

LAW ENFORCEMENT OFFICER OF THE YEAR AWARD
SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL



Purpose of Award

To recognize an individual who has exceeded, above and beyond, the duty requirements expected of the position held and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of service to enforcing fisheries regulations in the South Atlantic region.

Eligibility Criteria

- Nominee must be a living, active, full-time and paid, state or Federal fisheries law enforcement officer, U.S. Coast Guard officer, or prosecutorial attorney with the NOAA Office of General Counsel.
- Nominee must reside and be assigned or attached for duty in one of the four South Atlantic states.
- Nominee must demonstrate good reputation professionally and personally among his or her peers and communities.
- Nominee must have maintained an outstanding level of productivity and professional achievement - when the individual; through personal initiative, fixity of purpose, persistence, or endeavor; demonstrates a degree of effort that has a significant positive impact on fisheries enforcement which would exceed the normal expectations of the job.
- Nominee's duties must be relevant to the enforcement of fisheries regulations in the South Atlantic region.

Award Criteria

Team Work and Public Outreach - Nominee excels in deliberate and effective communication with the public. Seeks opportunities to educate, inform and exchange ideas with the public about regional fishery management issues and priorities. Nominee demonstrates intra- and inter-agency cooperation; gives specific and helpful feedback to improve job performance; shares his/her own work experiences and information to help accomplish agency missions.

Excellence and Innovation - Nominee is willing to go beyond the call of duty and continually seeks to improve efficiency on the job. Nominee has identified means to increase constituent satisfaction or cost-savings for the agency and has taken steps to achieve implementation.

Attitude and Leadership - Nominee continuously portrays a contagious, positive perspective to fellow workers and the public and takes personal responsibility for meeting commitments and solving problems. Nominee demonstrates standards of excellence and professionalism and exemplifies standards and conduct that reflect honesty and fairness.

Achievements and Accomplishments - Nominee's job performance demonstrates distinguished career-oriented accomplishments, which have assisted in fulfilling his/her agency's responsibilities related to the management of South Atlantic fisheries.

Guidelines

Incontestable proof of the nominee's outstanding performance, accomplishments, actions, and character shall be required. The nomination package should include supporting items such as letters from agency heads/supervisors, performance reviews, official reports, statements, etc. It is recognized that confidentiality considerations may preclude the submission of reports and related materials. However, there must be sufficient documentation for a nominee to be considered.

The Law Enforcement Advisory Panel (LEAP) will review/comment on the nominations. Each agency must submit no more than one nomination. Upon completion of the review, the LEAP will select three nominees to forward to the SAFMC Executive Director for consideration. The information on nominees shall exclude the officer's name, gender or state of residence. The Executive Director will provide the information to Council members who will then make the final determination of who merits the award at a regularly scheduled Council meeting.

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The nomination package should include the following:

- I. **Nominee's Information** – provide a short resume including contact information and how the nominee meets the “Eligibility Criteria” (no more than one page);
- II. **Cover Page** -- a letter or memorandum endorsing the nominee's submission and signed by the nominee's manager (no more than one page);
- III. **Synopsis** -- address items 1-3 below (no more than half a page per item). Items 1-3 will be assigned a score between 0 and 5. Nominations will be ranked based on the total score.
 1. Describe the nominee's current responsibilities (0-5 points).
 2. Describe the nominee's significant contribution(s) to fisheries enforcement. What was the short-term (1-2 years) and/or long-term (3-5 years) impact of the nominee's accomplishment(s)? What was the challenge of the accomplishment? What were the nominee's specific actions and contributions in the case/accomplishment? What happened and what was accomplished and for whom? (0-5 points).
 3. Describe specific qualities that make the nominee deserving of this award (0-5 points).

Supporting documentation such as police reports, sworn statements, newspaper accounts, and letters of recommendation may be submitted and are encouraged.

Packages submitted must be in compliance with the following requirements and must be prepared in Microsoft Word software:

- Margins can be no smaller than 0.7" and must be in Times Roman 12 font with print on one side per page only.
- Use no more than the maximum number of pages as proscribed above.

- Do not submit promotional packages in notebooks or binders.
- Do not include photos, discs, videos, charts, graphs or other similar audio/visual products.
- No title or separator pages should be included.

I hereby affirm that the aforementioned information and supporting documentation related to the nomination of this person for this award is true and accurate to the best of my knowledge. I am aware that if any of the information provided is found to be inaccurate or untruthful, this nomination shall be removed from consideration for this award.

Nominator's signature: _____

Date: _____

DRAFT