

A How-To Guide to Completing the National Law Enforcement Challenge Application



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National Law Enforcement Challenge

This guide is designed to assist you in assembling an application for the National Law Enforcement Challenge (NLEC). These simple recommendations will make it easier for evaluators to locate the necessary information, thus giving your application an edge that could make a winning difference.

Completing a Challenge Application

Your application should document your agency's overall traffic safety efforts in the areas of impaired driving, occupant protection, speeding, and a state/local traffic safety issue. A fillable PDF (the Content & Materials PDF) will be provided on the NLEC website (www.theiacp.org/NLEC) for you to summarize your agency's year-round initiatives in each category. This must be submitted along with the separate attachments for each category.

How are the Applications Evaluated?

A panel of evaluators will review each application and assign points based on certain established criteria. After the evaluation is completed, the evaluators' scores are averaged and a final score is assigned for each submission. After all of the applications are scored, the agencies are ranked in their appropriate categories based on agency size and type. All of the national evaluators are independent members of the law enforcement community, public safety, and corporate partners who have demonstrated advanced knowledge of highway safety initiatives. Your application will be evaluated on the totality of your agency's efforts, not against other agencies.

Challenge Categories

The NLEC includes four main categories where points can be earned. Applicants must address each of these categories in their applications. The categories are aligned with national traffic safety priorities but also provide agencies the opportunity to include their response to a localized issue. The categories are:

- Impaired Driving
- Occupant Protection
- Speeding
- State/Local Issue (*topics could include: distracted driving, pedestrian crashes, young drivers, etc.*)

Applicants will be expected to provide information about their efforts related to each of these issues. Applicants must choose a state or local issue that is impacting traffic safety in their community or supports their state's Strategic Highway Safety Plan. The purpose of these categories is to ensure that applicant agencies address national priorities as well as issues that are more localized in nature.

Within each of the main categories, points are awarded in seven specific areas:

- Problem Identification (10 points)

- Policy (5 points)
- Planning (10 points)
- Training (5 points)
- Public Information and Education (5 points)
- Enforcement (5 points)
- Outcomes (10 points)

A description of the information required for each category follows in the next section.

Organizing Your Application

Applicants should ensure that each area is addressed in a thorough but concise manner. Activities that do not relate to the areas in the application should not be included.

A fillable PDF document will be available for download from the NLEC website (www.theiacp.org/NLEC). After providing basic agency information in the Submission Disclosure Questions, applicants will be required to submit information related to the four main categories.

- On the fillable PDF, a text box will be provided for a narrative summary of the agency’s activities in each category. The responses should be focused on the scoring criteria (discussed below) and should be a minimum of 500 characters with a maximum of 2,000. Each letter, symbol, number, and space counts as a character.
- Applicants will be permitted to attach two documents (Word, PDF, etc.) for each category. Each attachment, per category, will be limited to no more than 10 pages and no more than 10MB. Text on each page must be no less than 11 point font with no less than 1 inch margins. Naming requirements are found later in this document.
 - The first document should support the information from the text boxes and include documentation/information to demonstrate the agency’s activities and accomplishments. Information included in these documents should be specifically focused on the topic area.
 - The second document must be only the **policy** related to that section. For instance, the attachment for the Speeding category must only be the policies related to speed enforcement (see page 10 for more information about Policies).
 - Applicants should limit the use of photos. Any photo must fit within the 10 page limit and must include a caption and date. Staged photos, logos, etc. should not be included. Additionally, decorative graphics are not needed.
- In addition to narrative summaries, applicants are encouraged to include graphs, data tables, charts, etc., in the first attachment that demonstrate their activities and outcomes. For example, graphs showing crash statistics/enforcement or a matrix of training activities are recommended. It is not necessary to include copies of all press releases, training certificates, etc.

