BCWLE
BRITISH COLUMBIA WOMEN IN LAW ENFORCEMENT

Awards Recognition Program Policy

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1.1 Rules

1. The British Columbia Women in Law Enforcement (BCWLE) Awards Committee Chair (Chair) and committee members have no vote.

2. Nominees in law enforcement who have met the criteria while serving in British Columbia may be nominated for an award.

3. The Chair shall publish, on the BCWLE website, the instructions, and deadlines for all award nominations electronically.

4. Nominees may be entered for only one award at a time.

5. Ensure benchmarks are met or exceeded.

6. Describe the nominee's observed behavior as compared to the criteria for the category selected. It is important to be detailed, clear and concise in addressing the criteria for each category.

7. The evidence must be timely. The completion of the evidence must be within the last three years.

8. If the nominee meets the criteria for another nomination category, other than the one being nominated for, the award will not be interchanged.

9. The opportunity to provide supporting documentation illustrating this observed behavior, such as awards, letters of appreciation/commendation, performance appraisals, etc is welcome, however will be limited to 2 documents that total 4 pages.

10. Nominations must include information concerning any pending legal proceedings arising from any mentioned incident. In such cases, the nominations may be deferred until the legal proceedings are concluded.

11. Include a short 200-word[1] biography on the nominee, and a recent color photograph, if available.

12. There shall only be one recipient for each award except where there is a joint recipient for the same evidence.

13. Nomination packages are passed on to the BCWLE Executive Advisory Committee Award Selection members. The BCWLE President (President) can cast the deciding vote in the event of a tie.

14. The Chair shall notify the President and or the Board of Directors of the results of the selection process as soon as practicable prior to the conference.

15. The President and/or the Chair shall notify all award recipients.

16. The Chair and/or their designate shall notify all unsuccessful nominees via a personalized email or phone call.

17. Unsuccessful nominations cannot be resubmitted in subsequent years unless new and or different evidence is brought to light.

18. The Chair shall make arrangements for purchase of the agreed upon physical award, review and approve all invoices before forwarding to the BCWLE Treasurer (Treasurer) for payment.

19. When a recipient cannot attend, arrangements will be made for a presentation in person at a later date, however an acknowledgement will take place at the conference.

20. All nominations, supporting documents, photos and photos from the awards event will become property of BCWLE and will be subject to media usage.

21. A full report, post event, shall be presented to the Board of Directors detailing a financial report/accounting for: awards purchase, conference fees for recipients, postage, catering, venue, photography, etc.

22. Awards recipients should have any associated conference or event fees covered by BCWLE, at the lowest possible rate.

23. If a nominee is a BCWLE Board of Directors member, they must recuse themselves of any involvement in the awards process for that year.

[1] Changed from 250 words to 200 words to align with IAWP Award Recognition Program (October 2023)

24. As required, these rules are subject to change at the discretion of the BCWLE Awards Committee.

1.2 Criteria

Leadership

To be awarded to an individual (female peace officer or civilian professional) who distinguishes herself by demonstrating a continuing long- term commitment to leadership, using exceptional personal skills, leading teams and team building, developing others, organizational skills and administration that has an outstanding positive impact within her agency or area of responsibility.

Mentoring & Coaching

To be awarded to an individual (female peace officer or civilian professional) who distinguishes herself by her support, assistance, and development of women in law enforcement by focusing on their career aspirations, their ongoing personal development and/or producing training programs or policies which enhance the role of women in law enforcement.

Ally

To be awarded to an individual (peace officer or civilian professional), who advocates for and significantly contributes to a culture of equity, diversity ad inclusion in law enforcement. This individual openly promotes EDI and is committed to the advancement of women in law enforcement.

Community Service

To be awarded to an individual (female peace officer or civilian professional) or group, who demonstrates exemplary actions to improve public safety, reduce crime and criminal behaviour, reduce anti-social behaviour or foster better relationships between law enforcement and the community.

1.3 President

1. The President shall:

    a. send electronically, an awards nomination package or link, to all BC Chiefs of Police, the Commanding Officers of Canada Border Services Agency, Canada Customs & Revenue, British Columbia Sheriff Service, Correctional Service Canada and any other appropriate law enforcement agency;

    b. ensure that the award nomination packages are sent with a personal welcoming letter to all partners noted in paragraph b, above, before November 1st of each year;

    c. review the nominations;

    d. review and email a letter to award nominees advising of their nomination status;

e. send a letter of congratulations to the award recipient, nominator and officer in charge of the agency, advising them of the successful nomination;

f. forward a nomination package for each of the recipients, directly to the International Association of Women Police Awards Selection Committee, for consideration for an award from the IAWP. These nominations are to be submitted before March 31st of each year. www.iawp.org; and

g. present the awards to the recipients during the conference.

1.4 Awards Chair

1. An Awards Chair will be appointed each year by the President to assist the Conference Committee in identifying the Awards Selection Committee. The Awards Chair shall:

a. provide individual copies of each nomination to each of the Awards Selection Committee members for their review, at least one week prior to their selection meeting;

b. ensure they are not present during the meeting to discuss the recipients;

c. ensure the award recipients are chosen by the Awards Selection Committee no later than February 28th of each year;

d. immediately advise the President of the recipients of each award and the designated person responsible for the ordering the physical awards.

e. coordinate the necessary arrangements for presentation and payment for the awards;

f. provide a synopsis of the details of each award recipient and their nomination in a typed format, with double spacing and 14 font size;

g. ensure arrangements are made to have both individual and a group photograph of the award recipients;

h. provide the Media Relations Director with a copy of the award recipients and an executive summary of each nomination; and

i. forward a nomination package for each of the recipients, to the president to be forwarded directly to the International Association of Women Police Awards Selection Committee, for consideration for an award from the IAWP. These nominations are to be submitted before closing of each year. www.iawp.org

1.5 Awards Selection Committee

1. The Awards Chair shall:

a. coordinate an entity of five people to participate in an Awards Selection Committee. These committee members are to be drawn from the Executive Advisory Committee and/or agencies

in the home province, who are able to identify with law enforcement, community services, victim services, women's issues, etc. Such examples are: Dept. of Justice; Dept. of Public Safety; Women's Advisory Council, Human Resources, Training Branches, among others;

b. provide individual copies of each nomination to the Awards Selection Committee and they will be given the opportunity to review the nominations prior to deciding on the award recipients; and not be present during the meeting to discuss the nominations, but available for clarification questions.

c. Not be present during the meeting to discuss the nominations, but available for clarification questions.

d. If a Selection Committee member is submitting a nomination, they must recuse themselves from scoring that category[2].

1.6 Advertisement

Each year, the awards nomination forms are to be advertised: in the BCWLE Newsletter, on the BCWLE website, through member emails and through regional contacts.

[Revised October 2023]
[Revised September 2025]
[Revised October 2026]

[2] Added October 2023