

STATE OF MARYLAND

GOVERNOR'S

CRIME PREVENTION AWARDS APPLICATION

2017

The Honorable Lawrence J. Hogan, Jr.
Governor

The Honorable Boyd K. Rutherford
Lieutenant Governor



Department of Public Safety and Correctional Services
Stephen T. Moyer, Secretary

Maryland Police and Correctional Training Commissions
Karen J. Kruger, Executive Director

Maryland Community Crime Prevention 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 Crime Prevention 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, 2016 through June 30, 2017.
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, 2017. 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 Crime Prevention Institute at 410-875-3403, or 410-875-3426, or email claude.nelson@maryland.gov.

NOMINATION COVER SHEET

ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS

CATEGORY A

Governor's Crime Prevention Award for Law Enforcement Agencies

Department:

Address:

Phone:

Agency/Department Head:

Person to Contact Regarding Nomination(s)

Name & Title:

Phone:

Email:

Number of Nominations Submitted in this Category A: _____

Signature of Agency / Department Head & Date

2017

CATEGORY A

***GOVERNOR'S CRIME PREVENTION AWARD FOR
LAW ENFORCEMENT AGENCIES***

Purpose: To recognize those departments who have incorporated an overall outstanding crime prevention program as an integral part of their overall Community Policing Initiative in their daily operations.

Eligibility: Any law enforcement agency in Maryland. There is no limit on the number of agencies that can receive this award.

NOMINATIONS UNDER THIS CATEGORY MUST BE FOR ACTIVITIES PERFORMED DURING THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017.

Instructions: Complete this form in a concise manner, emphasizing key points. Include statistics or endorsements that substantiate the effectiveness of the effort. All information must be verifiable upon request.

Please keep in mind when completing this form that it is the **SOLE** basis of the award. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.** If necessary, use additional pages to complete the narrative and attach to the nomination form. Please type all information.

A TOTAL OF ONE (1) HARD COPY AND ONE (1) ELECTRONIC COPY MUST BE SUBMITTED AND THE NOMINATION MUST FOLLOW THE FORMAT PROVIDED.

I. Supply Nominee Information.

Department Name:

Department Head:

Address:

Phone:

Community served: Size in sq. miles: _____

Population size: _____

Number of sworn personnel in department: _____

Number of crime prevention personnel: Full-Time _____
Part-Time _____

If your department does not have a full-time crime prevention officer, please describe how crime prevention is coordinated within your agency:

Is your department a past recipient of a Category A award? _____ If yes, please indicate in which year(s) your department has won: _____

II. Supply information on how your department fulfilled each of the following six criteria. NOTE: If you do not participate in any one or more of the six criteria, please refer to the Substitute Program Information sheet for consideration of different programs.

1. Participation in programs identified by the Maryland Community Crime Prevention Institute. (NOTE: This list may be expanded from year to year as the Institute's programs expand.)

Personal Security Program - must include at a minimum personal protection, rape and sexual assault, crimes against the elderly (fraud and cons), crimes against children, and drug abuse prevention programs.

a. Personal Protection such as: motor vehicle safety and theft, prevention of purse snatching, street robbery, cell phone theft, cyber security, homeland security and assault

Number of presentations during July 1, 2016 through June 30, 2017

Number of people attending presentations _____

Provide a description of the overall Personal Protection program during the period July 1, 2016 through June 30, 2017:

b. Rape, Sexual Assault, and Human Trafficking

Number of presentations during July 1, 2016 through June 30, 2017

Number of people attending presentations _____

Provide a description of the overall program during the period July 1, 2016 through June 30, 2017:

c. Elderly Crime Prevention Programs

Number of presentations during July 1, 2016 through June 30, 2017

Number of people attending presentations _____

Provide a description of the overall program during the period July 1, 2016 through June 30, 2017:

d. Youth Crime Prevention Programs

Number of presentations during July 1, 2016 through June 30, 2017

Number of people attending presentations _____

Provide a description of the overall program during the period July 1, 2016 through June 30, 2017:

e. Drug Abuse Prevention Programs

Number of presentations during July 1, 2016 through June 30, 2017

Number of people attending presentations _____

Provide a description of the overall program during the period July 1, 2016 through June 30, 2017:

Residential Security Program - Must include at a minimum Operation

Identification, Neighborhood Watch and/or Citizens on Patrol, and Security Surveys (surveys may be a locally used format).