- There will be questions under the narrative box for each category that must be completed. These pertain to statistical information such as number of speeding citations, DUI arrests, etc.
- Applicants should include one attachment for each Special Award that they would like to be considered for, unless your special award consideration is also your state/local issue. If your State/Local Issue is a Special Award application, please check the box on the application. Agencies do not need to submit an additional special award attachment for Occupant Protection, Impaired Driving, or Speed Awareness to be considered for these special awards. These attachments will also be limited to 10 pages and 10MB, and should include *all* seven criteria (even Policies).
- All attachments should be submitted via email to nlec@theiacp.org by **May 1, 2015**. The purpose of this format is to increase the level of consistency in the applications, simplify the information that is required, and mitigate the amount of unnecessary information that must be reviewed by evaluators. It is important that applicants follow these directions precisely. Applications that do not follow instructions will be evaluated accordingly.
- Please contact your state's Challenge coordinator to ensure you have completed any additional requirements for your state's Challenge program.

The specific areas that should be addressed for each of the categories are included below. It is understood that not all agencies will be able to address each and every question; however, these are questions that should be taken into consideration when preparing and shaping your application. Additionally, these questions should not be considered all inclusive. Applicants are encouraged to include additional initiatives as long as they relate to the category. Evaluators will be considering the agency's overall approach and efforts towards each of these areas when awarding points.

Speeding: (50 points)

- Problem Identification (10 points) may include:
 - Description of the speed-related crash problem in your jurisdiction.
 - Have speeding problems been identified based on community/engineering input?
 - Have surveys been used to assess the severity of the problem and temporal factors? Note: surveys don't have to be conducted by agency personnel; they could be obtained from other sources (i.e. DOT, etc.).
- Policy (5 points) shall include:
 - Written directives that make speed enforcement a priority. Include any provisions that provide specific guidance to officers conducting speed enforcement.
 - Written directives governing the use of speed-measuring devices, including the importance of calibration.
- Planning (10 points) may include:
 - Did you develop an operational plan to reduce the identified speed problems?
 - Were specific target areas included in the plan?
 - Is the plan specific to the time/day when the problem is occurring?
 - Is follow-up conducted to ensure that the plan is implemented?
 - How do you support the state's Strategic Highway Safety Plan related to this issue?
 - Include a copy of the relevant sections of any written plan(s).

- Training (5 points) may include:
 - Describe training initiatives related to speeding. The number of personnel who received training, as well as personnel already trained in radar/LIDAR or other enforcement techniques is relevant.
 - Describe other relevant training your officers have undergone.
- PI&E (5 points) may include:
 - What public information/education activities occurred in the last twelve months? (Please verify the activities occurred during the past year and provide specific date(s) if known).
 - Were any of these activities directed toward the specific speed problem areas?
 - Were any partnerships developed? With who and how did they help?
- Enforcement (5 points) may include:
 - How much grant-funded enforcement (overtime) was used?
 - Describe how your agency utilized regular duty time to address this issue (outside of grant-funded overtime).
 - Output Statistics:
 - How many speed citations were issued? (total)
 - How many speed citations were issued in target areas?
 - How many speed citations were issued during the target times?
 - How many speed contacts were made? (total)
 - How many speed contacts were made in target areas?
 - How many speed contacts were made during target times?
 - If automated speed enforcement is utilized, how many citations were issued utilizing this technology?
 - How many special team enforcement details were directed at the problem (not routine patrol)? Dates should be included and the activities should be described.
- Outcomes (10 points) may include:
 - Was there follow-up after the plan was implemented?
 - What were the outcomes of the plan (in terms of crash, speed reduction)?
 - Were there any other benefits (crime reduction, significant arrests, etc.)?
 - Was any recognition provided to your officers? Explain.
 - Was any recognition provided to any external stakeholders? Explain.
 - Was any recognition received by any officers or your agency from external stakeholders? Explain.
 - **Note: Enforcement statistics are not outcomes.**

Impaired Driving (50 points)

- Problem Identification (10 points) may include:
 - Describe the crash problem related to alcohol/drug impaired driving and underage drinking in your jurisdiction.
 - Did you utilize crash data to assess the severity of the problem and temporal factors (the data can be from any source)?
- Policy (5 points) shall include:
 - Attach written directives that prioritize alcohol/drug impaired driving enforcement.
 - Attach written directives that mandate the arrest of alcohol/drug impaired drivers.

