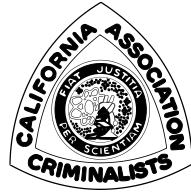


# California Association of Criminalists



## Awards Committee Manual 2015

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## Awards Schedule

Award	Opens	Closes
Anthony Longhetti Distinguished Member Award	January 1	June 30
Paul Kirk President's Award	January 1	June 30 (even years)
ABC Exam Award	July 1	December 31
Edward F. Rhodes Memorial Award	July 1	December 31
Alfred A. Biasotti Most Outstanding Presentation	Every seminar	Every seminar
Best Poster Award	Every seminar	Every seminar
AAFS Regional Award	As nominated	As nominated
Certificate of Appreciation	As nominated	As nominated
Roger Greene III Memorial	As nominated	As nominated
Service Award	As nominated/ achieved	As nominated/ achieved
W. Jack Cadman	As achieved	As achieved

# **Alfred A. Biasotti Most Outstanding Presentation**

## **Purpose**

On January 10, 1986, the Board of Directors approved an award for the most outstanding presentation given by a member at the semi-annual seminars. The intention of this award is to increase the exchange of information in Forensic Science, encourage CAC members to present papers, promote creative and quality presentations, and recognize outstanding presentations at CAC Seminars. In 1998, the Board of Directors honored Al Biasotti by changing the name of the award to the Alfred A. Biasotti Most Outstanding Presentation Award.

## **Criteria**

1. Only CAC members (in any classification) are eligible.
2. Presentation at a CAC Seminar
3. Subject matter
  - a. Laboratory research
  - b. Case study
  - c. Legal or scientific information that would be of interest to Forensic Science
4. Presentation criteria
  - a. Content
    - i. Scientific or technical merit
    - ii. Originality
    - iii. Relevance to forensic issues
  - b. Quality
    - i. Clarity of purpose of the paper
    - ii. Continuity of the format and presentation of the paper
    - iii. Effective transfer of information
      1. Verbal skills
      2. Handouts
      3. Audiovisual aids
      4. Skill in handling questions from the audience
  - c. Personal initiative in the development of the project
  - d. Comparison of the intention of the presentation and the goals reached by the presentation

- e. Timeliness
  - i. Abstract submitted by the deadline
  - ii. Presentation reasonably given within the time limits
- f. Credibility of the speaker
  - i. Personal appearance
  - ii. Demeanor

### **Nominator**

A panel of three judges is selected from a list compiled by the Awards Committee. This panel should represent a broad spectrum of the areas in criminalistics.

1. List is compiled from CAC members
2. List is approved by majority vote of the Awards Committee
3. Every attempt will be made to vary the judges who serve on the panel at each seminar
4. A paper presented by a member of the panel is not eligible for the award.
5. The Awards Committee will provide the judges with a suggested method of rating the presentations prior to the seminar.

### **Nominating Period**

Not applicable

### **Form of Award**

Most Outstanding Presentation Certificate (signed by the President) and \$200 stipend

### **Awards Committee Action**

1. Compile a list of members suitable as judges.
2. Select three judges from the list before each Seminar and provide them with judging packets.
3. Forward the recommendation of the judging panel to the Board of Directors for approval.
4. Send letters to the winner notifying their win and the requirement to submit the winner paper to the CAC News before the stipend is awarded.
5. Obtain coupon codes from the Merchandising Committee.
6. Send thank-you letters to judges (also inform them who was selected) and give them \$15 gift certificates with coupon codes for CAC merchandise. Coupon codes may be used for online purchases. The certificate should include an expiration date, which is a year from the date of issuance.

