

## Ontario Women in Law Enforcement (OWLE)

Exceptional women in the enforcement field - Civilians and Officers - may be nominated in more than one category.

To ensure adequate consideration of the skills and achievements specific to each category, we ask that you submit a separate descriptive summary or cover letter for each nomination. Nomination packages will only be accepted in electronic format.

The OWLE Advisory Council examines each nomination package very carefully. The quality of a submission, rather than its volume or size, is very important.

### DEADLINE: 05 Mar 2011

\*The following six criteria are required for a complete electronic nomination package. Please submit the electronic nomination package in this order.

1.	Use black ink in a 12-point font. Scan any newspaper clipping to the submission. <u>The electronic submission will not be returned.</u> Please <u>do not</u> include video clips.
2.	Describe the nominee's observed behaviours and achievements using the criteria for the category selected as a basis for your submission. Please provide clear and concise detail to substantiate the nominee's achievements, using the performance criteria as a guide. Note: <b><u>Maximum 6 pages in electronic format</u></b> with the exception of a maximum of 8 pages for the Team Endeavours nomination. No information beyond these page requirements will be considered by the Advisory Council in the review process.
3.	Include a short biography for the nominee. Point form is acceptable.
4.	Provide relative <u>supporting documentation</u> illustrating this observed behaviour (e.g. awards, media clippings, letters of appreciation/commendation, letters of reference or support, etc.) Be complete, but selective in submitting relevant additional information. <i>Keep in mind the rules governing personal information. <u>Do not</u> send originals of personnel file information.</i> <b><u>Maximum 6 pages of documentation.</u></b>
5.	Please transmit a recent unframed colour photograph, no larger than 5" X 7".

**Note:**

During the OWLE Awards Ceremony on May 6th 2011, a synopsis of the Award recipients' relevant personal and work background will be presented.

## **OWLE 2011 – AWARD NOMINATION CATEGORIES**

***All categories are open to female employees of law enforcement agencies. When nominating a woman for more than one category, make sure to outline on a separate sheet how she meets the criteria for each.***

***Please note the new Civilian Award of Achievement. This category does not preclude civilians from being nominated in other categories.***

***The Law Enforcement Professional of the Year Award recipient will be selected from among all the nominees by the Advisory Council: no specific nomination is required.***

- Leadership** - Includes, but is not limited to: inspiration to others; an excellent role model; positively influences the actions and opinions of others; encourages and supports colleagues; shows initiative; perseveres in the face of criticism or adversity; has high ethical standards; is willing to 'go that extra mile'; builds trust and is able to form partnerships to resolve issues; positive outlook.
  
- Community Service** - *(may include job-related activities or non-work volunteer or neighbourhood activities)*. Demonstrates a consistent focus on service to others; designing and implementing initiatives to meet community needs, including those of individuals and groups; a self-starter who works to enhance standard programs and services and/or adds value to the community with innovation and improvements; makes herself available to the community.
  
- Mentoring** - Assistance to women in the law enforcement profession; someone who is inspirational; supports and/or provides opportunities for others; has excellent communications and interpersonal skills; is approachable, accessible and prepared to give constructive feedback; available for advice and consultation; encourages networking; works to support the advancement of women in law enforcement.
  
- Excellence in Performance** - Over an extended period of time, has demonstrated outstanding work performance (management or administrative expertise, investigative skills, service delivery, relationship-building, etc.); development or implementation of innovative programs or projects; recognized effectiveness in 'getting the job done'; acknowledged professional credibility.

- Team Endeavours** - This category recognizes the exceptional success of women *and* their male colleagues working on a complex, comprehensive, ground-breaking or long-term project within a Service or cross jurisdictional, with broad implications for law enforcement or justice; in other words, a major issue with significant implications for change. This could include investigations, administrative projects such as internal reviews, leading teams organizing major events and conferences, organizational change projects, task forces or public inquiry support. Specify the nature of the role of each of the members of the team.

**Note:** The team activity should have concluded in the last 18 months. If the project was a sensitive undercover or similar project, please indicate what names and information should not be disclosed publicly.

- Medal of Valour.** A police/peace officer who distinguishes herself by an act of extraordinary selflessness, personal bravery, courage or self-sacrifice.
  
- Civilian Award of Achievement.** This category is exclusively for a civilian member of a law enforcement agency. An individual who contributes by way of outstanding or significant support to her law enforcement colleagues. This support may be through leadership, job-related community service activities, mentoring or excellence in performance.

For information or inquiries, please contact us at:

[owle\\_inquiry@yahoo.com](mailto:owle_inquiry@yahoo.com)

**c/o Detective Suzanne Byrnes**

**905-895-1221 ext 7254**

# **Ontario Women in Law Enforcement (OWLE)**

## **Nominee Information:**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Agency/Employer: \_\_\_\_\_

Employment start date: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work telephone: \_\_\_\_\_ Home: \_\_\_\_\_

Pager: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Nominator:**

Name: \_\_\_\_\_

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

Position/Title: \_\_\_\_\_

Work telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of organization head: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Send award submission packages via email to:

**Ontario Women in Law Enforcement**

**[owle\\_inquiry@yahoo.com](mailto:owle_inquiry@yahoo.com)**