

Advisory Committee Guidelines for Reviewing POST Excellence in Training and O.J. “Bud” Hawkins Exceptional Service Award Packages

March 2022

The Committee Chair, or his/her designee, will lead the Awards Selection Meeting.

POST Staff will be present to serve as neutral facilitators and are available to advise the Committee of any further information they have regarding any specific nomination, not for purposes of influencing a decision, but rather to provide any clarifying information regarding the package or knowledge of the nominee.

The Committee Chair, or his/her designee, will select an Advisory Committee member as a scribe to record factors to present findings to the Commission.

The Committee Chair, or his/her designee, will serve as the spokesperson to make the recommendations to the Commission.

Committee members do not necessarily need to excuse themselves if they know one of the nominees. If there is a fiduciary (employer/employee) relationship between a Committee member and a nominee, if a Committee member is a relative or a close friend with a nominee, or if in the Committee member's professional determination he/she believes it would be in the best interest if he/she recused, the Committee member may elect to abstain on any decision with respect to that nominee. The decision to recuse is exclusively that of the Committee member, and the reason need not be disclosed.

The Committee is responsible for reaching consensus and recommending a winner to the Commission. The Committee should be prepared to articulate to the Commission why the final decision was made.

To preserve the integrity of the award, if in the opinion of the Committee there is no nomination that reaches the threshold criteria of the respective award, there is no necessity to present the award.

It is imperative that any concerns or differences of opinion with respect to any nominee be discussed in the selection forum, rather than before the full Commission.

POST Staff are not allowed to advocate for any nominee, nor are they allowed to exercise any vote.