



## DEPARTMENT of WASHINGTON

### Law and Order Committee

The following is the procedures outline to be followed when an American Legion Post nominates someone in their community to receive one of the following awards; especially if the post intends to forward the application to the Department of Washington Law and Order Committee for consideration at the state level. Winners will be presented the appropriate award at the Department of Washington Convention.

In order for all applicants to be judged equally, we request that you complete the appropriate forms and furnish supporting documents covering the incident upon which the recommendation is based so the committee has back ground information for evaluation.

The Law and Order Committee will review all applications during the first day of the Mid-Winter Conference and the winner will be selected at that time.

**APPLICATIONS MUST BE RECEIVED AT DEPARTMENT HEADQUARTERS BY FEBRUARY 1<sup>ST</sup>. (NO EXCEPTIONS)**

1. LAW OFFICER OF THE YEAR AWARD
2. FIRE FIGHTER OF THE YEAR AWARD
3. HUMANITARIAN AND LIFE SAVING AWARD
4. EMERGENCY MEDICAL TECHNICIAN (EMT) OF THE YEAR AWARD

Nomination forms are available at Department Headquarters or located on the department web site [www.walegion.org](http://www.walegion.org) under Programs, Law and Order.

The following procedures will be followed in submitting a recommendation for any of the awards listed above.

1. All appropriate forms will be completed by the Post Law and Order Chairman and must be signed by the Post Chairman AND the Post Commander.
2. Documentation and supporting articles, statements, etc. to be attached.
3. Chairman is requested to furnish a condensed account of the event and include.

- (a) Date
- (b) Time
- (c) Location
- (d) Circumstances of Incident

4. The full name, address, phone number of the nominee so we may notify them if selected.
5. Once the recipient has been chosen, the committee will take the following actions to insure the proper procedures are followed.
  - (a) Notify the individual by letter of date, time and location to include time to be at the convention.
  - (b) Arrange hotel accommodations.
  - (c) Order a Plaque for presentation with a letter from Department.
  - (d) Invite recipient to SOSA dinner.
6. All the expenses will be paid by the Law and Order Committee.

PLEASE, SUPPORT THIS PROGRAM