



**The American Legion  
Department of Alabama**

**Law Enforcement Officer of the Year Program**

1. **GUIDELINES:** Inclusive dates for this award will be July 1 through June 30 each year.
2. **ELIGIBILITY CRITERIA:** To be eligible for consideration, the nominees must meet the following criteria:
  - A. Be a citizen of the United States, male or female.
  - B. Be a living, active, full-time paid, or volunteer Law Enforcement Officer.
  - C. Consideration for a posthumous award will be acceptable only if the nominee's death occurred within the award dates.
  - D. Post nominee need not be a Veteran nor a member of The American Legion.
  - E. Reside and be assigned or attached for duty in Alabama.
  - F. Military Law Enforcement Officers are not eligible for participation in this award.
  - G. Nominees who have been previously submitted for this award may be resubmitted if they have been re-selected by the post.
3. **APPLICATION PACKETS:** Application packets for the nominee should not exceed 10 type written pages on 8 ½" x 11" bond paper, and should consist of the following documents:
  - A. Application Form: Complete the Application Form and use it as the cover page of the application.

The goal of this program is to select a well-rounded Law Enforcement Officer who has exceeded the normal duty requirements of his/her position and who exemplifies the virtues of professionalism and dedication to serving the community, state, or nation. The nominee must be recommended by his/her supervisor or commanding officer for this award. The supervisor or commanding officer must state that the nominee, if selected, will be available to receive this award at the Department and National Conventions.

Specific acts of heroism and meritorious citations presented by his/her agency should be included and documented. The application packet should be divided into the following sections:

Section I	Professional Career
Section II	Community Service
Section III	Heroism
Section IV	Letters of Recognition
Section V	News Clippings

- B. Professional Career: Include a copy of nominee's state, city, or local certification as a Law Enforcement Officer as well as copies of the pertinent training and education certificates.
- C. Community Service: Include a copy of nominee's outstanding service to the community, state, or nation. On-duty and off-duty activities for the past year should be explained. Also, these activities for previous years may be included. Include awards and/or supporting letters for city, county, or state officials. Also include letters from The American Legion Posts, Districts, Divisions, and Department as well as letters from local citizens attesting to and commending the officer for his/her community service.
- D. Heroism: Citations for heroism should be included for the past year and previous years. Be sure to explain in detail.
- E. Letters of Recognition: Include a copy of all letters that recognize the activities of the Law Enforcement Officer.
- F. News Clippings: Be sure all newspaper clippings about the activities of the Law Enforcement Officer are included. If other news media cover the activities of the Law Enforcement Officer, include a synopsis of the event.
- G. Include a full-length photograph of the nominee.
- H. Remember to let your nominee know what The American Legion, Department of Alabama Law Enforcement Officer of the Year is all about and receive assurance from the nominee's chain of command that the nominee will be available for the award presentations.
- I. Nomination packages must be submitted to Department Headquarters by May 1<sup>st</sup> to qualify.



**The American Legion**

**Law Enforcement Officer of the Year Application**

Date: \_\_\_\_\_ Sex: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Length of Service as a Law Enforcement Officer: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Agency Director: \_\_\_\_\_ Title: \_\_\_\_\_

Nominee's Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Post Submitting Nomination: \_\_\_\_\_

Post Law and Order Chairman: \_\_\_\_\_

Post Address: \_\_\_\_\_

\_\_\_\_\_  
Commander

\_\_\_\_\_  
Adjutant