## Source

1. Board of Directors Minutes, January 10, 1986
2. Board of Directors Minutes, March 21, 1986
3. Board of Directors Minutes, January 1998
  - Renamed Alfred A. Biasotti Most Outstanding Presentation Award
4. Awards Committee Revision (approved by Board 8/4/2004)
  - Formerly a subset of defunct “Merit Award”, now a stand-alone award

# **American Academy of Forensic Sciences Regional Award**

## **Purpose**

In 1981, the American Academy of Forensic Sciences (AAFS) established an award to acknowledge, recognize and encourage the younger/newer members of the profession who contribute significantly to the forensic sciences. This is the most prestigious of the Academy's awards for regional association members. It is offered on a rotating basis to two or three regional associations each year. The award is always presented at the Academy's annual meeting.

## **Criteria**

The criterion for selection of a recipient is left to the discretion of CAC Board of Directors as is the selection of the award winner. Selection will be made, in part, on the basis of a recent presentation of an outstanding scientific paper at a CAC seminar or presenting at the AAFS annual meeting.

## **Nominator**

CAC Board of Directors

## **Nomination Period**

The award is offered on a rotating basis to two or three regional associations each year. AAFS will notify the regional associations (CAC) in November/December the year before the award is offered. After notification, AAFS requires the name of the recipient by December 30.

## **Form of Award**

1. Paid Registration to the upcoming AAFS Annual Meeting.
2. A plaque presented at an AAFS Awards Ceremony.
3. Invitations to several receptions, including the President's Reception.

## **Awards Committee Action**

The following information must be provided to AAFS **no later than** December 30:

1. Full name of the CAC "AAFS Regional Award Winner"
2. Degrees held
3. Place of Business
4. Position

5. Title of Paper to be Presented (if applicable)
6. Complete Mailing Address
7. Telephone Number (daytime)

**Source**

Memorandum to CAC President Mary Hong from AAFS Meetings and Expositions  
Manager Sondra Doolittle, December 8, 2009

# **American Board of Criminalistics Examination Award**

## **Purpose**

In 2004, the ABC established an award allowing each member organization to select one individual every year to take an ABC exam [(Comprehensive Criminalistics Examination (CCE), Drug Analysis (DA), Molecular Biology (MB), Fire Debris Analysis (FD), Trace Evidence-Hairs and Fibers (THF) or Trace Evidence – Paints and Polymers (TPP)] without a sitting fee. The ABC named this the Ed Rhodes award, but it has no relation to the CAC award of the same name.

## **Criteria**

1. No nomination is required; the applicant applies directly to the Awards committee using the Ed Rhodes Scholarship Form available on the ABC website.
2. Any member of the CAC (Affiliate, Provisional, Full, Corresponding, or Life) is eligible.
3. The application may be for any ABC exam.
4. The applicant must meet the minimum qualifications for taking an ABC exam.
5. The first criterion is the applicant's financial need (e.g. students, new employees, or employees without a tuition reimbursement program).
6. The second criterion is the existence of an employer's educational requirements (e.g. employees are required to take an ABC exam, or get credit towards promotion if they are certified).
7. If more than one applicant meets qualifications 2 through 6 then the winner will be selected by random drawing. Applicants who do not meet the criteria for financial need or educational requirements will still be eligible if no other applicants did meet those criteria (and the winner would also be selected by random drawing).

## **Nominator**

Self-nomination

## **Application Period**

July 1<sup>st</sup> through December 31<sup>st</sup> every year

## **Form of Award**

No award (certificate, plaque, etc.) is given by the CAC other than the application fee reimbursement. The ABC will waive or reimburse the sitting fee. The exam must be taken a year from the official declaration of this award (awards ceremony of the spring seminar).



### **Awards Committee Action**

1. Receive applications and verify CAC membership with the Membership Secretary.
2. The winner is chosen by random drawing from among the applicants that meet the most award criteria.
3. Forward the name of the winner to the Board of Directors for approval.
4. Send a letter to the winner, include notice that the ABC will waive the sitting fee and the CAC will reimburse the application fee.
5. Inform the winner that s/he needs to complete the top half of the ABC 108 form and have the bottom part completed by the CAC President.
6. Once approved, forward the ABC 108 form to the ABC registrar.
7. Send letters to applicants who did not win.

