

# ORDER OF MERIT OF THE POLICE FORCES NOMINATION FORM 2024-2025

**Deadline for Application: September 29, 2024**

*Aussi disponible en français*

**PLEASE READ INSTRUCTIONS CAREFULLY ON REVERSE BEFORE COMPLETING**

**PART A NOMINEE:** *To be completed by the nominator. The nominee must not be informed that he or she is being nominated for appointment to the Order or for appointment to a higher level of membership or any public release of this information made until final approval is granted by the Governor General.*

Surname: \_\_\_\_\_ Given Name(s)/Initials: \_\_\_\_\_

Rank/Title: \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Police Service: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Business Facsimile: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month day year

Citizenship: \_\_\_\_\_ Official Language: English \_\_\_\_\_ French \_\_\_\_\_

Badge Number: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Decorations and Degrees: \_\_\_\_\_

Does the nominee currently hold the Order of Merit? YES NO  
If yes, please indicate which level the nominee holds and what year they received it. \_\_\_\_\_

**PART B NOMINATOR:** *To be completed by the nominator.*

Surname: \_\_\_\_\_ Given Name(s)/Initials: \_\_\_\_\_

Rank/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Nomination Rationale attached

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_

**PART C NOMINATING AUTHORITY:** *Attestation is to be completed by the appropriate nominating authority, whose signature authorizes the submission of this nomination. Refer to the Nomination Guidelines.*

I attest through my signature that:

- 1) the attached nomination rationale is true to the best of my knowledge,
- 2) the nominee is an active member of a Police Service,
- 3) the nominee has not been sanctioned for serious discipline and that none is pending on the day the nomination is submitted.

Name of Nominating Authority (Please Print) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature of Nominating Authority \_\_\_\_\_ Date \_\_\_\_\_

# ORDER OF MERIT OF THE POLICE FORCES NOMINATION FORM 2024-2025



Royal Canadian Mounted Police    Gendarmerie royale  
du Canada



## ORDER OF MERIT OF THE POLICE FORCES: BACKGROUND, ELIGIBILITY FOR NOMINATION, SUBMISSION INSTRUCTIONS

### *Background*

The **Order of Merit of the Police Forces** honours the leadership and long term exceptional services displayed by the men and women of the 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 cooperation in public service. The primary focus is on exceptional merit through contributions to policing, community development and fostering better relationships among police services in Canada and throughout the world and between police and the community. The focus is also on the total contributions made over an individual's career to date and not on a single incident or achievement.

### *Eligibility*

- Persons admitted to the Order must be a serving member of a Police Service (officer or civilian) effective December 31<sup>st</sup> of each year. Candidates for nomination should be drawn from 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.

### *Instructions*

Submissions should be well researched, carefully documented and properly submitted.

- A **TWO (2) page nomination rationale**, 12 point font (for French submissions 11 point font will be accepted), single spaced is required as an attachment to the nomination form. **The nomination template is to be used for this purpose. Submissions may be returned if the nomination template is not used.**

**Please note that no other supporting** documentation will be accepted.

- Nominations must be received by the Canadian Association of Chiefs of Police by **email** at [susan@cacp.ca](mailto:susan@cacp.ca) **or mail** at 300 Terry Fox Drive, Suite 100, Kanata, ON K2K 0E3 by **September 29, 2024.**

**Please return completed nomination forms to the nominee's Police Service for signature of the appropriate nominating authority.**

**PLEASE NOTE THAT INCOMPLETE SUBMISSIONS WILL BE RETURNED**

## Nomination Instructions: Order of Merit of the Police Forces

### **A** Introductory paragraph (Approximately 75 words or less)

Using the name and current professional position of the individual, state why you are nominating this person for appointment to the Order, as if giving a 30-second sound bite. Do not specify a level of membership. Summarize this person's achievement(s) in policing, community development and fostering positive relationships over an extended period of time to date. You will expand on this introduction in sections **B**, **C** and **D** that follow.

### **B** Synopsis of achievements in policing (3-4 paragraphs, approximately 400 words or less)

This section is designed to capture the exceptional policing achievements of the nominee over an extended period. The rank of the person and the length of service are not the most important points. The achievements should go beyond duties set out in a normal job description and expected as standards of performance for such a position. Outline how this person stands out as having performed at a standard higher than that expected from his or her policing peers.

Take a broad view. Identify the exceptional achievements of the nominee and use specific examples to summarize:

- what this person has done for policing,
- where,
- in what context (economic, political, organizational, community), and
- during what periods of time.

Include the nominee's professional activities beyond the individual police agency, such as active roles within professional policing-related associations. Provide specific examples that demonstrate the nominee's achievements, including offices held, committee work, learning events and conferences developed, and so on. It may be helpful to consider the individual's career in blocks or segments that relate to organizational position(s) held.

Describe how these policing achievements qualify as (select the appropriate description):

- exceptional service or performance of duty,
- outstanding service in duties of responsibility, or
- outstanding service and demonstrated leadership in duties of great responsibility.

For each example, indicate where the effect, influence or results of this person's achievements have been realized (select the appropriate range of impact), i.e.:

- locally or regionally within the police agency,
- regionally/provincially beyond the individual police agency and into the national sphere, or
- nationally and into the international sphere.

**C** Synopsis of contributions to community development (2-3 paragraphs, approximately 250 words or less)

It is expected that members of police agencies are exemplary citizens who strive to make their communities better, more inclusive and safer places, thereby contributing to the betterment of humanity. This section is designed to capture the achievements of the nominee over an extended period, with an emphasis on the positive difference this person has made to date in community development.

