

STATE OF MARYLAND

GOVERNOR'S

CRIME PREVENTION AWARDS APPLICATION

2021

The Honorable Lawrence J. Hogan, Jr.
Governor

The Honorable Boyd K. Rutherford
Lieutenant Governor



Department of Public Safety and Correctional Services
Robert L. Green, Secretary

Maryland Police and Correctional Training Commissions
Albert L. Liebno, Jr., Executive Director

Maryland Community Policing Institute
Claude J. Nelson, Manager

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INITIAL INSTRUCTIONS

PLEASE NOTE: *Each Category is exclusive from the others, and departments may nominate in one, several, or all categories. Also, it may not be necessary to have a full-time Crime Prevention Unit to be eligible for all categories.*

For your convenience, each of the five categories (A, B, C, D and E) have been separated into five nomination packets, each with its own cover/signature sheet. You only need to complete and submit nominations applicable to the categories for which you are nominating.

1. In submitting your nomination(s), please provide **ALL** information requested on the attached forms. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.**
2. **DO NOT SUBMIT ANY "BACK-UP" MATERIAL SUCH AS PHOTOGRAPHS, NEWSPAPER CLIPPINGS, BOOKLETS DEVELOPED, ETC.** Rather, **CITE** on the nomination form that such materials are available. **PLEASE SUBMIT ONLY THE NOMINATION FORMS PROVIDED AND NOT ANY EXTRANEOUS MATERIAL.**
3. The format followed **MUST** be exactly that of the form provided by the Maryland Community Policing Institute. **NOMINATIONS THAT DO NOT FOLLOW THE FORMAT PROVIDED WILL BE DISQUALIFIED.** These E-forms can be completed or edited using Microsoft Word on-line. Type responses in the appropriate space following the inquiry/question. The allowable space on the E-form will expand, but is limited. Descriptions are limited to four lines of text before the font size begins to reduce. Reduced font size is acceptable. Please be as concise and succinct as possible when including all pertinent information.
4. Please submit your nominations based on activities that occurred during the period from July 1, 2020 through June 30, 2021.
5. Nominations for Categories A, B, and C require the citing of **DEPARTMENTAL AND/OR COMMUNITY RECOGNITION.**

For law enforcement and correctional officers who are assigned full-time to a specialty unit known as crime prevention, crime reduction, community policing, and the like, in addition to departmental recognition, Category B requires the citing of recognition from the local jurisdiction's highest ranking official (e.g., Mayor, County Executive, University President, etc.).

Although this additional recognition is not required under other Categories at this time, it is encouraged.

6. There is no limit on the number of nominations you can submit. However, please submit each individual nomination on a separate form. (Exception: Category E)
7. Please submit a total of one (1) hard copy through the mail, and an electronic copy via email to claude.nelson@maryland.gov for each nomination. Each Category of nominations must include the cover page and signature page, although more than one nomination (person, group, program) may be submitted with the cover page for that category.
8. In submitting your nominations, please be sure to provide the correct name and spelling of the nominees. This will insure the accurate listing of recipients in the awards brochure, booklet, and on their certificates from the Governor. New certificates will no longer be provided free of charge for names submitted inaccurately.
9. The **nomination deadline is August 15, 2021**. Any nominations not received by the deadline date will **NOT** be accepted.
10. If you have any questions concerning the Governor's Crime Prevention Awards Program, please contact the Maryland Community Policing Institute at 410-875-3425, or 410-875-3426, or email claude.nelson@maryland.gov.