- 1) Number of residential presentations during July 1, 2016 through June 30, 2017 _____
- 2) Number of people attending presentations _____
- 3) Number of people enrolled in Operation ID _____
- 4) Number of people enrolled in Neighborhood Watch _____
- 5) Number of residents having security surveys done _____

Provide a description of how you implement your Residential Security Program:

Commercial Security Program (may include schools)- Must include at a minimum commercial security surveys (may use a local format), and employee/employer commercial security training, such as Risk Management, Employee Theft, Employee Safety.

- 1) Number of commercial security surveys performed during July 1, 2016 through June 30, 2017 _____
- 2) Number of commercial security presentations during July 1, 2016 through June 30, 2017 _____
- 3) Number of people attending presentations _____

Describe how you implement your Commercial Security Program:

2. Involvement of patrol officers (officers not assigned to full-time crime prevention duties) in residential/commercial security surveys and referrals.
 - a. Describe how your department involves these officers in promoting, performing, and referring security surveys, specifying the number of officers involved.

3. Crime Prevention Training

a. What is your department's provision for recruit and/or in-service, and/or specialized training (such as National Crime Prevention Institute, National Crime Prevention Council, Maryland Crime Prevention Association, Maryland Community Crime Prevention Institute, local/regional crime prevention schools, etc.)?

b. Did your department provide crime prevention training this year?
Yes _____ No _____

If yes, please describe. If not, why not?

c. Did any of your officers receive crime prevention training this year?
Yes _____ No _____

If yes, please describe. If not, why not?

4. Crime Prevention Public Information/Media Activities

a. Describe your crime prevention public information program. Give specific examples (e.g., name(s) of newspapers publicizing events, TV/radio talk shows, and social media involved, etc.) that occurred during the time period of July 1, 2016 through June 30, 2017.

5. Officer and Citizen Recognition Program for Crime Prevention Activity.

a. Describe how officers and citizens are recognized **by your department**. List one or more **specific** examples of such recognition (formal or informal) during the period of July 1, 2016 through June 30, 2017. Include dates for each recognition listed. **PLEASE NOTE: DEPARTMENTAL RECOGNITION MUST BE CITED; OTHERWISE, THE NOMINATION WILL BE DISQUALIFIED.**

6. Support of the National Crime Prevention "McGruff" Campaign
 - a. Describe how your department meets this requirement (e.g., use of McGruff character in departmental crime prevention literature, distribution of national McGruff literature, use of McGruff costume, etc.). Cite specific examples of use of McGruff at schools, community events, etc. and provide estimated numbers of people attending during the period of July 1, 2016 through June 30, 2017.

NOMINATION COVER SHEET

ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS

CATEGORY B

***Governor's Crime Prevention Award for
Law Enforcement / Correctional Officers***

Department:

Address:

Phone:

Agency/Department Head:

Person to Contact Regarding Nomination(s)

Name & Title:

Phone:

Email:

Number of Nominations Submitted in this Category B: _____

Signature of Agency / Department Head & Date

2017

CATEGORY B

GOVERNOR'S CRIME PREVENTION AWARD FOR LAW ENFORCEMENT/CORRECTIONAL OFFICERS

Purpose: To recognize those law enforcement/correctional officers who have made an outstanding effort in their department and in their community to further the cause of proactive crime prevention during the period July 1, 2016 through June 30, 2017.

Eligibility: Any law enforcement/correctional officer in MD who has made an outstanding effort in the field of crime prevention and has received departmental recognition during the period specified. There is no limit on the number of officers who can receive this award.

EXCEPTION: Any law enforcement/correctional officer in Maryland who is assigned to a specialty unit known as crime prevention, crime reduction, community policing, and the like is required to also have received recognition from their local jurisdiction's highest ranking official (e.g., Mayor, County Executive, University President, etc.) for their crime prevention efforts. This is in ADDITION to appropriate departmental recognition.

Instructions: Complete this form in a concise manner, emphasizing key points. Include statistics or endorsements that substantiate the effectiveness of the effort. All information must be verifiable upon request.

Please keep in mind when completing this form that it is the SOLE basis of the award. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.** If necessary, use additional blank pages to complete the narrative and attach together. Please type all information. **PLEASE NOMINATE ONLY ONE OFFICER PER FORM.** Multiple nomination forms may be submitted together with the cover sheet / signature page.

ONE (1)HARD COPY AND ONE (1) ELECTRONIC COPY MUST BE SUBMITTED FOR EACH NOMINATION; AND THE NOMINATION MUST FOLLOW THE FORMAT PROVIDED.

1. Supply Nominee Information.

Name of Officer:

Title:

result of activities performed during the period July 1, 2016 through June 30, 2017 (e.g., letters of commendation, chief's certificates, etc.). Please cite **specific** recognition, including dates.

