Guidelines for Reviewing the Nominations for the
POST Excellence in Training Awards

To facilitate the process of the Advisory Committee subcommittees that review the nominations for the three categories of the *POST Excellence in Training Awards*, the following is provided to assist in completing that work:

1. Mere familiarity with, or friendship with, a candidate is not sufficient for a member to disqualify him or her from deliberation because of the close networking of people in the California law enforcement and training community.

2. If any member has a fiduciary/financial relationship with any nominee, they should voluntarily disqualify themselves from the subcommittee and instead volunteer for another subcommittee.

3. Nominators often submit supplementary materials along with the application form. While it would be burdensome to review all of theses materials for all candidates, staff recommends that these items be reviewed for the finalists, especially to help differentiate between the winner and runner-up.

4. POST staff will solicit any positive or negative comments about any of the nominees since staff often works closely with trainers and presenters (not that this information should compel the Advisory Committee).

5. During the subcommittee meeting and the follow-up meeting of the entire Advisory Committee, members should make their concerns and preferences known and not take them to the Commission as a minority report. The goal each year is to have unanimity of decision to present to the Commission.

6. Each subcommittee should complete a one page, bullet-pointed description of why the winning and runners-up nominees were selected. This aids the Chair of the Advisory Committee and staff to make the necessary presentations and to prepare the information for the press releases and the POST Website.

7. Any questions regarding the *POST Excellence in Training Awards* process should be referred to Executive Assistant Director Jan Bullard at (916) 227-2808 or may be discussed at the review meeting.