- Does your agency prioritize enforcement of alcohol related violations other than DUI?
- Attach your policy governing processing of DUI offenders.
- Planning (10 points) may include:
 - Did you develop an operational plan to reduce the identified problems?
 - Were specific target areas included in the plan?
 - Is the plan specific to the time/day when the problem is occurring?
 - Is follow-up conducted to ensure that the plan is implemented?
 - How does your agency support its state Strategic Highway Safety Plan related to this issue?
- Training (5 points) may include:
 - Describe training initiatives related to alcohol/drug impaired driving.
 - How many of your officers have received initial SFST training?
 - How many of your officers have received SFST refresher training?
 - How many of your officers have received initial ARIDE training?
 - How many of your officers have received ARIDE refresher training?
 - How many officers are DRE certified?
 - How many of your officers were DRE recertified this year?
 - Describe other relevant training your officers received.
- PI&E (5 points) may include:
 - What public information/education activities occurred in the last twelve months? Please provide specific date(s).
 - Were any of these activities directed toward the specific problem areas?
 - Were any partnerships developed? With who and how did they help?
 - Were any public information/education activities directed towards underage drinking?
- Enforcement (5 points) may include:
 - How much regular duty time was directed at the problem?
 - How much grant-funded enforcement (overtime) was used?
 - Output Statistics:
 - How many DUI arrests were made by your agency?
 - How many DUI arrests were made in target areas?
 - How many DUI arrests were made during target times?
 - How many other alcohol related charges were made?
 - How many DRE Evaluations were conducted by your agency?
 - How many special team enforcement details were directed at the problem? These include saturation patrols and checkpoints, not routine patrol.
 - Were any enforcement initiatives directed at underage drinking?
- Outcomes (10 points) may include:
 - Was there follow-up after the plan was implemented?
 - What were the outcomes of the plan?
 - Were there any other identified benefits (crime reduction, significant arrests, etc.)?
 - Was any recognition provided to your officers?
 - Was any recognition provided to any external stakeholders?
 - Was any recognition received by any officers or your agency from external stakeholders?
 - **Note: Enforcement statistics are not outcomes.**

Occupant Protection (50 points)

- Problem Identification (10 points) may include:
 - Describe how you measured the occupant protection usage rate in your jurisdiction.
 - Have you used surveys to assess the severity of the problem and temporal factors?
 - Have you identified or considered target populations whose occupant protection usage is lower?

- Policy (5 points) shall include:
 - Attach written guidelines that prioritize occupant protection enforcement.
 - Attach a copy of your agency's policy that requires personnel to wear seat belts while operating departmental vehicles (with very limited exceptions). How does your agency follow up to ensure compliance?

- Planning (10 points) may include:
 - Did your agency develop an operational plan to target occupant protection usage?
 - Were specific target areas included in the plan?
 - Is the plan specific to the time/day when the problem is occurring?
 - Does the plan include night time seat belt enforcement (between 6:00 pm and 6:00 am)?
 - Is follow-up conducted to ensure that the plan is implemented?
 - How does your agency support its state Strategic Highway Safety Plan related to this issue?

- Training (5 points) may include:
 - Describe training initiatives related to occupant protection. This should include training related to the enforcement of occupant protection laws (seat belt, child seat, etc.), training and identifying the use/non-use of restraints in collision investigations, as well as the agency's policy regarding employee use of occupant restraints.
 - How many certified child restraint technicians does your agency have?
 - Does your agency partner with other organizations that have this capability?

- PI&E (5 points) may include:
 - What public information/education activities were used (i.e. billboards, TV, radio, other)?
 - Were any directed toward the specific problem areas?
 - Were any partnerships developed? With whom and how did they help?
 - Were any public information/education activities directed toward the proper use of child restraints?

