

November -- 2011

TO: Post Adjutants
FROM: Tom Conway, Law & Order Department Chairman
SUBJECT: Application for Outstanding Law Officer of the Year

Applications for “Outstanding Law Enforcement Officer of the Year” are now available at Department Headquarters. This award is presented annually at the Department Convention to the winner selected by the Law and Order Committee from the applications submitted.

Please contact Jennifer Kelley at 651-291-1800 or jkelly@mnlegion.org to obtain an application. Completed applications and scrapbooks should be sent to The American Legion, Attention: Jennifer, 20 West 12th Street, Room 300A, St. Paul, Minnesota 55155-2000 by April 1, 2012.

We ask that you contact your local law enforcement officials, county sheriffs, state and national law enforcement officials and request their assistance in nomination of individuals for this award. Also, at your next Post meeting, ask your members if they know a law enforcement officer currently employed that would be a good candidate to nominate.

The application should be supported with additional materials, to include: (1) a completed application form, (2) a 5”x7” photograph of the nominee and (3) a maximum of 18 one-sided pages 8 ½ x 11 bond paper of service documentation. The first six-seven pages should contain the individual’s service narrative. The additional pages may include supporting citations and other documentation to include press articles. **Since National Headquarters started a National Law Enforcement Officer of the Year Award, your scrapbook should conform with National’s requirements. Please read carefully the application form and follow all instructions.**

A plaque is presented to the winning Law Officer at the Department Convention and a plaque is presented to the Post submitting the application of the winning Law Officer of the Year Award at the same time. The winning Law Officer of Minnesota will have his/her application and scrapbook sent on to the National Security Commission in Washington, D. C. for National competition.

If you are in need of any assistance or have any questions, please contact Department Headquarters and request their assistance – department@mnlegion.org.

pc: Law & Order Department Committee
District Law & Order Chairmen

In the event this candidate should ultimately be declared the winner, will he/she be available for appearance at our Department Convention? YES_____ NO _____

Has this officer's superior officer been informed of this recommendation? YES_____ NO _____

If the answer to above is "**YES**", please attach hereto a letter or recommendation from the superior officer. In the case of a police officer being nominated who may not have a superior officer, (i.e., Sheriff, Chief or Police, Town Marshall, etc.) this request may be ignored.

Attach any additional pertinent information that may help the committee in making a final decision. ***EACH ENTRY SHOULD BE THOROUGHLY DOCUMENTED IN BOOK FORM AND NOT TO EXCEED EIGHTEEN (18) PAGES. This is in accordance with National rules.*** The application should be supported with additional materials, to include: (1) a completed application form, (2) a 5"x7" photograph of the nominee and (3) a maximum of 18 one-sided pages 8 ½ x 11 bond paper of service documentation. The first six-seven pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles.

This recommendation is submitted by The American Legion located in _____

Post Number_____ District Number _____.

ALL APPLICATIONS MUST BE IN DEPARTMENT HEADQUARTERS ON OR BEFORE APRIL 1, 2012.

Send Application/Scrapbook to: The American Legion, Dept. Of MN
ATTN: Jennifer Kelley, Program Coordinator
20 West 12th Street, Room 300A
St. Paul, Minnesota 55155-2000

Post Commander

Post Law & Order Chair