One aspect of contribution to community development is through the policing role. Describe the impact, effect or influence of the individual working within the police force, either through its own programs and initiatives, or through those within the community that are actively supported by the police service. Explain the nominee's contribution by citing examples that have stood the test of time and yielded tangible, positive results within the community.

Another aspect of contribution to community development is involvement at a volunteer level. Describe the nominee's own volunteer contribution through active service and/or leadership within service groups, charitable organizations or similar community-based entities. Focus on the achievements that demonstrate a response to the needs of the community and describe how these achievements qualify as (select the appropriate description)

- exceptional service,
- outstanding service in position(s) of responsibility, or
- outstanding service and demonstrated leadership in position(s) of great responsibility.

Commendations and recognition from the community may be mentioned here as part of the supporting rationale.

**D** Synopsis of contribution to fostering relationships (1-2 paragraphs, approximately 100 words or less)

Emphasize the impact on relationships that the nominee has fostered among police agencies and organizations, in terms of role modeling and building and maintaining working partnerships. Specify whether the impact is local/regional, regional/provincial to national, or national to international. Give examples.

Strong, positive police-community relationships are a foundation of safety, security and confidence in public institutions. Use specific examples to illustrate the nominee's role in police and community relationship-building, and the effects of those relationships. Commendations and recognition from the community often attest to this contribution and may be mentioned here as part of the supporting rationale.

Nomination Template: Order of Merit of the Police Forces  
(Template available as a Word document, please download separately)

**A**

**B**

**C**

**D**

## **SAMPLE** Nomination: Order of Merit of the Police Forces

### **A**

I nominate Inspector John Doe to the Order of Merit of the Police Forces in recognition of his 15-year career of achievements and service. His work in improving police responses to the exploitation of women and youth has been adopted nationally. He dedicates his personal time to volunteer work as a board member of national organizations. He has built strong professional relationships beyond the community and into the national sphere.

### **B**

John Doe joined the RCMP after graduating from Memorial University in 1985. His first posting after Depot training was Montreal. Here he encountered street youth and became aware of their dependence upon pimps, involvement in street-level crime and vulnerability to illness, addiction and exploitation. At this time, street gangs were emerging in that city, actively recruiting young people with promises of money, drugs and safety. Doe partnered with "Outreach at Night", a service agency that provides street people with food, temporary shelter and basic health care. This partnership had the effect of insulating some young people from negative influences and threats to their safety, and assisting them to exit street life. The University of Montreal joined the partnership to research why youth join gangs and to develop exit and re-integration approaches. This work continues in Montreal as a robust youth-gang strategy that is considered a multi-disciplinary model because it spans prevention, suppression and social re-entry. Cpl. Doe's innovation was recognized with awards from the RCMP, the YM-YWCA, the Quebec government and the International Association of Chiefs of Police.

In his posting to a Saskatchewan detachment from 1994 to 2000, S/Sgt. Doe investigated truck-stop prostitution involving Aboriginal girls who were moved across provincial boundaries by a crime group centred in Vancouver. In 1996 he delivered a presentation on human trafficking at a national conference on sexually exploited youth. S/Sgt. Doe formed an alliance with the national trucking association to develop an education program, now part of truckers' training, on legal and social implications of prostitution and child exploitation.

Inspector Doe has been a leader on child exploitation issues within police associations. He organized three multi-disciplinary national conferences, developed an investigator's handbook and educational video for police officers, and commissioned a public service announcement for broadcast in small communities. He has chaired two committees on exploited women and youth, one locally and another within his province. In 2005 the federal government seconded him to develop a national prevention and intervention strategy.

Doe was recognized by the Native Pride Support Association and National Aboriginal Health Organization, and received a Commissioner's commendation

and the endorsement of the Commissioner's National Aboriginal Advisory Committee for this work. He was "blanketed" by the Union of First Nations in 2002 for his contribution to the well-being of Aboriginal people. He received the Queen's Golden Jubilee Medal in 2002 and the Queen's Diamond Jubilee Medal in 2012.

### **C**

Inspector Doe quickly becomes a contributing member of his community. In Montreal, his uniformed duties led him to choose volunteer work with street kids. For hours each week he tutored young people in the youth shelter as part of a literacy program. This mentoring role caught the attention of his superiors and the social agency and evolved into a formal and regular part of the programming of the shelter. The confidence he earned with street youth while in uniform is demonstrated by his role in a potentially tragic situation, in which a young person threatening suicide agreed to speak only to Doe, who convinced the young man not to act. This young person credited Doe with saving his life, and subsequently became a youth counsellor in Montreal himself.

In Saskatchewan Inspector Doe organized recreational events for the children of women fleeing family violence. He organized a car-pool system so that the children would be able to attend their normal schools, despite living in a shelter. He approached school authorities, who responded by mobilizing parents to launch a program to strengthen single-parent families; he led the fund-raising drive to finance this program, which is now funded annually by a local service group.

His own town recognized his personal leadership by naming him Citizen of the Year in 2010. The Loyal Order of the Tiger Lily honoured him at a roast in 2009 to thank him for raising \$1 million to build a youth recreation centre within the local arena building.

### **D**

Inspector Doe builds strong working relationships that continue after him. In Montreal, practical relationships became a formal partnership in 1990 when city councillors learned of its impact in re-directing street youth from gang behaviour. His relationships with other police agencies resulted in a national focus on youth gangs and on exploitation of women and youth. His collaboration with the business sector stands out. His Saskatchewan work on truck-stop prostitution included a positive relationship with the trucking industry, not always an ally with police. His community's satisfaction with the police increased 13% within five years, as a result of his initiatives.