- Enforcement (5 points) may include:
 - How much regular duty time was directed at the problem?
 - How much grant-funded enforcement (overtime) was used?
 - Output Statistics:
 - Seat Belts
 - How many occupant protection citations were issued? (total)
 - How many occupant protection citations were issued in target areas?
 - How many occupant protection citations were issued during the target times?
 - How many occupant protection citations were issued during night time hours (between 6:00pm and 6:00am)?
 - Child Restraints

- How many child restraint citations were issued? (total)
 - How many child restraint citations were issued in target areas?
 - How many child restraint citations were issued during the target times?
 - How many child restraint citations were issued during night time hours (between 6:00pm and 6:00am)?
- How many special team enforcement details were directed at the problem (not routine patrol)? Dates should be included and the activities should be described.
- Outcomes (10 points) may include:
 - Was there follow-up after the plan was implemented?
 - What were the outcomes of the plan (in terms of occupant protection usage)?
 - Were there any other benefits (crime reduction, significant arrests, etc.)?
 - Was any recognition provided to your officers? Explain.
 - Was any recognition provided to any external stakeholders? Explain.
 - Was any recognition received by any officers or your agency from external stakeholders? Explain.
 - **Note: Enforcement statistics are not outcomes.**

State/Local Issue: (50 points)

- Problem Identification (10 points) may include:
 - Has your agency identified a local or state traffic safety issue? This could be a local problem, i.e., pedestrian crashes, a local target area, or something that supports a statewide issue.
 - Has your agency used crash data and/or other sources of information to define its problem?
 - Has your agency used any surveys to assess the severity of the problem and temporal factors? (*Note: Surveys don't have to be done by the agency; they can be from other sources as long as credit is given*)
- Policy (5 points) shall include:
 - Does your agency have policies/guidelines in place to support its approach to addressing the issue?
- Planning (10 points) may include:
 - Did your agency develop an operational plan to reduce the identified problems?
 - Were specific target areas included in the plan?
 - Is the plan specific to the time/day when the problem is occurring?
 - Is follow-up conducted to ensure that the plan is implemented?
 - How does your agency support its state Strategic Highway Safety Plan related to this issue?
- Training (5 points) may include:
 - Describe training initiatives related to the identified problem. If training is not needed, a discussion of how this was assessed could suffice.
- PI&E (5 points) may include:
 - What public information/education activities were used (i.e. billboards, TV, radio, other)?
 - Were any directed toward the specific problem areas?
 - Were any partnerships developed? With whom and how did they help?
- Enforcement (5 points) may include:

- How much regular duty time was directed at the problem? Describe how this time was used (apart from grant-funded time).
 - How much grant-funded enforcement (overtime) was used? Describe how this time was used.
 - Output Statistics:
 - How many citations were issued? (total)
 - How many citations were issued in target areas?
 - How many citations were issued during the target times?
 - How many contacts were made? (total)
 - How many contacts were made in target areas?
 - How many contacts were made during target times?
 - Note: *The agency should explain what type of violation was addressed.*
 - How many special team enforcement details were directed at the problem (not routine patrol)? Describe any activities that took place.
- Outcomes (10 points) may include:
 - Was there follow-up after the plan was implemented?
 - What were the outcomes of the plan (in terms of crash reduction or other relevant variable)?
 - Were there any other benefits (crime reduction, significant arrests, etc.)?
 - Was any recognition provided to your officers? Explain.
 - Was any recognition provided to any external stakeholders? Explain.
 - Was any recognition received by any officers or your agency from external stakeholders? Explain.
 - **Note: Enforcement statistics are not outcomes.**

General Tips for a Winning Submission

- Double-check all your materials to see if they meet all of the requirements. Evaluators cannot read attachments that are incorrect file types (see attachments).
- First impressions count. A neat, well-organized application that is easy to follow during the evaluation makes a big difference. Have a colleague proofread your application before submission.
- Make sure you address every question asked on the submission disclosure questions under the narrative summary boxes for each category.
- When organizing your application, it is important that you do not feel obligated to answer every example under every section (i.e., policy, training, outcome, etc.) Quality is more important than quantity; these suggestions are there to help you formulate and shape the materials you submit. Not every example may apply to your application. Feel free to include other activities that may apply to that section.
- Lists and graphs/charts are very helpful to illustrate your accomplishments.
- Scan any articles and photos that you want included in your overall 10-page/10 MB attachment. The scanned items should be incorporated into the one 10-page/10 MB attachment per section. Do not forget to use captions and dates telling the evaluators what a picture is showing and how it applies to your program. Generic or staged photographs should not be used.