### **Source**

1. Awards Committee Report to the Board of Directors, May 2004
2. Board of Directors Minutes, August 2004
3. Email communication with Steve Schliebe, ABC Ed Rhodes Scholarship coordinator, April 2013

# **Anthony Longhetti Distinguished Member Award**

## **Purpose**

This award is designed to honor long term service to the association. The Distinguished Member Award is presented once a year. There is no limit to the number of times a person may be nominated for the award, nor to the number of times may a person receive this award.

## **Criteria**

1. The candidate must be a member of the CAC in any category.
2. The candidate must have contributed significantly to the association in one or more of the following areas:
  - a. Long term service to the association as a member of the Board of Directors or in committee(s).
  - b. Sustained production of papers or technical notes in newsletters or at seminars.
  - c. Organization of study groups, workshops, etc.
  - d. Significant research and dissemination of the information to the forensic science community (i.e. journal or newsletter publications, seminar papers, workshops, study groups, etc.).
  - e. Any other unusual or significant contributions to the improvement of the profession of criminalistics.

## **Nominator**

Any CAC member.

## **Nomination Period**

January 1<sup>st</sup> to June 30<sup>th</sup> every year

## **Awards Committee Action**

1. Receive nominations.
2. Collect any additional background information required for each candidate.
3. Make recommendation to the Board of Directors.
4. Send letters to the winner and any nominators.
5. Prepare plaque.

**Form of Award**

Plaque

**Source**

1. CAC Newsletter, December 1983 (Karen Sheldon).
2. Board Meeting Minutes, August 2001 (Anthony Longhetti's name added to title)

# **Best Poster Award**

## **Purpose**

The Best Poster Award was established to encourage the presentation of scientific work in poster form at the CAC semi-annual seminars in addition to paper presentations which is awarded with the Alfred A. Biasotti Most Outstanding Presentation (MOP) Award. This award will run concurrent with the MOP Award and will be judged by the same panel selected to critique the paper presentations.

## **Criteria**

1. Only CAC members (in any classification) are eligible.
2. Presentation at a CAC Seminar
3. Presentation criteria
  - a. Content
    - i. Scientific or technical merit
    - ii. Originality
    - iii. Relevance to forensic issues
  - b. Poster
    - i. Visual development, structure and organization
    - ii. Effectiveness and achievement of purpose
    - iii. Delivery of information, interest and reception
      1. Verbal skills
      2. Skill in handling questions from the audience

## **Form of Award**

Certificate (signed by the President) and a credit to the winner's online CAC account in the amount of \$50. This credit can be used toward payment of membership dues, journal orders, seminar registration, study group luncheons, etc.). The award will be credited to the winner's account as soon as the Board is informed of the winner's name.

## **Awards Committee Action**

1. Provide Evaluation forms to judges (MOP Award judges)
2. Tabulate scores and forward the recommendation of the judging panel to the Board of Directors for approval.
3. Prepare a certificate for the President's signature.

**Source**

Policy Statement Number: 14-001, Author: Eric Halsing (CAC President), Approved:  
January 21, 2014

# **Certificate of Appreciation**

## **Purpose**

This award was designed for *non-members* who have provided some service to CAC, such as guest speakers at dinner meetings, speakers at banquets, guest lecturers at seminars, etc.

## **Criteria**

No stated criteria

## **Nominator**

Any CAC member. Generally, this will be the Regional Director, Seminar Chair, or other person arranging the guest speaker.

## **Nominating Period**

Open

## **Form of Award**

Certificate (signed by the President).

## **Awards Committee Action**

Prepare a certificate for the President's signature (no other committee or Board action is required).

