

IACP/SAIC outstanding achievement in Law Enforcement Volunteer Programs AWARD



**International Association of Chiefs of Police (IACP) and
Science Applications International Corporation (SAIC)**

Background on the Volunteers in Police Service Program

In his 2002 State of the Union Address, President George W. Bush announced the creation of the USA Freedom Corps, which is an effort to foster a culture of service, citizenship and responsibility, building on the generous spirit of the American people. The Citizen Corps programs are part of the USA Freedom Corps initiative and share the common goal of helping communities prevent, prepare for and respond to crime, natural disasters and other emergencies.

One of the Citizen Corps programs is Volunteers in Police Service (VIPS). IACP is managing and implementing the VIPS Program in partnership with and on behalf of the White House Office of the USA Freedom Corps and the U.S. Department of Justice. The program's ultimate goal is to enhance the capacity of state and local law enforcement to utilize volunteers.

IACP/SAIC Outstanding Achievement in Law Enforcement Volunteer Programs Award

Goal

To recognize excellence in leadership through the implementation of an effective, high-quality volunteer program that successfully integrates volunteers into overall organizational operations and administration and to institutionalize the theories and practices of the VIPS Program.

Award Overview

The IACP and SAIC are sponsoring an annual award to recognize law enforcement agencies that have developed and implemented creative and effective law enforcement volunteer programs. The award recognizes agencies that most exemplify the goals, concepts and spirit of volunteerism in action. Up to three winners will be selected. The quality of the program, not the size of the organization, is the factor for selection of the winners; therefore, categories by size of agency are not considered for this award.



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Eligibility

The IACP/SAIC VIPS Awards Program is open to law enforcement agencies in recognition of exceptional and extraordinary achievement in law enforcement volunteer programs. To be eligible for an award, the law enforcement agency submitting an application must meet certain eligibility criteria.

- ▶ Only law enforcement agencies are eligible, not an individual or individuals.
- ▶ The volunteer program must have been in existence a minimum of one year prior to the date of application.
- ▶ The applicant must be registered with the national VIPS Program at the time of application.
- ▶ The submitting agency must have more than one volunteer in its program. For definitional purposes, an individual who performs hours of service without promise, expectation or receipt of compensation for services rendered is considered to be a volunteer. This may include unpaid chaplains, unpaid Reserve officers, interns, persons providing administrative support and youth involved in a Law Enforcement Explorer Post.
- ▶ The submitting agency must have existing written policies and procedures for the volunteer program.
- ▶ The application letter must be complete and signed by the chief executive of the law enforcement agency.
- ▶ The application must be postmarked no later than May 15, 2009.

Evaluation Criteria

Applicants will be evaluated based on the following criteria:

- ▶ The development and ability to sustain an effective volunteer program
- ▶ Innovative and effective program development and implementation
- ▶ Creative and effective use of volunteers

- ▶ The leadership demonstrated in promoting volunteerism in the law enforcement agency
- ▶ The development of an effective and sustainable program infrastructure
- ▶ The ability to recruit, train and maintain volunteers
- ▶ The acceptance and integration of volunteers into the agency's operations and administration

The evaluation will be based on the entire volunteer program, not just one specific element of the program or one individual, although specific elements and individual contributions may be considered significant factors in consideration of the overall evaluation of the program.

Application Guidelines

To submit a program for consideration for the IACP/SAIC VIPS Awards Program, applicants must follow the proper procedures for preparing and submitting programs for consideration. Application guidelines and the application form can be found on pages 3–4.

Selection Process

The complete award application must be mailed to:

IACP/SAIC VIPS Awards Program

Attn: Carolyn Cockroft
515 N. Washington Street
Alexandria, VA 22314

The application must be postmarked no later than **May 15, 2009.**

The IACP Police Administration Committee will evaluate each application and select up to three winners. The award presentation will be made at the IACP Annual Conference. One representative from each winning agency will be provided a complimentary conference registration, transportation costs and three days lodging at the 2009 IACP Annual Conference in Denver, Colorado.

Application Guidelines

How to Submit a Program for Award Consideration

To submit a law enforcement agency for award consideration, the applicant must submit the following in writing. No electronic submissions will be considered.

- ▶ An application letter, signed by the chief executive of the agency
- ▶ A one-page executive summary
- ▶ The application form
- ▶ A detailed project document (up to a maximum of 10 pages, double-spaced)
- ▶ Attachments (required and optional)

The application must be submitted as a single packet. Once the application is submitted, additions to the original application will not be accepted.

Failure to adhere to the application guidelines will result in that application not being considered for the award.

The Application Letter

The application letter is a letter of transmittal of the application that accompanies the application packet. The application letter must be signed on letterhead by the chief executive of the law enforcement agency.

Executive Summary

The Executive Summary (limit, one page) is an abbreviated program application synopsis providing an overview of the volunteer program's significant accomplishments relative to the evaluation criteria.

Detailed Project Document

This document will be an application narrative, providing the following

- ▶ Agency characteristics and description
- ▶ History of the volunteer program development (include specific information concerning the length of the program's existence)
- ▶ A synopsis of the needs assessment for establishment

of the volunteer program and volunteer positions

- ▶ A description of the volunteer recruitment process
- ▶ Volunteer positions and activities
- ▶ Volunteer program achievements
- ▶ Evidence of program acceptance by the community, the members of the department and the appropriate supervising governmental agency (e.g., city, county, university/college, state or other agency)
- ▶ Details concerning the supervision of the volunteer program
- ▶ Information concerning the selection, orientation, training and supervision of volunteers
- ▶ Evidence of program assessment or evaluation
- ▶ Information concerning volunteer recognition or awards
- ▶ Evidence of specific, positive outcomes of the volunteer program, including examples of program achievements, success stories and individual volunteer contributions

The detailed project document should be organized to include headings for each of the categories of information requested. The document should be in Arial font, type size 12, and should not exceed 10 double-spaced pages.

Attachments

The following attachments must be included with the application

- ▶ A copy of the volunteer program policies and procedures, standard operating procedures or guidelines, whichever is used by your agency (must include the date of the policy guideline)
- ▶ A copy of the agency's volunteer application form (blank)

Optional attachment

- ▶ A copy of the volunteer handbook

Do not send videotapes.

Application Form

Agency: _____

Address: _____

City: _____

State: _____ Zip: _____

Program contact: _____

Rank: _____

Telephone: _____

Fax: _____

E-Mail: _____

Agency size: _____

Number of volunteers in the program (at the time of the application) _____

Date volunteer program initiated: _____

The application includes the original of the following (Check the box for each item submitted):

- Application Letter **(Signed by the Chief Executive of the Agency)**
- Application Form
- Executive Summary (one page)
- Detailed Project Description
- Required Attachments
- Optional Attachments