PLEASE NOTE: Departmental and/or Community Recognition must be cited; otherwise, the nomination will be disqualified.

7. NOTE: Question #7 **MUST** be completed **ONLY** for those nominees who are assigned full-time to a specialty unit dealing with crime prevention only.

Cite **recognition that the officer has received from their local jurisdiction's highest-ranking official (County Executive, Mayor, University President, etc.)** as a result of activities performed during the period July 1, 2016 through June 30, 2017 (e.g., letters of commendation, certificates, etc.). Please cite **specific** recognition, including dates:

A COPY OF RECOGNITION MUST BE ATTACHED.

APPLICATIONS MUST BE RECEIVED BY AUGUST 15, 2017. PLEASE SEND A TOTAL OF ONE (1) HARD COPIE, AND ONE (1) ELECTRONIC COPY OF THIS APPLICATION TO THE ADDRESS BELOW.

SEND TO: Maryland Community Crime Prevention Institute
Police and Correctional Training Commissions
6852 4th Street
Sykesville, MD 21784

EMAIL: claude.nelson@maryland.gov

If you have any questions, please call the Maryland Community Crime Prevention Institute at 410-875-3426 or 410-875-3403.

NOMINATION COVER SHEET

ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS

CATEGORY C

***GOVERNOR'S CRIME PREVENTION AWARD FOR COMMUNITY
GROUPS, ORGANIZATIONS, AND INDIVIDUAL CITIZENS***

Department:

Address:

Phone:

Agency/Department Head:

Person to Contact Regarding Nomination(s)

Name & Title:

Phone:

Email:

Number of Nominations Submitted in this Category C: _____

Signature of Agency / Department Head & Date

2017

CATEGORY C

GOVERNOR'S CRIME PREVENTION AWARD FOR COMMUNITY GROUPS, ORGANIZATIONS, AND INDIVIDUAL CITIZENS

Purpose: To recognize those groups, organizations, and individual citizens who have made an **outstanding** effort in working with the law enforcement agency in their community to further the cause of proactive crime prevention during the period from July 1, 2016 through June 30, 2017.

Eligibility: Any community group, organization, or individual citizen in Maryland. There is no limit on the number of groups or individuals that can receive this award. To be eligible for this award, the nominees must be nominated by a law enforcement/criminal justice agency.

NOMINATIONS UNDER THIS CATEGORY MUST BE FOR ACTIVITIES PERFORMED DURING THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017.

Instructions: Complete this form in a concise manner, emphasizing key points. Include statistics or endorsements that substantiate the effectiveness of the effort. All information must be verifiable upon request.

Please keep in mind when completing this form that it is the **SOLE** basis of the award. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.** If necessary, use additional blank pages to complete the narrative and attach together. Please type all information. **PLEASE NOMINATE ONLY ONE COMMUNITY GROUP, ORGANIZATION, OR INDIVIDUAL CITIZEN PER FORM.**

ONE (1)HARD COPY, AND ONE (1) ELECTRONIC COPY MUST BE SUBMITTED AND THE NOMINATION MUST FOLLOW THE FORMAT PROVIDED.

1. Supply Nominee Information. Name of Citizen or Organization Nominee.
(Please list the Name as it would appear on the Crime Prevention Certificate, if selected.)

Name:

Address:

Phone:

Name of Nominating Department:

Address:

Date of Recognition _____

NOMINATIONS MUST BE RECEIVED BY AUGUST 15, 2017. PLEASE PROVIDE ONE (1) HARD COPY, AND ONE (1) ELECTRONIC COPY OF THIS NOMINATION TO THE ADDRESS BELOW.

SEND TO: Maryland Community Crime Prevention Institute
Police and Correctional Training Commissions
6852 4th Street
Sykesville, MD 21784

EMAIL: claude.nelson@maryland.gov

If you have any questions, please call the Maryland Community Crime Prevention Institute at 410-875-3426, or 410-875-3403.

NOMINATION COVER SHEET

ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS

CATEGORY D

*Governor's Award for Outstanding
Proactive Crime Prevention Programs in Maryland*

Department:

Address:

Phone:

Agency/Department Head:

Person to Contact Regarding Nomination(s)

Name & Title:

Phone:

Email:

Number of Nominations Submitted in this Category D: _____

Signature of Agency / Department Head & Date

2017

CATEGORY D

GOVERNOR'S AWARD FOR OUTSTANDING PROACTIVE CRIME PREVENTION PROGRAMS IN MARYLAND

Purpose: To recognize outstanding proactive crime prevention programs, which have had a significant impact on the prevention of crime in Maryland.

