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# The IALEIA Awards Process

*How the Process Works and Tips for  
Nominations*



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# Objectives

- Discuss the Awards Committee and its composition
- Discuss the types of awards available.
- Discuss awards submission requirements and the process to submit a nomination.
- Discuss the scoring and notification process.
- Provide tips and recommendations for successful nominations.



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# IALEIA Awards Process

- The IALEIA awards process begins with the Awards Committee.
- The Awards Committee is comprised of 12 individuals:
  - 1 Chairperson and
  - 11 committee members



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## IALEIA Awards Committee

- The current Chairperson is John Smith, who works for the Las Vegas Metropolitan Police Department.
- The 11 committee members work for various law enforcement agencies around the world.
- Most committee members are previous award winners.



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## Awards Committee Composition

- The Awards Committee members are from:
  - Belgium (Europol Cyber Crime Center)
  - Brazil (Federal Police of Brazil)
  - Canada (Royal Canadian Mounted Police)
  - Mexico (Centro Internacional De Inteligencia)
  - New Zealand (New Zealand Police)
  - United Kingdom (Metropolitan Police - International Crime Coordination Center and Norfolk Constabulary)
  - United States (Florida Highway Patrol, Henderson Police Department, US Postal Service OIG, and United States Secret Service)



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## IALEIA Awards

- There are three primary categories of awards.
- The categories are:
  - Category 1, which is for organizations.
    - There are three sub-categories: 1A, 1B, and 1C
      - Local Level (Category 1A)
      - State/Provincial/Regional Level (Category 1B)
      - National/International Level (Category 1C)
    - There is one award available for each sub-category.



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# IALEIA Awards

- Category 2 is for individuals.
  - There are a total of six individual awards available each year.
- Category 3 is for Executives or Supervisors
  - There is one award available each year



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# The Awards Process

- The time table is established by the Chairperson and is approved by the IALEIA Board.
- The deadline is always the Friday of the first full 5-day work week in January.
- Announcements are sent out by IALEIA with the submission criteria.





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# The Awards Process

- Multiple announcements are sent out between November and January.
- Chairperson receives each nomination.



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# The Awards Process

- Each nomination is reviewed by the Chairperson to ensure it meets submission criteria.
- If submission criteria are not met, the Chairperson contacts the submitter and notifies them of the deficiencies.
  - If deficiencies are corrected, then the nomination will be accepted and sent to the committee for scoring.
  - If deficiencies are not corrected, then the nomination will be eliminated from the process.



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# Submission Criteria

- Self-nomination is NOT allowed.
- Each nomination must have two separate letters detailing or documenting the evaluated criteria.
- Submissions must have the permission of the agency or company for which the analytical work was done.



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# Submission Criteria

- Nominators and nominees need not be IALEIA members or affiliated with IALEIA at the time of submission. However, the nominee must become an IALEIA member before the evaluation/scoring process is completed.
- Organizations or individuals cannot receive the same award in more than two consecutive years for the same publication (e.g. different issues of the same periodical).



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# Submission Criteria

- The e-mail address, telephone number, and mailing address must be provided for each nominee and submitter.
- E-mail is the preferred method for the submission of nomination packets.
- The preferred electronic format of the nomination packets is either Adobe PDF or Microsoft Word format.



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# Scoring Criteria for Category 1

- Category 1
  - Enhanced effectiveness of the investigative effort.
  - Improvements in the processing of intelligence data.
  - Innovation in integrating intelligence functions into investigative operations.



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# Scoring Criteria for Category 2

- Category 2
  - Initiative and perseverance in stimulating interest of analysts, investigators or prosecutors through analysis or crime activity.
  - Sophistication and diligence in using analytical techniques in support of investigations.
  - Innovation in the development of graphical techniques for presentation of complex cases for investigators, attorneys, or court.