- You should not feel the need to reach the character limit for the narrative text boxes. Again, quality is more important than quantity; only provide information that is pertinent to your agency.
- Enforcement statistics are outputs, not outcomes. Use the outcomes section to explain the impacts of your efforts.
- The majority of evaluators will represent or have experience working with state and local law enforcement in the United States. If your agency is required to follow different standards, it will be important to explain those in the application. International agencies should provide a brief description of their laws and procedures.
- No videos, audio, web-links, or computer-based presentations allowed, as they are not compatible with the fillable PDFs.

Narrative Text Boxes

Narrative text boxes are provided for each main category. The narrative text boxes are where agencies should provide evaluators with highlights of their year-round efforts that provides a synopsis of the detailed topical attachment. The summaries should have a *minimum* of 500 characters and a *maximum* of 2,000. Each letter, number, symbol, and space counts as a character.

We recommend using a word processing program (ex. MS Word) to create your narrative and then cut and paste the narrative into the relevant boxes.

Attachments

Agencies may submit one 10-page (10MB) attachment for each section of the application and one attachment of the relevant policy/policies for each section. Evaluators are looking for supporting documentation (graphs, analysis of statistics, tables, etc.). You can include information and descriptions of other year-round efforts that could not fit in the narrative text boxes in these attachments, but be sure that at a minimum, your attachments support what you wrote in the text boxes. Also, be sure to include captions and explanations of graphs, photos, and tables.

IMPORTANT: Be sure to follow the exact naming convention for each file:

"agencyname_city_state_sectionname" (e.g. IACP_Alexandria_VA_Speed).

Files that are incorrectly named may not be available for judges to evaluate.

Problem Identification

Applicants are required to describe the process that was used to measure and evaluate the problem in each category. Items to consider include:

- Crash analysis to determine places, days, and times when incidents occur
- Causes of crashes

- Speed surveys
- Seatbelt surveys
- Community input

Policies

Applicants ***must attach an actual copy*** of their policies. Evaluators need to see the policy along with critical information, such as the date it was written, title, etc. Do not just type in the wording of your policy – a copy of the actual policy is required. Any policies submitted must be compiled into one document.

- Include only the page(s) with the necessary information, not the entire policy. If your belt use policy is one page of a 14 page policy, you only need to include the pertinent information and passages.
- If your agency has no policy for the requested areas, provide a brief statement saying so – do not make the evaluators search for something that isn't there.
- Do not say that you have a policy, and then neglect to include it. You will not receive points unless each policy is included.
 - Enforcement policies are clear directives emphasizing the importance of impaired driving, speeding, seat belt, and child safety seat enforcement for your agency. Enforcement guidelines should be specific – they should provide guidance to officers conducting enforcement operations.
 - Guidelines may be part of a policy/procedure statement; agency goals and objectives; operational plans; or internal memorandum.
 - The policies should be directed to all agency members, not just a traffic unit.
 - Neither a copy of the state law nor a memorandum “recommending” belt use or enforcement in the target areas is considered a policy.

Planning

Applicants should develop written plans to target the issues identified in the problem identification. Plans should include elements such as:

- Description of the problem
- Measurable objectives
- Activities (enforcement, education, engineering, etc.) that will be used to accomplish the objectives
- Days and times that activities will be scheduled
- Monitoring of activities
- Evaluation

Training of Officers

Attach supporting documentation outlining the training conducted/received by officers. Provide a narrative about the training your agency conducted/received during the past year. Include the percentage of officers trained in each category. Also include other recent training over the past few years that still may be applicable today (child passenger safety technicians, crash reconstructionists, etc.)