## **Source**

CAC Newsletter, December 1983 (Karen Sheldon)

# **Edward F. Rhodes Memorial Award**

## **Purpose**

Ed Rhodes was a long time criminalist nationally recognized for his trace evidence work, certification effort, and teaching ability. Wherever Ed went, teaching and training were not far behind. He thoroughly immersed himself in the education of forensic scientists, other criminal justice professionals, and students. His ultimate goal was competency in the criminalistics profession. This led to the CAC Certificate of Competency program and subsequently a national certification program run by the American Board of Criminalistics. Ed believed in competency through knowledge, education, and training.

Towards this goal donations from friends and colleagues were made in Ed's memory, and the CAC established the Edward F. Rhodes Memorial Award. The purpose of this award is to give a CAC member who is preparing for a career in criminalistics or is newly employed in the field of criminalistics the opportunity to attend a major forensic or scientific meeting of benefit to forensic practitioners. The award is intended to assist the recipient to pursue educational opportunities outside the normal training activities in which persons in the recipient's situation participate. Examples of forensic meetings can include, but are not limited to, CAC Semi-Annual Seminars, American Academy of Forensic Science meetings, International Symposia, or other regional association meetings. Examples of significant scientific meetings are InterMicro and Promega.

## **Criteria**

1. Must be a CAC member (affiliate, provisional, or full)
2. Must be preparing for a career in criminalistics (student) or employed in the field of criminalistics less than three years
3. In the spirit of professionalism as exemplified by Ed, an ideal candidate should be willing to give some of him or herself to the requested event. In the case of attending a meeting, the effort may be in time or money, but an applicant who proposes to share ideas, or otherwise participate actively in the meeting or training would receive greater consideration.

## **Nominator**

Self nomination sponsored by a Full Member.

## **Nomination Period**

July 1<sup>st</sup> through December 31<sup>st</sup> every year

## **Form of Award**

1. The award will cover travel, lodging, and registration expenses up to \$1000. This amount may be adjusted by the Board of Directors based on income of the fund and meeting costs. This award must be used a year after it is presented at the awards ceremony of the spring seminar.
2. The award will also include a plaque which reads: *Granted in memory of Edward P. Rhodes III to honor his commitment to the field of Forensic Science and to the California Association of Criminalists.*

## **Awards Committee Action**

1. Receive applications and sponsorship forms and verify membership status with Membership Secretary.
2. Recommend a recipient by majority vote of the committee.
3. Forward the qualified applications to the Board along with the Committee recommendation.
4. Send letter of congratulations to winner and sponsor, and send letters to other applicants that they did not win.
5. Prepare plaque.

## **Source**

Board of Directors Minutes, May 2004

- Removed Endowment Committee approval of three candidates selected by Awards Committee (funding still provided by Endowment).



# **Paul Kirk President's Award**

## **Purpose**

In 1982, the General Section of the American Academy of Forensic Science (AAFS) established a fund to recognize outstanding new members to the profession of criminalistics. The General Section yearly awarded a \$100 cash stipend to each of the seven region associations, including the CAC, for this purpose. The CAC Paul Kirk award was an outgrowth of the General Section's award. This AAFS General Section award is now defunct.

The Presidents Award was established in 1994 to encourage a collegial relationship between the CAC and the Forensic Science Society in England by promoting scientific exchange and fellowship between members. The award is granted every year to a young forensic scientist. The winner is selected from the CAC in even numbered years and from the Forensic Science Society in odd numbered years. The recipient is sponsored to attend a meeting of the sister organization. In 1995 it was established that the winner of the CAC Paul Kirk Award would also be the recipient of the Presidents Award. Therefore, after 1994, the Paul Kirk Presidents Award was a combined award that was granted to a CAC member every two years. With the end of the AAFS General Section award, there is no longer a \$100 stipend given to the winner, but Paul Kirk's name was retained in the title of this award.