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## Scoring Criteria for Category 2

- Category 2 (con't)
  - Effectiveness in coordinating the planning of intelligence support analysis with investigative case management.
  - Provision of tactical or strategic coverage to areas not previously served or served inadequately.
  - Significance of the outstanding contribution to law enforcement efforts.





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# Scoring Criteria for Category 3

- Category 3
  - Noteworthy support of how the individual applied, organized, or used analysts and intelligence in support of agency objectives.



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# Scoring Process

- The Committee Chair gives the scoring requirements to the committee members.
- He also includes rules for committee members to recuse themselves if they have personal knowledge of a nomination, or a personal relationship with a nominator, or a personal relationship with a nominee or their agencies.



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# Scoring Process

- The Committee Chair sends each nomination, with all supporting reports, charts, and documents to the committee members, along with a scoring matrix.
- The committee members independently evaluate and score each nomination and send their scores to the Committee Chair.



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# Scoring Process

- The Committee Chair receives the scores from each of the committee members and then computes the scores.
- The only time the Committee Chair is involved in the scoring is if there is a tie.
- If there is a tie, the Committee Chair serves as the tie-breaker.



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# Scoring Process

- Only nominations that receive a minimum score of 70% are eligible to receive an award.
- If more than one nomination in Categories 1 and 3 receive a score above 70% then the nomination with the highest scoring percentage will receive the award in its respective category.



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# Award Notification

- Once the scoring process is completed, the Committee Chair notifies each nominee directly if they will receive an award or not.
- Only after each nominee is notified of their award status does the Committee Chair notify the IALEIA Board of who the winners are.



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# Tips for Nominations

- Each nomination shall have a least TWO separate letters **DETAILING** the nomination.
  - Often the writer of the second nomination letter only states that they concur with the other letter.
  - Submitters must include two letters detailing the nomination.



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# Tips for Nomination Letters

- Write the letters professionally. Check for spelling and grammar mistakes before submitting the nomination.
  - Often nomination letters are convoluted and difficult to follow or understand. They also contain spelling and grammar errors.
- Try to sound enthusiastic for the individual or organization you are nominating.
  - Sadly, this is sometimes not the case.





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# Tips for Nominations

- Ensure the letters are written and tailored with the nomination in mind.
- Clearly state why a nomination is worthy of an award.
  - A common error is to simply say an analyst works hard and is well liked.
  - The judges need to understand what the nominee did.
- Explain why the work that was performed is commendable.



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# Tips for Nominations

- Clearly state the impact the work has had or what the benefit of the work has been.
  - Did the work result in significant convictions?
  - Did the work save large amounts of time for officers or other analysts?
  - Did the work result in a reduction of crime?
  - Did the work result in a new insight into crime or analysis?



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## Tips for Nominations

- Work products are not required for Category 1 & 3 nominations but are helpful for scoring.
- For Category 2 nominations (Individual nominations) include a copy of the analytical products produced by the nominee. This includes charts, reports, or publications.
  - When evaluating nominations it is difficult to score a nomination only by the nomination letters.
  - It's difficult to justify giving one nominee an award when there is nothing to evaluate verses evaluating multiple high-quality work products of another nominee.
  - The committee has never given an award to an individual without a work product to evaluate.



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# Tips for Nominations

- If the work products contain sensitive or ongoing work, it may be redacted.
  - Everyone on the awards committee works in law enforcement and understands the sensitive nature of your work.
  - Once the awards process is completed, each committee member destroys their copies of each nomination including the work products.



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# Tips for Nominations

- Ensure that the submitted work products, such as written reports or articles for publication, **DO NOT** contain spelling or grammar errors.
  - Articles that have been nominated in the past, which were published in bulletins or journals, have had significant grammatical and spelling errors. This reduces the perceived professionalism of the nomination.



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# Questions

- If you have any questions concerning the awards program and nomination submissions contact the Awards Chairperson, John Smith.
- You can contact him by e-mail at [j8705s@lvmpd.com](mailto:j8705s@lvmpd.com) or by phone at 702-828-4577