

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Law and Order Committee

July 5, 2015

Purpose: To outline procedures for implementation of the American Legion Law and Order Committee.

Scope: The processes described herein apply to the Department Law and Order Committee Chairman and members of the Department Law and Order Committee. Members are appointed by the Department Commander and serve three year terms upon appointment.

Authority: Constitution and By-Laws, The American Legion, Department of Missouri Incorporated, dated July 2013.

Membership:

- a. The Department Law and Order Committee shall consist of nine (6) members.
- b. Six members of the Committee are appointed by the Department Commander, with the approval of the DEC, to serve three (3) year terms with two member's appointments expiring each year.
- c. The Department Commander shall recommend to the DEC one member to serve as Commission Chairman.
- d. Each year, the Department Commander may recommend to the DEC either the reappointment of committee member(s) whose membership(s) is expiring, or the appointment of a new committee member(s) to replace a member(s) whose membership is expiring.

Annual Meetings Scheduled

Spring Conference – Committee member's judge applications received for Law and Order and Firefighter/EMT awards and then presented to the DEC for their approval. There does not have to be a winner in each category if the committee feels there are no valid winners in each category.

Department Convention - Department Chairman or designee makes a report to the Conference attendees and presents awards to the winners in each classification.

Duties and Responsibilities

Committee members should attend the Spring conference to judge the applications. If, however, is unable to attend they should review the applications and contact the Chairman with their top 3 picks in each category. The Chairman will then give that information to the attending committee members at the meeting.

The judging of the applications will follow the national guide lines (attachment a).

Administrative Duties Coordinated Through the State Adjutant Office

The Department Adjutant shall mail to each committee member the applications that have been received and will keep the originals so the winners can be sent to the National for any National award.

The Department Adjutant shall mail a notice to the winners and find out if they plan to attend the Department Convention.

Financials

The Department Adjutant will get the appropriate plaques as well as securing a room for the night before the awards are given out.

LAW OFFICER OF THE YEAR

Judging Criteria:

The emphasis of The American Legion Department of Missouri Law Enforcement Officer of the Year Program is not a single act of bravery or a single distinguishing event. Community Service will count significantly in the overall selection criteria and will make up fifty percent of the criteria for The American Legion Law Enforcement Officer of the Year Award. While those acts in themselves count significantly in the overall selection criteria, they constitute only twenty percent of the total. Many Law Enforcement Officers excel in the daily performance of their duties demonstrating a distinct pattern of dedication and professionalism. They further distinguish themselves through extra curricular service performed for the community, state and nation. The following will be considered for judging:

Specific Act of Heroism or Meritorious Service (20 Points):

Citations for acts of heroism or meritorious service must be provided including a description of the act for which the citation was issued. The citation must have been presented during the time period described under Standing Rules. Any supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings should be included.

Community Service (50 Points):

Community services provided while on or off duty, which contributed significantly to the well being of his/her community must be provided. These activities for the time frame designated under Standing Rules, must be described in detail and must be substantiated by an official letter from city or county officials, Missouri State Officials, citizens associations, American Legion Posts, county or district, or other officially recognized private or civic organization. Supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings must be included.

Community service typically has been performed over an extended period of time. Those activities, in addition to those described above, should be described in detail and must be substantiated by an official letter from the city or county officials, Missouri State Officials, citizens associations, American Legion Posts, county, or district, or other officially recognized private or civic organizations. Supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings must be included.

CAREER ACHIEVEMENTS (25 Points):

Many law enforcement officers excel in the daily performance of their duties exhibiting a distinct pattern of dedication and professionalism. Career achievements should be described in detail and must be substantiated by an official letter or other official documentation, and/or newspaper clippings and must be included. Education leading to a degree in law enforcement or special training that has enhanced professional and job performance is considered relevant and should be included.

JUDGES PREFERENCE (5 Points):

Judges will be given the option to award five points to the candidate that exhibits the best letters of recognition and news clippings and has the best overall record in their opinion.

Judges:

A panel of six judges shall judge all entries. All entries shall be judged based on the criteria specified herein. A quorum shall constitute four judges.