



The Manitoba Association of Chiefs of Police

OUTSTANDING CIVILIAN SERVICE AWARD

THE AWARD

The Award shall consist of an ornamental shaped crystal statuette mounted on a base of stone. The base will be engraved with the civilian member's name, staff number, date of award and title of the award. The award shall be accompanied by a Certificate.

The Award shall be presented by the Manitoba Minister of Justice or designate at a venue selected by the Manitoba Association of Chiefs of Police (MACP).

The awards will be restricted to three annually unless the MACP Executive Board directs otherwise.

FOR THE PURPOSE OF THIS AWARD

- a) "Civilian Member" – means a non-sworn member in good standing with an MACP member organization.
- b) "Nominee" - means any civilian member nominated to receive the award.
- c) "Member Organization" – refers to all police and public safety agencies in Manitoba and Ontario (if they police parts of Manitoba) who are members of the MACP.

ELIGIBILITY

1. A nominee for the Award shall be:

- A. A current or former resident of Manitoba or Ontario, and
- B. A person who is or was, during the previous calendar year, a civilian employee with a Police Service in Manitoba or with a Police Service in Ontario responsible for policing in any jurisdiction of Manitoba, or
- C. A civilian employee of an enforcement agency of the Manitoba government that performs a variety of enforcement activities across the province as defined by their relevant legislation.

2. A nominee shall have brought notice upon themselves or their Police Service/Government Enforcement Agency/Safety Officer Program, by making an extraordinary and important contribution for the betterment of their community, their Police Service/Government Enforcement Agency/Safety Officer Program, or law enforcement.

1. **A nominee shall:**

Not have been found guilty of a serious breach of conduct or have a discipline related matter on file within the last ten years.

NOMINATION PROCEDURE

1. Nominations are to be forwarded to the Executive Director of the Manitoba Association of Chiefs of Police between June 30th and August 31st of each year.
2. The nominations are to be made by a Chief of Police or Commanding Officer of the member organization from which the nominee is employed.
3. The nomination shall contain the following information:
 - a) the nominee's full name;
 - b) the nominee's position;
 - c) the nominee's length of service;
 - d) summaries of the nominee's experience;
 - e) a detailed narrative outlining the reason for the nomination, and
 - f) attachments which support the nomination.
4. The nominating agency will be required to reimburse the MACP for costs incurred if their nomination is successful.

THE SELECTION COMMITTEE

The Award is to be administered by the Manitoba Association of Chiefs of Police. The Selection Committee shall consist of at least three of the following:

- 1) a senior or executive officer of the Brandon Police Service;
- 2) a senior or executive officer of the Winnipeg Police Service;
- 3) a senior or executive officer of the Royal Canadian Mounted Police;
- 4) a senior or executive officer of the Manitoba First Nations Police Service;

- 5) the Executive Director of the Manitoba Association of Chiefs of Police;
- 6) a minimum of two civilian senior leaders from any of the above agencies.

The Selection Committee shall review all nominations and recommend potential recipients to the MACP Executive Board.

DECISION TO AWARD

The Selection Committee will provide the MACP Executive Board with a list of no more than five recommendations as well as a package of all nominations received for consideration.

The Executive Board will inform the Selection Committee in writing of the chosen award recipients.

AWARDS CEREMONY

The Awards ceremony shall be at a location determined annually by the Executive Board.

ADMINISTRATION

The Executive Director of Manitoba Association of Chiefs of Police shall:

- 1) maintain a Registry containing the names of Award recipients; and
- 2) perform other such duties in respect of the Award that may be required.

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NOMINATION INSTRUCTIONS:

Part A

The name and position of the recipient will be engraved on the Award and inscribed on the Certificate. The years of service must be completed in full.

Part B

The narrative portion will include support for the nomination for the Award, and should include a summary of the nominee's experience and qualifications for the award. A short synopsis is required, which can be read during the awards ceremony in the event the nominee has been approved.

Part C

The nominating authority shall be a Chief of Police or Commanding Officer.

Part D

Will be completed by the Chair of the Awards Committee.

Mail completed nomination forms to the following:

Mr. Gord Schumacher
Executive Director
The Manitoba Association of Chiefs of Police
245 Smith Street
Winnipeg MB R3C 1K1

You may also email nomination forms to GSchumacherMACP@Winnipeg.ca.