candidate for appointment to the Order shall be rejected.
- 17. Regional Committees make recommendations to the National Advisory Committee concerning a candidate’s admissibility to the Order. If the candidate is already a Member or Officer of the Order, then the nomination goes directly from the CACP National Office to the National Advisory Committee. The level of membership to which each candidate is admitted is the prerogative of the National Advisory Committee, subject to review by the Principal Commander and final approval of the Governor General.
- 18. Decisions of the National Advisory Committee are final. There is no appeal nor will the National Advisory Committee provide reasons for its decisions to the Regional Committees.

**Regional Committee(s)**

- 19. For purposes of submitting nominations to the National Advisory Committee, five regions have been identified. A Regional Committee shall be established for each of the following regions.

<p><b>Atlantic Canada:</b></p> <p><i>Prince Edward island</i>  <i>Nova Scotia</i>  <i>New Brunswick</i>  <i>Newfoundland and Labrador</i></p>	<p><b>Quebec</b></p> <hr/> <p><b>Ontario</b></p>
<p><b>The Prairies and Northern Canada</b></p> <p><i>Manitoba</i>  <i>Saskatchewan</i>  <i>Alberta</i>  <i>Nunavut</i>  <i>The North West Territories</i>  <i>Yukon</i></p>	<p><b>British Columbia</b></p>

**Membership of a Regional Committee\* includes:**

- 20. (a) a CACP executive member from the Region who shall be Chairperson;

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\* See paragraph 14 for membership of the Quebec Regional Committee  
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- (b) an executive member of the RCMP from the Region;
- (c) a member of the Canadian Police Association Board of Directors;
- (d) a senior executive member of the Provincial Police Force if present in the Region or an additional Chief or Deputy Chief of a municipal police force.

**Membership of a Quebec Regional Committee includes:**

- 21. (a) a CACP executive member from the Region who shall be Chairperson;
- (b) an executive member of the RCMP in Quebec; and
- (c) a representative of the Fédération des policiers et policières municipaux du Québec.

**Regional Committee Meetings**

- 22. (1) A police executive member of the CACP for each region shall be assigned by the President of the CACP to be the Chair of each Regional Committee. The regional Chair will invite participation, and call the required meetings.
- (2) Police membership on a Regional Committee may include non-CACP members.
- (3) With permission of the Chair to the Regional Committee, and to maintain a quorum, an individual who is in an acting appointment to a position listed in paragraphs 20. (a) through (d) or 21. (a) through (c) may sit as a Regional Committee member during their acting period if they are of equivalent rank or the next highest rank to the person being temporarily replaced.
- (4) Three members shall constitute a quorum.
- (5) Decisions shall be by majority vote.

**Committee Members to be Members of the Order**

- 23. As more and more serving police members are appointed to the Order, it is recommended that, where possible, police members of the National Advisory and Regional Committees be members of the Order before they are appointed to either committee.

**Nominations and Appointments to the Order**

- 24. (1) In any year, the Governor General may appoint as Commanders, Officers and Members of the Order, a number of eligible persons that does not exceed one tenth of one percent of the average number of persons who were members of all Canadian police forces during the immediately preceding year. Allotments will be

made to the five regions identified in this document in the same proportion as there are police officers serving in each region. The number of Canadian Police members stationed outside of Canada will be taken from Statistics Canada's reports of the number of serving police officers in each region in the previous year.

- (2) Persons who are not Canadian citizens and who are members or employees of a police service of a country other than Canada are eligible to be appointed as honorary Commanders, Officers or Members of the Order.
- (3) In any year, the Governor General may appoint only one person as honorary Commander, Officer or Member.

### **Annual Call for Nominations**

25.

- (1) The Chancellery in cooperation with the National Advisory Committee shall announce by April 15<sup>th</sup> of each year that nominations to the Order of Merit of the Police Forces are open until September 30<sup>th</sup> of that year. All nominations, whether from police forces, other organizations, or private citizens, must be received by the CACP National Office no later than September 30<sup>th</sup> of that year.
- (2) The date of investiture for newly appointed members to the Order of Merit of the Police Forces is determined by the Office of the Secretary to the Governor General. Investitures normally take place in the spring of the year following the nomination deadline. Announcements of the recipients of the Order shall be made by the Chancellery prior to the announcement that nominations are open for the next year's honours.

### **Nomination Standards**

26.

- (1) It is a given that all candidates for admission to the Order would be of irreproachable character, exemplified by good conduct, industry, and efficiency that serves as a model for others. This alone would not be sufficient for admission. Admission to the Order goes beyond these basics that are desirable of all police personnel. It also goes beyond those duties set out in a normal job description and expected as standards of performance. Rank and length of service are not the most important points to consider.
- (2) Candidates should be selected from those in the full range of successful careers in policing – including but not limited to criminal investigation, uniformed patrol, administration, police association/staff relations representative programs, training and development, community outreach, crime prevention, research and publication.

- (3) Candidates should be reflective of the diverse population of Canada and of the men and women who serve through policing.
- (4) The primary focus is on exceptional merit through contributions to policing and community development. Originality of thought, inventiveness and innovation, and leadership in program development and/or implementation should be noted. The focus is also on the total contributions made over an individual's career to date and not on a single incident or achievement. Contributions fostering better relationships among police forces in Canada and throughout the world, and between police and community, can be an important consideration.
- (5) Volunteer work outside of a candidate's normal working life ought to be included as a positive factor, particularly if it supports the concept of a safer and more secure community. Positions held throughout a candidate's career could be noted but more important is what the person accomplished while in each position and what effect it is having on the betterment of policing and community development. Recognition from other sources can be cited in support of the nomination.
- (6) Appointment to the Order is not a farewell gesture or a consolation prize in place of promotion.
- (7) Admission to the Order must not only be fair, but also it must be seen to be fair. A basic principle of this fairness is that a person may neither nominate himself or herself nor ask another person to nominate him or her.
- (8) Persons admitted to one level of membership of the Order may be appointed to a higher level in future years, based on a nomination that summarizes the individual's achievements since being admitted to the Order. Nominations are not to suggest a level of membership; this is the purview of the National Advisory Committee.
- (9) Persons admitted to the Order must be a serving member of a police force as of December 31<sup>st</sup> of the year in which the nomination is made.