- Do not include training that has nothing to do with the categories.
- Do not include basic academy training or FTO training unless it is relevant to the category. For example, if all new officers receive radar training for speed enforcement in the academy, that should be included in the Speed Awareness training section.
- If you say officers were trained, you must show your documentation.
- Do not include entire training manuals, certificates, or rosters of each class conducted.
- Be sure to provide the percentage of sworn personnel trained and the type of training conducted (many programs can be used over several roll call training sessions – take advantage of this type of training). This could be done through use of a table, chart, matrix or other graphic that lists the training, dates, and numbers attended.
- Provide a brief narrative of all of your training activities: how was it conducted? Roll call, training bulletins, cross-training, formal and informal schools, seminars, and conferences should all be included.
- Consider including a matrix of the types of training provided and how many officers were trained or refreshed in their training.
- For past training, include what is still relevant today (i.e. child seat techs, crash reconstructionists, etc.). The past 3-4 years would be sufficient if that training is still being utilized by that person today.
- ***Please make sure no personal information is included (personal addresses, social security numbers, personal phone numbers).***

Incentives & Recognition

Attach supporting documentation and examples (should be included in the attachment for supporting documentation, not exceeding 10 pages/10 MB) regarding incentives and recognition of officers. Points are awarded under the Outcomes section for agencies that reward officers for a job well done and citizens who practice safe driving. Rewards and incentives are important elements in letting people know that traffic safety is a priority in the community and the agency. Here are a few examples:

- Participation in “Saved by the Belt” programs (state or local). If you have a program that recognizes motorists, you should include information on how many were recognized in that past year as well as supporting documentation – photos, certificates, etc. Different programs, of a similar nature, may also be included.
- Recognition of officers for efforts to reduce impaired driving.

- Recognition of officers for efforts to reduce speeding.
- Recognition of officers for efforts to increase the use of occupant protection.
- Recognition received by the agency for traffic safety efforts.

You must include supporting documentation on officers recognized – photos, certificates, etc. Do not include recognition that is not traffic safety related.

Public Information & Education

In their supporting attachments, agencies should include detailed information on their efforts to promote the issues of occupant protection, impaired driving, speed-enforcement, and traffic safety. Show your creativity in promoting your programs. Provide a narrative of your public information and education efforts and of your efforts to publicize highly visible enforcement throughout the year. Tell the evaluators what you have done and how you got the message out to the public.

This is where agencies need to document non-enforcement activities they participated in during the year to address these topics. Activities could include: citizen police academies (if traffic safety was a topic), high school mock DUI crashes, posters, signs, billboards, educational pamphlets and brochures, child seat programs, press releases, website information, newspaper articles, photos, and other similar items. Agencies should also include their non-enforcement participation in state and national campaigns such as Click It or Ticket, National Drunk and Drugged Driving Prevention Month, National Child Passenger Safety Week, etc.

- Show the evaluators what you have done: photos/news articles/letters/etc. (ensure these have captions that tell us what they are).
- Give details on each activity/program, how often it was used, and how well it worked. Who was involved? Did you build community partnerships?

Enforcement Activity

- Attach charts, graphs, and other documentation regarding increases/decreases in enforcement. The numbers should make sense compared to the number of officers in your department.
- Include the number of special enforcement efforts. State not only the number of special enforcement efforts, but also what they were. How many were for speed details, how many impaired driving checkpoints or saturation patrols, how many details targeting red light runners, etc.
- Provide a narrative explaining in detail what you accomplished in these waves.
- If you have shown an improvement over previous periods or years, show it. Your attached narrative should explain annual numbers and any improvement over the past 3-5 years (recent data – not from 10 years ago).

Outcomes

The secret to this section is very simple: do the research and find the data. This is not only important to complete your application, but it will help you evaluate and build your entire traffic safety program(s). This section can be used as barometer of how well your agency is doing.

At a minimum, address your traffic program's effectiveness in the following areas:

- Change in safety belt use.
 - You must show the difference. What was the change in the belt use rate in your jurisdiction during the year? If it is already high, how did you keep it that way? You are required to conduct seat belt use surveys both early and late in the year.
- You must show the numbers of speed and alcohol related fatalities and injury crashes.
 - How do they compare to previous years?
 - Use graphs and charts to illustrate this change.
- If you state "unknown" you will not get credit. Do the research. Find the data.
- Your effectiveness documentation should also include results of your programs in terms of crash reduction, seat belt use, speed, etc.
- Provide a narrative of your effectiveness. How did the programs change your results and did the community support your efforts?
- How many total crashes during the year and how did it compare to previous years?
- Are you conducting traffic crash analysis? Where are your top five problem crash areas? What is causing these crashes? Are you directing proactive enforcement to these areas to target the violations contributing to crashes and injuries?

