

UNITED STATES DEPUTY WARDENS ASSOCIATION

Procedure:	Norm Beisner Excellence of Service Award
Number:	SOP - # 3
Authority:	USDWA By-Laws, The Excellence of Service Award Selection Committee
Reference:	None
Effective Date:	July 20, 2004

ESTABLISHMENT OF AWARD: Since the establishment of the United States Deputy Wardens Association, many outstanding individuals have been and are members today. These criminal justice professionals should be recognized for their contributions to the United States Deputy Wardens Association and/or the Criminal Justice System.

The Excellence of Service Award is hereby established and is the highest commendation that can be given to any individual by this Association.

The purpose of the Excellence of Service Award is to provide the Association the opportunity and manner in which to recognize individuals within the membership deserving of such honor.

The Excellence of Service Award is named for and presented in honor of Norm Beisner who is instrumental in the history, dignity and professionalism of the organization.

SELECTION COMMITTEE: The committee shall consist of 3 (three) members. The Chairperson shall be the senior retired board member. The other committee members shall be the most senior past presidents attending the previous year's conference. Individuals appointed to the Selection Committee will be announced to the membership prior to the close of the annual conference.

The Executive Secretary shall receive all nomination forms and material and forward them to the committee for review. The committee will review and recommend to the full Board the individual to receive the Excellence of Service Award.

Each year, the Selection Committee shall select one individual to be honored. Individuals may be selected only once for recognition. Prior to the annual conference, the Selection Committee Chairperson will discreetly insure the selected individual will be at the conference to be honored. Nominees not selected will not be informed of their nomination, nor of the reasons not selected.

SELECTION PROCESS: The Excellence of Service Award is not a popularity contest but a known, structured process to select deserving individuals who have been active regular or lifetime members of USDWA and have distinguished themselves in the field of criminal justice and/or have contributed to the professional growth and improvement of USDWA and its membership.

All nominations shall be in writing and must be received by the Executive Secretary on or before March 1st each year. The nomination forms shall be printed in the association newsletter and placed on the association's web site. The Selection Committee shall also have the authority to review individuals not nominated, but considered as deserving by a majority of the Committee members. No selection action shall be transacted except between all committee members.

GUIDELINES FOR SUBMITTING NAMES OF NOMINEES

1. He/she must have been an active regular or lifetime member of USDWA.
2. He/she must have distinguished themselves in the field of criminal justice and/or made outstanding contributions to the professional growth and improvement of USDWA and its membership.
3. A nomination form and a brief biography of the nominee must be submitted, with emphasis placed on the individual's contributions.
4. All nominations must be received by the Executive Secretary prior to March 1st each year to be considered.

AWARD BENEFIT

1. Be recognized as honoree at the Association's annual conference banquet.
2. Receive a personal plaque.
3. Receive a life time membership to the USDWA

UNITED STATED DEPUTY WARDENS ASSOCIATION

NOMINATION

NORM BEISNER EXCELLENCE OF SERVICE AWARD

Nominations must be received by the Executive Secretary on or before March 1st of the year the nominee is to be considered.

Name of Nominee

Address

City, State, Zip

In the space provided, or by attachment, furnish information regarding the nominee's accomplishments and contributions to the field of criminal justice and/or the United Stated Deputy Wardens Association. Nomination must include biographical information.

Name of Nominator: _____

Address: _____

City, State: _____

Zip: _____