

Order of Merit of the Police Forces - Nomination Tips

DOs

Nomination rationale narratives should highlight:

- a) outstanding achievements in the Police Service;
- b) contributions to policing within Canada and/or abroad;
- c) community involvement, both within the policing milieu and at the volunteer level;
- d) achievements which impact positively on police-community relations and inter-police service relations; and
- e) committee and board participation which includes details of initiated programs, responsibilities, and results.

****Note****

Each of the above noted achievements, contributions, and/or responsibilities must be completely elaborated on in detail. A listing of these achievements, contributions, and/or responsibilities is not acceptable without supporting narrative detail.

- Important achievements over an entire career to date should be documented; highlighting individual contributions which are “**ABOVE AND BEYOND**”/ **MERITORIOUS**.
- Nominations should be reflective of the diverse duties and responsibilities of an employee and can include but are not limited to criminal investigations, uniformed patrol, administration, police association/staff relations representative programs, training and development, community outreach, crime prevention, research, and publications.
- The contents of the work narrative should be all inclusive. No additional documents will be accepted and the submission must not require additional research or consultation.
- Contact with past and present managers is suggested. They may be in a position to provide information on past/present outstanding projects, assignments and/or successful investigations.
- Re-submission of a previous nomination is permitted, however the nomination must be updated accordingly.

DON'Ts

- Do not suggest a level of investiture (e.g. Commander, Officer, and/or Member Level).
- Do not exceed the allowed 2 pages of narrative nomination rationale.
- Avoid using acronyms. This causes confusion at the Committee review level.
- Nominations should not focus on only one event/assignment.
- Nominations should not resemble a work résumé or *curriculum vitae*.
- Do not focus on rank and length of service.
- All nominations must be unique. Do not “cut and paste” from one nomination rationale to another.
- An appointment to the Order is not a farewell gesture or a consolation prize in the place of promotion.
- Do not submit if you are aware of any serious disciplinary action.