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| **Procedure:** | David H. Williams Excellence of Service Award  |
| **Number:** | SOP-401  |
| **Authority:** | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees, The David H. Williams Excellence of Service Award Selection Committee  |
| **Reference:** |   |
| **Effective Date:** | July 18, 2007  |
| **Revises Previous Date:** | July 19, 2006  |

Establishment of Award: Since the establishment of the Southern States Correctional Association, many outstanding individuals have been and are members today. These criminal justice professionals should be recognized for their contributions to the Southern States Correctional Association and/or the Criminal Justice System.

The David H. Williams Excellence of Service Award is hereby established and is the highest commendation that can be given to any individual by this Association.

The purpose of the David H. Williams Excellence of Service Award is to provide the Association the opportunity and manner in which to recognize individuals within the membership deserving of such honor.

The Excellence of Service Award is named for and presented in honor of David H. Williams who served as the first President of the Southern States Correctional Association.

Selection Committee: The committee shall consist of five (5) regular members. The Chairperson shall be the Vice-President. The other committee members shall be Past Presidents, State Representatives and previous award winners. Individuals appointed to the Selection Committee will be announced to the membership prior to the close of the Annual Summer Training Conference.

Duties and responsibilities of the selection committee include:

1. Receive and review all nominations for the David H. Williams Excellence of Service Award.

2. Select one individual to be honored. Individuals may be selected only once for recognition.

3. Prior to the Annual Summer Training Conference, the Selection Committee Chairperson will discreetly ensure the selected individual will be at the conference to be honored.

4. The President, with approval from the Executive Board, shall have the authority to utilize Association funds, when necessary, to ensure the presence of the honoree.

5. Nominees not selected will not be informed of their nomination, or of the reasons not selected.

Selection Process: The David H. Williams Excellence of Service Award is not a popularity contest but a known, structured process to select deserving individuals who have been active, regular or lifetime members of SSCA who have distinguished themselves in the field of criminal justice and/or have contributed to the professional growth and improvement of SSCA and its membership.

Nomination requirements are:

1. Nominations shall be in writing and must be received by the chairperson of the Selection Committee on or before January 1st each year.

2. Forms for nomination shall be printed and made available at the Annual Summer Training Conference.

3. The nomination form shall be printed in the Southern Concourse and shall appear in each publication prior to the Mid-Winter Training Conference.

4. The chairperson of the Selection Committee shall be responsible for making available the nomination form and will continue with this responsibility until properly replaced. Nominations shall also be received by letter.

5. The Selection Committee shall also have the authority to review individuals not nominated, but considered as deserving by a majority of the Committee members.

6. No selection action shall be transacted except between all committee members.

7. The current slate of officers shall be excluded annually from any consideration to receive the award during their term of office.

Nominee Criteria and Guidelines:

1. The applicant must have been an active, regular or lifetime member of SSCA.

2. The applicant must have distinguished themselves in the field of criminal justice and/or made outstanding contributions to the professional growth and improvement of SSCA and its membership.

3. A brief biography of the nominee must be submitted, with emphasis placed on the individual's contributions.

Award Benefit:

1. Be recognized as honoree at the Awards Banquet during the Annual Summer Training Conference.

2. Plaque or other type of award

3. Transportation

4. Registration

5. Hotel (3 nights)

6. Meals not covered in registration

**NOMINATION**

**SOUTHERN STATES CORRECTIONAL ASSOCIATION**

**DAVID H. WILLIAMS**

**EXCELLENCE OF SERVICE AWARD**

Nominations must be received by the Selection Committee Chairperson on or before January 1st of the year the nominee is to be considered.

 Name of Nominee:

 Address:

In the space provided, or by attachment, furnish information regarding the nominee's accomplishments and contributions to the field of criminal justice and/or the Southern States Correctional Association. Nomination must include biographical information.

 Name of Nominator:

 Address:

 **Must be received by January 1st by Chairperson of the Selection Committee:**

Name:

 Address: