



2016 TOP COP AWARD NOMINATIONS Categories and Criteria

Local Community Law Enforcement Professional (Top Cop)

Nominees from each participating Hampton Roads locale will be considered based on their contributions in making their community safer through consistent, salutory performance and dedication, as demonstrated by their leadership skills and personal achievements, from **January 1, 2015 through March 31, 2016**. Nominations based on a single event or incident will **NOT** be considered. Nominees may be either an individual or a group such as a squad or unit. Nominees must live in the Hampton Roads area and perform service in a participating city, town or county.

Corporation, Organization and Individual (Civilian)

Nominees in these categories will be considered based on how their sustained supportive efforts from **January 1, 2015 through March 31, 2016** contributed to making Hampton Roads a safer community in which to live and work. Civic, community and religious groups are eligible for the organization award. Corporations and organizations must be located in the Hampton Roads area. Individuals must live in the Hampton Roads area and perform service in a participating city, town or county.

Lifetime Achievement Award

Nominees will be considered based on outstanding leadership skills and personal achievement in direct support of crime solving that have, over a period of at least ten years, consistently contributed to making Hampton Roads a safer community. Nominees must live in the Hampton Roads area and perform service in a participating city, town or county. This category is open to individuals, both civilians and sworn law enforcement personnel, who meet the specified criteria.

Required Information to be Included in Nomination

- Submit nomination by e-mail only in standard 8 ½ x 11 portrait format. A Microsoft Word file is preferred but a PDF file is acceptable. Submit not later than August 1, 2016. **Send to TopCop@888lockuup.com**
- Nomination must not exceed three (3) typed pages, including the following required header information:
 - Award category
 - Full name of nominee (person (title/rank if applicable), law enforcement group, corporation or organization)
 - If a local community law enforcement group: names of leader and each member, including title & rank
 - If corporation or organization: principal(s) & primary point of contact
 - Nominee's occupation or type of business, as applicable
 - Each nominee's full address, phone & fax numbers and e-mail address
 - Nominator's name (title if applicable), organization (if applicable), full address, phone & fax numbers and e-mail address
- In body of nomination, include:
 - **Detailed** description of nominee's contributions and performance in relation to category and associated criteria
 - Other recognition or awards received by nominee during eligibility period
 - Any additional information that strengthens nomination and might assist in evaluating the nomination

Award selectees and respective nominators will be notified by e-mail by September 23, 2016