



FLORIDA LAW ENFORCEMENT OFFICERS' HALL OF FAME Nomination Guidelines

Purpose and Mission Statement: The Florida Law Enforcement Officers' Hall of Fame recognizes and honors law enforcement officers who put their lives on the line for the safety and protection of Florida's citizens and visitors through their works, service and exemplary accomplishments.

Each year, inductees' names will be affixed on a plaque in the Florida Law Enforcement Officers' Hall of Fame, which is located on the Plaza Level of the Florida Capitol Building.

Nomination Process: The Florida Department of Law Enforcement (FDLE) is privileged to establish the Florida Law Enforcement Officers' Hall of Fame to honor contributions made to our state by these exceptional individuals. This is a tribute to their unselfish dedication as daily heroes in the lives of many throughout the state. It is also noteworthy to offer appreciation to these individuals who contribute to the advancement of the law enforcement field. The nominating associations are encouraged to nominate a law enforcement officer that demonstrates extraordinary work, service or exemplary accomplishments.

Law Enforcement Officer is defined in Section 943.10(1), F.S. as *"any person who is elected, appointed or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. This definition includes all certified supervisory and command personnel whose duties include, in whole or in part the supervision, training, guidance, and management responsibilities of full-time law enforcement officers, part-time law enforcement officers, or auxiliary law enforcement officers but does not include support personnel employed by the employing agency."*

FDLE will accept a maximum of 15 nominations annually. The following associations are permitted to submit up to three nominations for consideration each year:

- The Florida Police Chiefs Association;
- The Florida Sheriffs Association;
- The Florida Police Benevolent Association;
- The Fraternal Order of Police; and
- The State Law Enforcement Chiefs' Association

Nomination Material: Please read the attached information and guidelines thoroughly. Only those nominations submitted and completed in their entirety will be considered. A checklist of required documentation is provided in this packet. Completed nomination packets with supporting materials (four copies) should be mailed and postmarked no later than **August 31**.

PART A - NOMINATION ELIGIBILITY REQUIREMENTS

- Active, retired, or deceased Florida law enforcement officer;
- Born in Florida or adopted Florida as their home state through the establishment of residency;
- Served in the field of law enforcement in the state;



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- Exhibited excellent character within the line of duty and to the community for which he/she served (excellent character means the officer has exhibited good moral character pursuant to Rule 11B-27.0011, F.A.C.); and
- Be of good reputation among peers and in the community served.

Note: Governor's Office employees, state elected officials and members of the Florida Law Enforcement Officers' Hall of Fame Selection Committee are ineligible for induction until two years after they have left their position.

PART B: NOMINATION GUIDELINES

1. Nomination packets will be accepted for two months of the calendar year (July 1 - August 31). Incomplete nominations will NOT be considered. All nomination forms must be postmarked on or before **August 31**.
2. Complete nomination packets include nomination form and supporting materials to include:
 - a. Summary of nominee's professional history **(Required)**;
 - b. Summary of civic contributions and/or humanitarian activities. Describe the nominee's service to the community, state, and/or nation. Include information pertaining to community involvement in crime prevention, charitable activities, and civic organizations;
 - c. Written two-page documentation describing why nominee should be selected to include description of their contributions to law enforcement **(Required)**;
 - d. List of awards and honors;
 - e. Agency/department photo **(Required)**;
 - f. Proof of the nominee's outstanding performance, actions, accomplishments, and character (e.g. any professional acts of excellence above and beyond minimum standards). Examples include letters of recommendation, official reports, statements, newspaper article(s), and/or other media archive historical references **(Required)**; and
 - g. Any anecdotal information for consideration.
3. Documents should be typed using 11 pt font, or larger, and nomination packets must not exceed 10 pages.
4. One person per nomination.
5. If nominee is not chosen for induction, the association may re-nominate the individual the following year through the submission of a new nomination packet.
6. Nomination packets and attachments become property of Florida Law Enforcement Officers' Hall of Fame and will not be returned.
7. All material provided to the Selection Committee is public record and subject to disclosure upon request pursuant to Chapter 119, F.S. Please do not submit information of a confidential or personal nature that should not be published. Redactions pursuant to Chapter 119, F.S., will be made to nomination paperwork as appropriate.
8. Only the nominator will be notified if the nominee is not selected.
9. Nominations postmarked after **August 31** will not be considered.



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PART C - FLORIDA LAW ENFORCEMENT OFFICERS' HALL OF FAME SELECTION COMMITTEE

In accordance with Section 265.0041(3)(a), F.S., FDLE will accept a maximum of three nominations per year from each association. The selection process will begin after all nomination packets have been received via hard copy. Upon receipt of the nominations, FDLE will:

1. Review the submitted packets for accuracy and completeness pursuant to *Part B*; and
2. Verify nominees meet the eligibility requirements pursuant to *Part A*.

The Florida Law Enforcement Officers' Hall of Fame Selection Committee will be comprised of an individual from each of the five nominating organizations. Upon verification of the nominations by FDLE, the committee shall deliberate and select a list of no more than five nominees which will be transmitted to the Governor and Cabinet in January of each calendar year. The selection committee reserves the right to change the rules and regulations through the rule promulgation process.

PART D - INDUCTION

Each person selected for induction, or next of kin if the officer is deceased, will be notified of the selection in writing and receive a formal invitation to attend the induction ceremony. The official announcement of the inductees will be made in April of each year. The induction ceremony will be held in May when fallen officers are honored.