## **Criteria**

Candidates must be members of the CAC in any status, and must be employed in the profession for fewer than six years. Employment in the field is defined as full-time employment and shall not include time in pre-professional positions, such as an intern or laboratory technician. During the six-year qualifying period, the candidate should have demonstrated an interest in a professional organization, not limited to the CAC. Candidates must have made at least one of the following contributions to the profession:

1. Research disseminated in the form of a publication (e.g. journal or newsletter), presentation of a paper at a seminar, or delivered at a workshop or study group
2. Sustained production of papers or technical notes in newsletters or at seminars
3. Casework which provided a significant contribution to the investigation or adjudication of one or more cases
4. Training to law enforcement agencies, users of criminalistics services, or other criminalists
5. Involvement in study groups in the form of organizing speakers or group data gathering projects which will benefit the forensic science community
6. Development or design of materials which enhance the quality and integrity of evidence (e.g. evidence collection kits)

7. Any other unusual or significant contribution to the improvement of the criminalistics profession

### **Nominator**

No requirement; except that self-nominations will not be accepted.

### **Nomination Period**

January 1<sup>st</sup> to June 30<sup>th</sup> in even numbered years

### **Form of Award**

1. Plaque
2. Travel expenses to and from England to attend the upcoming Forensic Science Society meeting (the Society will pay the recipient's lodging and registration for the meeting).
3. Note: the CAC will pay the lodging and registration expenses for one CAC Seminar for the Forensic Science Society's winner of the Joint Presidents Award (given in odd numbered years).

### **Awards Committee Action**

1. Receive nominations.
2. Collect any additional background information required for each candidate.
3. Make recommendations to the Board of Directors regarding selection of award winner.
4. Send letters to the winner and all sponsors.
5. Prepare award plaque.

### **Source**

1. Letter to CAC President Rhodes from AAFC Executive Director, May 24, 1982
2. CAC Newsletter, December 1983 (Karen Sheldon)

# **Roger Greene III Memorial Award**

## **Purpose**

This is the highest award offered by the CAC. The award was instituted in 1963 and is designed to honor individuals who have made truly outstanding contributions to the profession of criminalistics.

## **Criteria**

1. Any qualifying persons are eligible, not just members of the CAC.
2. The principal reason for making the award would be an outstanding contribution to the field of criminalistics. Contributions which have aided or promoted the work and development of the CAC should be considered to be of importance, but qualified persons outside of this organization are eligible.
3. Under normal circumstances, the award will not be given for a specific paper presented or for some other routine activity. Rather, the award is for unusual and outstanding work. In most instances, the receiver should be what most members would class as a skilled and experienced worker of high ability and integrity within the professional field of criminalistics. While no monetary or other benefit will be given in connection with the award, it should be considered by the recipient as a sign of respect and admiration for the work in the professional field of criminalistics. Awards may be presented for contributions meeting the basic requirements which have occurred at any time.
4. Contributions will include any one or combination of the following:
  - a. Outstanding and unusual professional work on specific investigations.
  - b. Outstanding research and publication of the results or presentation as a formal paper before a meeting of the CAC.
  - c. A series of papers, presented at different times covering a wide range of subject matter which shows skillful work.
  - d. Unusual contributions to the education of criminalists.
  - e. High level direction or development of criminalistics laboratories.
  - f. Some other unusual and significant contributions to the improvement of the profession of criminalistics.

## **Nominator**

Any CAC member

## **Nomination Period**

Open

## **Form of Award**

A plaque custom-designed for each recipient typically listing biographical information relevant to the award.

## **Awards Committee Action**

1. Receive written nominations.
2. Collect additional materials as needed to evaluate the candidate against the award criteria.
3. Accept or reject the nomination by majority vote.
4. If approved, the nomination is sent to the President. The President will conduct interviews with members of the profession to ensure that the nominee is a person of good standing. The President will then present the nomination to the Board of Directors.
5. If the nomination is approved by a majority vote of the Board of Directors, the Awards Committee will publish an announcement of the candidate, along with a description of the award and selection process, in the CACNews. Also, send a letter to the nominee and the nominator. If the nomination is not approved, send a letter to the nominator only.
6. Remind the Recording Secretary to include a vote on the candidate in the agenda of the next Business Meeting Notice mailed to the Membership.
7. Three-quarters of the *attending* Members must approve the nomination for passage (proxies do not count). Vote should be by secret ballot.
8. If the candidate is approved by the Membership vote, prepare a plaque. Send letters to the nominee and nominator regardless of vote outcome.
9. Arrange for presentation of the award. This is usually done at the Banquet of the next Seminar, but special arrangements can be made to accommodate the winner. The CAC will pay any travel and lodging expenses necessary for the winner to attend the ceremony.

