



# DELAWARE AWARD FOR HEROISM

## NOMINATION GUIDELINES

---

The Delaware Award for Heroism is presented by the Governor at the annual Statewide Recognition Awards Ceremony held during Public Service Recognition Week. Award recipients will be presented with certificates to recognize acts of heroism and courage. In addition, recipients' photographs will be added to the Statewide Employee Recognition Program website.

### ELIGIBILITY

All agencies/departments are encouraged to submit nominations for the Delaware Award for Heroism. Nominees must be State employees and may be an individual or a group.

### NOMINATIONS

Agencies may submit multiple nominations, as long as nominees meet the criteria outlined below. Nomination forms may be up to five (5) pages including the nomination form, and may be substantiated with documentation validating the special act. Documentation, including news clippings, witness contact information, and additional details should be attached to the nomination form.

If there is no formal agency award program, any State employee may nominate another State employee for the Delaware Award for Heroism. The nomination must be submitted to the Cabinet Secretary/Agency Head of the department for which the nominated employee works.

Since Heroism nominations are accepted year-round, please submit nominations to the Department of Human Resources as soon as they are approved by your agency. This will help ensure that all nominees receive timely recognition and can be included in the statewide employee recognition ceremony.

### SELECTION CRITERIA

Eligible nominees should be State employees who have demonstrated outstanding judgment, exceptional courage, extraordinary decisiveness and presence of mind, and unusual swiftness of action, regardless of his or her own personal safety, in the attempt to save or protect human life and/or property. Their acts should be deemed to be above and beyond the call of duty.

Incidents may occur on or off duty. State employees whose job duties regularly put them in the way of danger are eligible for this award but must have displayed a level of commitment not required or expected in the performance of their daily duties.

### ENDORSEMENT

Nominations for the Delaware Award for Heroism must be accompanied by an endorsement from the nominee's Cabinet Secretary or Agency Head.

### SUBMISSION OF NOMINATIONS

Agency heads or Agency Recognition Coordinators may send with endorsements via email to [statewide\\_training@delaware.gov](mailto:statewide_training@delaware.gov). Nominations are accepted year-round.