**DESCRIPTION OF AWARDS**

The **Outstanding Service Award** will be awarded for exceptional service in the performance of duties as follows:

1. To members present and past, provided the accomplishment or service being recognized occurred while the person was a member.
2. The performance must have been such as to merit recognition for acts that were exceptional. Evidence must show significant achievement based on specific projects, plans, programs or action, the implementation of which has been successful and benefits positively ascertained.
3. Recognition should be for the accomplishment of an extremely difficult task performed in a highly professional manner.

The **Meritorious Award** may be awarded for a meritorious act, achievement or service, rendered by any member past or present. It may also be awarded to any other person providing such meritorious service.

1. This award shall recognize an individual’s meritorious service and/or achievements that are worthy of recognition and which were accomplished with distinction.
2. The required meritorious service, while of a lesser degree than that required for the Outstanding Service Award, must nevertheless have been outstanding to the extent that it warrants special recognition.

The **Achievement Award** shall be awarded to an individual for outstanding achievement either in completing a specific project or in performing outstanding work over a period of time. It is designed to say “Thank You” for a job well done.

The **Special Recognition Certificate** shall be awarded to members of a group to recognize a specific act, or improvement process performed over a period of time either in completing a specific project or in performing outstanding work over a period of time.

Definition of **Honorary Lifetime Membership**: Any BPRO member who is ending employment with the local agency and has five or more consecutive years of active service with the organization.

Appendix VI - B

**AWARD NOMINATION FORM**

|  |  |  |
| --- | --- | --- |
| Your Name:  | FIPS:  | PD:  |
|  |
| Agency:  |
|  |  |  |
| Phone Number:  | Email:  |  |
|  |  |  |
|  |
| **I WOULD LIKE TO NOMINATE** |
|  |  |  |
| Agency:  |  |  |
|  |  |  |
| Phone Number:  | Email:  |  |
|  |  |  |
| For the following Award (Check one): |  |  |
|  |  |  |
| **[ ]**  Outstanding Service Award | **[ ]** Achievement Award | **[ ]** Honorary Lifetime Member |
|  |  |  Home Address: |
| **[ ]**  Special Recognition | **[ ]** Meritorious Award |   |
|  |  |   |
|  |  |   |
|  |  |  Home Phone:  |
|  |
| Describe the special achievement and results that constitute the basis for this nomination: |
|  |  |  |
|  |
|  |  |  |
| Date: **2/2/2016** |  |  |

Appendix VI - C