## **Source**

1. Awards Committee Report to the Board of Directors, November 8, 1963
2. CAC Newsletter, December 1983 (Karen Sheldon)
3. Minutes of the Board of Directors, July 13, 1990
4. Minutes of the Board of Directors, May 2005 (added Presidential interviews)

# **Service Award**

## **Purpose**

This award is designed to honor *members* who have provided service to the CAC.

## **Criteria**

This award may be given to any member who has provided a service to the Association. Particular examples include:

1. Service as a member of the Board of Directors
2. Service as a Seminar Chair
3. Service as a Study Group Chair
4. Service in a Committee
5. Organizing a special training session or workshop
6. Repeated contributions to the CACNews
7. Life Membership

## **Nominator**

The following automatically receive this award:

1. Members of the Board of Directors (at the end of their term)
2. Life members
3. Seminar Chairs

All other requests require a CAC member as a nominator.

## **Nominating Period**

Open

## **Form of Award**

Certificate: the standard form of this award is a certificate signed by the President.

Plaque: the Service Award presented to the President is always a plaque, presented at the Seminar when the President takes office. The Board must approve plaques instead of certificates for other individuals.

### **Awards Committee Action**

1. Certificates (including those for outgoing Board Members) require no action other than obtaining the President's signature
2. Plaques for incoming Presidents and Life Members require no action
3. Plaques for other individuals require approval by the Committee and the Board

### **Source**

1. CAC Newsletter, December 1983 (Karen Sheldon)
2. Awards Committee Revision (approved by Board 8/4/2004)
  - Merged "Merit Award" category into Service Awards

# **W. Jack Cadman Award**

## **Purpose**

This award is intended to honor Full Members who have recently contributed a significant amount of time and effort to the CAC.

## **Criteria**

1. All requirements must be completed after being elevated to Full Member.
2. Within the 5 consecutive years prior to receiving the award:
  - a. Attend 4 seminars (at least one day registration in the General Session) *and*
  - b. Present at least one paper at the General Session of a seminar and publish the paper or a facsimile of it in the CACNews *and*
  - c. Actively serve on a committee, as a Study Group Chair, or on the Board of Directors for at least one year.
3. A member on the Board of Directors is not eligible during their term.
  - a. Since Board Members approve recipients, this prevents a conflict of interest.
  - b. Board members will be eligible once Board term is over.
4. An individual may only receive this award once; however, there is no limit on the number of members who can receive the award each year.

## **Nominator**

No nomination is necessary. The Immediate Past-President will track the information necessary to receive the award.

## **Nomination Period**

Not applicable (continuously granted as members meet criteria)

## **Form of Award**

Trophy acrylic laser engraved with the CAC logo, award title, year, and recipient's name, appropriate size for display on a desk.

## **Immediate Past-President Action**

1. After each seminar, collect information from the Seminar Committee and Membership Secretary, and update database.
2. Examine database to determine which members are now eligible for award.

3. Forward list of qualified members to Board prior to next Board Meeting.
4. Send list of winners to Awards Committee.

#### **Awards Committee Action**

1. Receive list of award recipients from Board, and send out letters of congratulations.
2. Prepare awards for presentation at next seminar. The award will state "To Honor Jack Cadman".
3. If recipient does not attend next seminar, have award shipped to winner.

#### **Source**

1. Awards Committee reports to the Board of Directors October 2003 and January 2004
2. Board approval May 3, 2004