



OALEP ANNUAL REPORT AWARD

The OALEP Annual Report Award

In the spirit of promoting innovation and good practice, OALEP established the Annual Report Award competition in 2010. The contest is held annually at the Fall Business Symposium. All member organizations in good standing, and in attendance, are encouraged to participate.

While it is a requirement for all Ontario police services to report annually to their board, many services have used their annual report as an opportunity to showcase their successes over the previous year and to share the state of policing and public safety with their communities. Over the years, police planners from across the province have demonstrated through their annual reports not just their expertise in report writing and analysis but also their recognition of community needs and priorities, creativity, professionalism and pride in their work. This award recognizes those planners.

On behalf of the highest ranking annual report, the Association will make a donation of \$100.00 to the *Ontario Police Memorial Foundation* and present the successful organization with a framed certificate of achievement.

Guidelines for Entries:

The Annual Report contest is judged by an independent panel representing a cross-section of the public. The criteria provided to the panel establish common ground for comparison and represent many of the commonalities of Ontario law enforcement agency annual reports including required content, presentation, style and appeal, and accessibility.

During registration on the first day of the Fall Business Symposium, entrants must:

1. Submit a completed "OALEP Annual Report Award Submission" form, and
2. Provide either five hardcopies of their organization's annual report (that will not be returned) OR provide an e-mail link to an on-line version of their organization's annual report.

Entrants are also invited to bring extra copies of their reports to share with the other symposium attendees.

The winner will be announced and the award presented on the second day of the Fall Business Symposium. An agency representative must be present to receive the award or it will default to the next highest scoring report.



OALEP ANNUAL REPORT AWARD – SUBMISSION FORM

The OALEP Annual Report Award – Submission Form

If your agency would like to participate in the OALEP Annual Report Award contest, please complete and submit this form during registration on the first day of the Fall Business Symposium.

Police Service/Agency:	
Contact Name:	
Five hardcopies of Annual Report submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic link to online Annual Report:	
Please briefly describe your annual report and any specific points of interest for the judges:	
Please briefly describe your method of distribution:	

OALEP Executive Board Member
Signature:

Date:

Police Service/Agency Contact
Signature:

Date:



OALEP ANNUAL REPORT AWARD – CONTEST SCORING

The OALEP Annual Report Award – Contest Scoring

The annual reporting requirements of Ontario police services are mandated by the Ontario Police Services Act, Ontario Regulation 3/99, Adequacy and Effectiveness of Police Services:

- 31.** *Every chief of police shall prepare an annual report for the board relating to the activities of the police force during the previous fiscal year, including information on,*
- (a) its performance objectives, indicators and results;*
 - (b) public complaints; and*
 - (c) the actual cost of police services.*

Before scoring any one Annual Report, please review the criteria and flip through a few different reports. You should not hesitate to review a report for a second time before deciding on a final score. Individual scores from all judges will be tallied, and the entries will be ranked in order based on their total score.

1. Content - Score out of 10

- Does the report contain all of the information that must be included in an annual report for a police agency as per section 31 of Ontario Regulation 3/99?
- Does the report contain information and statistics that you see as being relevant and useful?
- Does it present a good overview of the accomplishments of the agency for the reported year?

Score Range	Content	Score
Does not meet expectations (0-2)	Required information either not present or presented in such a way that is confusing for the reader	
Meets some but not all expectations (3-4)	Required information is present but could be made easier to understand	
Meets expectations (5-6)	Required information is present and is easy to understand	
Clearly meets expectations (7-8)	Required information is present and is very easy to understand	
Exceeds expectations (9-10)	Required information is very clear, easy to understand and has attributes that make it positively stand out	
Comments:		/10

2. Presentation - Score out of 10

- Is the use of graphics, tables or charts, and text well balanced throughout the report?
- Is the report organized in a manner that makes it easy to find information you are looking for?
- Is there a table of contents or other means of easily finding different subjects or information?

Score Range	Content	Score
Does not meet expectations (0-2)	Graphics, tables, and text are either not present or presented in such a way that is confusing for the reader	
Meets some but not all expectations (3-4)	Graphics, tables, and text are present but could be made easier to find	
Meets expectations (5-6)	Graphics, tables, and text are present, balanced, and easy to find	
Clearly meets expectations (7-8)	Graphics, tables, and text are present, balanced, and very easy to find	
Exceeds expectations (9-10)	Graphics, tables, and text are present, balanced, very easy to find, and overall presentation makes it positively stand out	
Comments:		/10

3. Style and Appeal- Score out of 10

- Is the writing style clear, concise, easily understood, and consistent throughout the report?
- Is numeric information presented in a form that is easily understood?
- Are there unique style features that make it stand out from others?

Score Range	Content	Score
Does not meet expectations (0-2)	Information is confusing and could be difficult for the general public to understand	
Meets some but not all expectations (3-4)	Information could be made easier for the general public to understand	
Meets expectations (5-6)	Information is clear, concise and easy for the general public to understand	
Clearly meets expectations (7-8)	Information is clear, concise and very easy for the general public to understand	
Exceeds expectations (9-10)	Information is clear, concise, very easy for the general public to understand and has unique style features that make it positively stand out	
Comments:		/10

4. Accessibility- Score out of 10

- Is the report content accessible to people with different needs?
- Is the report interactive?
- Is there a variety of distribution methods used?

Score Range	Content	Score
Does not meet expectations (0-2)	The report content is not interactive and not made accessible for people with different needs	/10
Meets some but not all expectations (3-4)	The report content is not interactive but has tried to be accessible to some people with different needs	
Meets expectations (5-6)	The report content is interactive and made accessible to people with different needs	
Clearly meets expectations (7-8)	The report content is interactive and made accessible to many people with different needs with accessible formats and communication supports	
Exceeds expectations (9-10)	The report content is very interactive and made accessible to many people with different needs with accessible formats and communication supports, and has attributes that make it positively stand out	
Comments:		

Police Service/Agency: _____

Contest Scoring - Summary

Scoring Criteria:	Score:	Overall Score:
1. Content	/10	
2. Presentation	/10	
3. Style and Appeal	/10	
4. Accessibility	/10	
Total Score	/40	