While this may seem difficult for smaller agencies, it is always a good idea to keep track of this data. It can be used to help plan and make program decisions in your agency and help you determine how to allocate resources.

Evaluators will be looking for information such as:

- Did your safety belt use rate increase?
- Did your total crashes decrease?
- Did your total injury crashes decrease?
- Did your alcohol or speed-related crashes decrease?
- Did the number of crashes related to your state/local priority decrease?
- Can you show the effectiveness of your PI&E activities?

It is important to remember that enforcement data is not an outcome. It is one of the tools that you might use to achieve an outcome. Analysis of the data, however, can be a useful tool in shaping your answers to many of the questions in the Outcomes section.

Special Awards

There are several special awards for which your agency can be considered. If your agency wishes to be considered for a special award, a separate attachment is required for each award except Speed Awareness, Occupant Protection, and Impaired Driving. The award winners in these three categories will be selected from the best submissions in the overall Challenge application. Note: *an additional attachment is not needed if your State/Local Issue is also your special award consideration; please check the box on the application if this is the case.*

Your attachment should highlight your efforts in the Special Award categories that you are applying for. Agencies can have one 10-page/10MB attachment for each award. The attachment limit applies to the special award considerations.

- Do not check all the special award categories on the application; only check the special awards for which you have provided the additional data and information.
- If you do not want to be considered for a special award, check “not applicable”.
- Special Awards will be evaluated based on the same criteria as the required four categories, which should be addressed in each Special Award application:
 - Problem identification (10 Points): applications should include an explanation of the problem being targeted within the special award category.
 - Policy (5 Points): applications should include a description of agency policies/procedures that apply to the category.
 - Planning (10 Points): applications should describe the planning activities that were completed.
 - Training (5 Points): applications should describe training related to the special award category.
 - Public Information and Education (PI&E) (5 Points): PI&E activity conducted during the last 12 months, related to the category, should be included. Include any partnerships that were developed and how they were used.
 - Enforcement (5 Points): enforcement strategies and statistics related to the category should be included along with a description of how they were targeted. Note: this category will not be included for the Technology Special Award.
 - Outcomes (10 Points): applications should describe the outcomes of their efforts related to the category in terms of crash reduction, compliance with laws, efficiency, etc. (*Note: enforcement statistics are not outcomes*). Also include any partnerships/coalitions that developed as a result of focusing on the special award category.

State Association/Highway Safety Office Award

In addition to the awards provided to law enforcement, the NLEC will be implementing an annual award to a state association or highway safety office for outstanding work in creating, maintaining, or

promoting a state level challenge program. The NLEC can only grow if more states participate and grow their own programs. Work in this area will only improve our overall approaches to effective traffic safety programs and is worthy of recognition.

In order to be considered for this award, the state association/office must be nominated. A challenge application is not required. Nominations will be solicited at the same time that NLEC applications are being submitted and will be reviewed by the NLEC Subcommittee. A nomination format is available on the IACP web site, www.theiacp.org/NLEC.

Conclusion

In addition to the formal awards, each agency that achieves the minimum qualifying score will receive a certificate acknowledging this accomplishment. Additionally, those agencies who score below the minimum qualifying score will receive a letter recognizing their participation in the NLEC. The NLEC Subcommittee recognizes that there are many excellent traffic safety programs, and earning enough points to qualify for an award is an accomplishment worthy of recognition.

One purpose of the NLEC is to provide an example that can be used by agencies to implement and/or improve their traffic safety programs. Regardless of your award status, participation is important. Please strive to do more the following year. Interact with others who have successful programs and learn from them. Do not give up. Above all, remember that what you have done has made a difference.

