

LOUISIANA JUSTICE HALL OF FAME

Nomination guidelines

Purpose and Mission Statement: The Justice Hall of Fame was established by the LA State Penitentiary Museum Foundation in 2004 to honor and acknowledge the men and women of Louisiana who have served their community and the State of Louisiana in the honorable profession of law enforcement, judiciary, and related fields (including military service, governmental service, corrections, education, communications/media, victim services, volunteers, sponsors, and community activists).

Nomination Process: The LA State Penitentiary Museum Foundation is privileged to establish the Louisiana Justice Hall of Fame to honor contributions made to our state by these exceptional individuals. This is a tribute to their unselfish dedication to the citizens of the state to further the cause of justice.

The Foundation's Justice Hall of Fame Selection Committee will accept a maximum of 15 nominations annually from professional associations and the general public.

Nomination Material: Please read the attached information and guidelines thoroughly. Only those nominations submitted and completed in their entirety will be considered. Completed nomination packets with supporting materials should be received by email or US Mail no later than **December 31**.

Selection Criteria

- Born in Louisiana or adopted Louisiana as their home state through establishment of residency.
- Exhibited excellent character within their profession and to the community of which he/she served.

Nomination Guidelines

1. Nominations will be accepted beginning immediately following the annual induction ceremony and will close at the end of the calendar year. Incomplete nominations will NOT be considered. All nomination forms must be received on or before **December 31**.
2. Complete nomination packets include nomination form and supporting materials to include:
 - a. Summary of nominee's professional history (**Required**).
 - b. Summary of civic contributions and/or humanitarian activities. Describe the nominee's service to the community, state, and/or nation. Include information pertaining to community involvement in charitable activities and civic organizations.
 - c. List of awards and honors.
 - d. Agency/department photo (**Required**).

- e. Any anecdotal information for consideration.
3. One person per nomination.
4. If nominee is not chosen for induction, the nomination will be held for consideration during the following yearly cycle.
5. Nomination packets and attachments become property of Louisiana State Penitentiary Museum Foundation and will not be returned.
6. Only the nominator will be notified if the nominee is not selected.

LA State Penitentiary Museum Foundation Hall of Fame (HOF) Selection Committee

The selection process will begin in January of each year. Upon receipt of the nominations, the HOF Selection Committee will:

1. Review the submitted packets for accuracy and completeness pursuant; and
2. Verify nominees meet the eligibility requirements

The HOF Selection Committee will be comprised of members of the LA State Penitentiary Museum Foundation's Board of Directors and others as appointed by the President of the Board of Directors. Upon verification of the nominations by HOF Selection Committee, the committee shall deliberate and select a list of no more than five nominees which will be transmitted to the Board of Directors in March of each calendar year for approval.

INDUCTION

Each person selected for induction, or next of kin if the inductee is deceased, will be notified of the selection in writing and receive a formal invitation to attend the induction ceremony. The official announcement of the inductees will be made in April of each year. The induction ceremony will generally be held in July of each year.