



## AACE CODE ENFORCEMENT OFFICER OF THE YEAR AND AWARDS CRITERIA

### CODE ENFORCEMENT OFFICER OF THE YEAR

1. An officer who has gone above and beyond the call of duty in addition to their normal day-to-day job requirements.
2. Consistently serves as a good example for their jurisdiction.
3. Consistently practices solid ethics.
4. Regularly participates with community projects.
5. Collaborates successfully with other departments and divisions.
6. Is a member in good standing with the American Association of Code Enforcement?
7. Is not a current Board Member.

### AWARDS PROGRAM INFORMATION

#### How It Works

1. Three Categories
  - a. **Marketing Programs for Code Enforcement**
    - i. This could include any way positive marketing is provided to the community by the Code Enforcement Department/Division.
  - b. **Printed Materials**
    - i. Any printed materials used to educate the public on codes or processes
  - c. **Innovative Enforcement Techniques**
    - i. New, innovative or unique ways that codes can be enforced.
2. Entry Guidelines
  - a. A jurisdiction can submit an entry for each of the three categories.
  - b. The completion is open to all local government jurisdictions and agencies.

- c. Complete submission packages, including attachments and application forms, are required for each submission.
- d. An Entry Package consists of a complete set of the following compiled in a notebook:
  - i. A completed entry form.
  - ii. The entry itself such as newsletters, publications, videos, and program plans, etc. For websites include the URL address and a printed copy of selected web pages. A minimum of 2, but no more than 4 issues of a newsletter are required.
  - iii. Supporting materials such as pictures, testimonials or survey results are required.

### 3. Criteria

- a. The applicant must submit a descriptive letter, limited to three pages, that addresses the following criteria:
  - i. Problem/Opportunity Statement.
    - 1. Describe the situation or environment that created the need for this project or program.
  - ii. Intended Goals or Outcomes
    - 1. Describe the measurable outcomes this project or program was designed to achieve.
  - iii. Documentation of Achievement
    - 1. Describe quantitative or qualitative measures of the degree of success.
    - 2. Include copies of relevant materials such as surveys, election results, media coverage, citizen evaluations, and levels of participation and descriptions of citizen access.
  - iv. Budget and Use Outside Resources
    - 1. Provide details in regards to project budget, including quantity printed (if applicable).
    - 2. Describe other resources used and percentage of work produced in-house and by outside vendors.