Eligibility: To be eligible, the program must be nominated by a law enforcement/criminal justice agency. Any community group, individual citizen, organization, or law enforcement agency is eligible to receive this award. There is no limit on the number of awards for this category. **DEPARTMENTS, WHICH HAVE ALREADY RECEIVED AN AWARD UNDER CATEGORY D FOR THE NOMINATED PROGRAM ARE INELIGIBLE FOR FURTHER AWARDS FOR THE PROGRAM IN CATEGORY D.**

NOMINATIONS UNDER THIS CATEGORY MUST BE FOR PROGRAMS THAT WERE OPERATIONAL DURING THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017.

Instructions: Complete this form in a concise manner, emphasizing key points. Include statistics or endorsements that substantiate the effectiveness of the effort. All information must be verifiable upon request. Please keep in mind when completing this form that it is the **SOLE** basis of the award. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.** If necessary, use additional blank pages to complete the narrative and attach together. Please type all information. **PLEASE NOMINATE ONLY ONE PROGRAM PER FORM.**

ONE (1) HARD COPY, AND ONE (1) ELECTRONIC COPY MUST BE SUBMITTED AND THE NOMINATION MUST FOLLOW THE FORMAT PROVIDED.

1. Name of Nominated Program

Contact Person for the Program:

Address:

Phone:

Nominating Agency:

Address:

Phone:

2. Supply program description and a statement of the issue/problem being addressed by the program.

3. What were the program's goals?

4. Implementation information.
 - a. Date the program was implemented: _____
 - b. The person(s) within the department and/or community responsible for the daily operations of the program:

 - c. Other agencies, service organizations, community groups, etc. with whom the program coordinated:

 - d. How was the program implemented?

5. How was the program evaluated and what were the results?

6. Cite the specific activities of the program during the period July 1, 2016 through June 30, 2017:

7. Why do you consider this program to be outstanding?

NOMINATIONS MUST BE RECEIVED BY AUGUST 15, 2017. PLEASE ONE (1) HARD COPY, AND ONE (1) ELECTRONIC COPY OF THIS NOMINATION TO THE ADDRESS BELOW.

SEND TO: Maryland Community Crime Prevention Institute
Police and Correctional Training Commissions
6852 4th Street
Sykesville, MD 21784

EMAIL: claude.nelson@maryland.gov

If you have any questions, please call the Maryland Community Crime Prevention Institute at 410-875-3426, or 410-875-3403.

NOMINATION COVER SHEET

ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS

CATEGORY E

Governor's Crime Prevention Achievers' Award

Department:

Address:

Phone:

Agency/Department Head:

Person to Contact Regarding Nomination(s)

Name & Title:

Phone:

Email:

Number of Nominations Submitted in this Category E: _____

Signature of Agency / Department Head & Date

CATEGORY E

GOVERNOR'S CRIME PREVENTION ACHIEVERS' AWARD

Purpose: To recognize law enforcement officers/civilian crime prevention personnel who have performed 50, 100, 250, 500, or 1,000 residential and/or commercial security surveys since 1979.

Eligibility: Any qualifying law enforcement officer in Maryland. Civilian crime prevention personnel are also eligible provided documentation regarding their training and crime prevention duties is available upon request.

The number of surveys can be calculated starting with April, 1979, when Maryland Crime Watch became operational. The number of surveys can accumulate from year to year.

PAST RECIPIENTS MUST HAVE ADVANCED TO THE NEXT CATEGORY.

Instructions: Complete the form below. Please keep in mind when completing this form that it is the **SOLE** basis of the award. **IF ANY NECESSARY INFORMATION IS OMITTED, THE NOMINATION WILL NOT BE CONSIDERED.** If necessary, multiple officers may be listed on this form. The space will expand. Type names as you wish them to appear on the award.

Department Name:

Address:

Phone:

<u>Nominee(s)/Address(es)</u>	<u># of Surveys Performed</u>	<u>If a past recipient, indicate the year of award</u>
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NOMINATIONS MUST BE RECEIVED BY AUGUST 15, 2017. PLEASE SUBMIT ONE (1) HARD COPY AND ONE (1) ELECTRONIC COPY OF THE NOMINATION FORM TO THE ADDRESS BELOW.

SEND TO: Maryland Community Crime Prevention Institute
Police and Correctional Training Commissions
6852 4th Street
Sykesville, MD 21784

EMAIL: claude.nelson@maryland.gov

If you have any questions, please call the Maryland Community Crime Prevention Institute at 410-875-3426, or 410-875-3403.