



When Applying for the CPA

1. Be sure that your entry meets the required criteria and strictly follows application guidelines.
2. Before entering your department, first answer the questions in a Microsoft Word or text program, and be sure that answers are within word count limitations. **KEEP IN MIND THE WORD COUNT IS MAXIMUM WORDS ALLOWED—NOT REQUIRED.**
3. Once this is done, cut and paste your entry into the online application.
4. Retain your application identification number for future reference.

Overview of the Application Questions

Executive Overview (300 words)—This top-line project synopsis must address the following elements: the problem and environment with which your department was dealing; the solution and an implementation overview; and the overall results of your initiative. Although mandatory, this section will NOT be a part of your total score.

300 Word Limit



Framework Questions (900 words)—The following questions refer to your agency and its relationship with the community as a whole.

- Describe how the philosophy and practice of community policing is integrated into your department's overall service delivery.
- How does your department use its community policing to foster meaningful relationships with, and address the needs of, the diverse community you serve?
- How does your department use community policing to foster partnerships in strategic problem identification and problem solving?

What the judges are looking for: There is significant evidence that the philosophy and practices of community policing are well-integrated in all activities of the department as a whole. It is NOT just a program or series of programs.

900 Word Limit



Initiative Questions (2000 words)—Describe in detail the key elements of the initiative you are submitting for consideration. In your response, you must address the following questions.

- How was the issue or problem identified and by whom?
- What community partners collaborated in the initiative and what role(s) did they play?
- What objectives did you and your partners expect to accomplish with this initiative?
- What did you do to meet these objectives?
- What challenges did you face in implementing this initiative, and how did you deal with them?

What the judges are looking for: The problem or issue was clearly identified through a well-defined process and involved appropriate partners and stakeholders. Community partners played a significant role in the planning and implementing the initiative. There were no obvious partners missing. The objectives and anticipated results were clearly defined, realistic, and addressed the problem or issue of concern. Overall, the initiative demonstrated an innovative approach to problem solving through community policing.

2000 Word Limit



Initiative Evaluation (1000 words)—Describe how and by whom the initiative was evaluated, citing specific criteria and measurement tools used.

- How did the actual results compare to anticipated results?

What the judges are looking for: There is significant evidence that appropriate formal evaluation procedures were included AT ALL STAGES of the project. Outcome measures were used in preference to output measures.

1000 Word Limit

Lessons Learned (1000 words)

- What has your agency learned from this initiative?
- What can other agencies learn from this initiative?

What the judges are looking for: There is significant evidence that the department has incorporated what it has learned as a result of its actions, and its community partnerships, into its ongoing service delivery and community

relationships.

1000 Word Limit

Judging

The IACP Community Policing Committee members judge the CPA Award. The judges review the award entries and then select fifteen to twenty applications for final judging. A separate group of Community Policing members then review the applications and select the winners and finalists. The final judging takes place in August and the Winners are notified prior to the IACP Conference in the fall.

Helpful Hints

1. Graphs, charts, pictures, newspaper clippings, video and any other additional materials will **not** be accepted. Please limit your entry to the questions as stated on the application. Incorporate your special documents or quotes into the text of your answers.
2. Be sure to use the word count feature or else the application will not accept an entry that is over the word limit.
3. Answer the questions clearly.