### **Police and Public Nominations**

27. Anyone may nominate a member or employee of a police force for an honour. It is particularly incumbent upon those directly involved with the police community to do so. This would include nominations from other police officers, members of police associations, police boards, elected government officials, community leaders at all levels, and private citizens.
28. Nominations may be made in the nominator's official language of choice.

## **Nomination Form and Attachment**

29. The number of honours given at all levels of membership in any year is limited; therefore, submissions must be well researched, carefully documented and properly submitted.
30. The required form and information about this program is available on the CACP, RCMP and Chancellery websites. Nominations shall be submitted on the approved nomination form and should include an attached rationale no longer than two typed pages. The rationale is not a job résumé but a factual and concise career synopsis, including why the person is being nominated, what they have accomplished, time frames, and how they have made a difference to policing and community development in their community/region/province or Canada and beyond.
31. A template and writing instructions are available on the CACP website to assist in preparing nominations. The two-page rationale should be organized into four sections consisting of an introductory paragraph, a description of the contribution to policing, a description of the contribution to community development, and a description of the contribution to fostering relationships among police forces in Canada and abroad and between police and the community. The human resources specialists within police agencies may be able to assist in the writing of succinct submissions, or nominators may wish to seek professional writing assistance. Contact the CACP for further information.
32. A nomination should be written with the reader in mind. It should be clear, concise and well-organized to most effectively and efficiently communicate why a nominee is exceptional and deserving of merit. Grandiose superlatives and jargon should be avoided.
33. Some committee members who will review recommendations may not be familiar with police terminology, technical terms or agency-specific acronyms. Therefore unexplained police abbreviations and obscure terminology should be avoided.

## **Signing and Submitting the Nomination Documents**

34. Nomination documents must be signed by the nominator and attested to and signed by the appropriate attesting authority.
35. A nominator must personally sign the nomination form.
36. The attestation of the nomination documents takes place through the police administrative system of the police force in which the nominee is employed. The attestation is to be signed by the chief of the police force, with the exceptions



noted below. Non-police nominators must submit the nomination documents to the police force of the nominee for attestation and signing by the appropriate nominating authority.

### *Exceptions*

- (a) In the case of the nominee being a chief of police or a member of equivalent rank, the attestation on the nomination form must be signed by the body or office to which the nominee is accountable, the policy agency executive responsible within the region, or the responsible government minister.
  - (b) A nomination form from the RCMP or a provincial police force may be attested to and signed by a commanding officer or deputy commissioner.
37. Each police force shall establish its own procedures pertaining to the submission of nominations to the CACP recommending members for consideration as recipients of the Order. All nominations are to be sent directly to the CACP National Office.

### **Investigation**

- 38.
- (1) The signatory of the nomination form shall indicate on the nomination form that no serious disciplinary action has been taken in respect of the nominee and that none is pending on the day the nomination is submitted. Where the nominee is a member of a Regional Committee or the National Advisory Committee, the chair of that committee shall make the required notation to the next committee or person involved.
  - (2) The CACP Coordinator of the Order of Merit of the Police Forces is responsible to ensure that individuals being invested into the Order have not been sanctioned for serious disciplinary actions and that none is pending. The following steps are to be taken:
    - (a) the nominee's file to be reviewed by the nomination signatory prior to the signing of the nomination;
    - (b) the Coordinator to verify with the nomination signatory that the nominee has not been sanctioned for serious disciplinary actions and that none is pending since the submission of the application and prior to the sign off of the Principal Commander;
    - (c) the Coordinator to verify with the nomination signatory that the nominee has not been sanctioned for serious disciplinary actions and that none is pending after the sign off of the Principal Commander and prior to the investiture.

### **Nominations in Confidence**

39. No person has a right to recognition within Canada's System of Honours. Nominations are made in confidence to the Governor General, who has been granted authority by Queen Elizabeth II to present the Order of Merit of the Police Forces.
40. A person must not be informed that they are being nominated to the Order, or any public release of this information made, until final approval is granted by the Governor General. This policy is intended to eliminate disappointment or embarrassment where a nomination is not successful. Before appointment to any level of membership within the Order, each candidate will be informed that they have been appointed to the Order and at what level. When all nominations have been determined in any year, a list of admissions to all levels of membership will be published.
41. Where a nomination is not approved, at any stage in the process, neither the nominator nor nominee will be advised of this fact or the reasons for the decision.

### **Public Recognition**

42. Honours recipients are entitled to all public recognition from the moment the Governor General signs the honours instrument, including wearing the undress ribbon and the use of authorized post-nominal letters.

### **Change of Status During Nomination/Review**

43. The nominator or the chair of the Regional Committee shall inform the Chair of the National Advisory Committee of the following:
  - (a) the death of the nominee;
  - (b) incidents affecting the nominee that occur after a recommendation has been submitted and that might have a bearing on the selection process or bring discredit to the award or the police service; for example, disciplinary action, conviction by a court, placement on counseling or probation; and
  - (c) resignation, discharge, retirement, change of rank or title, change of address, transfer of the nominee, or other similar event.

### **Retention and Disposal of Case Documents**

44. The National Office of the CACP retains the case documents for a period of five years, at which point they are destroyed.

- End -