

LAW ENFORCEMENT TORCH RUN®  
FOR SPECIAL OLYMPICS NEW MEXICO



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ORGANIZATIONAL GUIDELINES &  
PROCEDURES

## **PURPOSE**

The purpose of this governing document is to maintain that LETR organizational structure, guidelines and procedures, as well as its financial and developmental goals are established and adopted primarily by elected law enforcement officers in collaboration with Special Olympics New Mexico's mission and organizational guidelines and procedures.

## **MISSION OF THE NEW MEXICO LAW ENFORCEMENT TORCH RUN®**

The mission of the Law Enforcement Torch Run® (LETR) is to promote and empower law enforcement agencies, who:

- Raise community awareness of sports training, athletic competitions and other initiatives offered by Special Olympics New Mexico
- Provide opportunity, encouragement and hope to the athletes & families of Special Olympics New Mexico
- Provide financial support and in-kind resources to Special Olympics New Mexico through fund raising efforts

## **MISSION OF SPECIAL OLYMPICS NEW MEXICO**

The mission of Special Olympics New Mexico (SONM) is to:

- Provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with developmental disabilities, eight years and older, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

### **I. Organizational Structure (see Organizational Chart)**

Law Enforcement Torch Run® (LETR) is comprised of statewide law enforcement agencies coordinated by Regional Coordinators who also serve as members of the LETR Small Council and Executive Committee in New Mexico.

#### **A. Small Council**

The LETR Small Council shall consist of the following positions:

<b>LETR State Director</b>	<b>SONM Executive Director</b>
<b>LETR Assistant Director(s)</b>	<b>LETR Director of Operations</b>
<b>LETR Immediate Past Director</b>	<b>SONM LETR Liaison</b>
<b>SONM Athlete Representative</b>	

The LETR Small Council (the Council) is the governing body by which annual goals, administrative priorities, and operational guidelines and procedures are upheld and/or introduced, debated and prepared for a vote by the Executive Committee. The Council will have four regular meetings a year in person (which shall also be the Quarterly Meetings), and shall endeavor to have a fifth regular meeting a year in person as set by resolution of the Council.

### **General Responsibilities of the LETR Small Council**

- Follow guidelines and regulations set forth by the International Council, Special Olympics International, and Special Olympics New Mexico
- Establish and/or uphold annual goals and priorities
- Establish and/or uphold guidelines and procedures
- Establish annual Torch Run budget
- Appoint vacant Executive Committee positions as quorum in absence of LETR State Director
- Carry out the mission and priorities of the Law Enforcement Torch Run® and Special Olympics New Mexico

### **B. Executive Committee**

The LETR Executive Committee shall consist of the following positions:

<b>LETR State Director</b>	<b>SONM Executive Director</b>
<b>LETR Assistant Director</b>	<b>SONM LETR Liaison</b>
<b>LETR Regional Coordinators (10)</b>	<b>SONM Athlete Representative</b>
<b>LETR Immediate Past Director</b>	<b>LETR Operations Director</b>

The LETR Executive Committee (the Committee) is the governing body by which annual goals, operational guidelines and procedures are voted and implemented. The Committee will have one regular meeting a year in person (which shall also be the Annual Meeting), and shall endeavor to have a second regular meeting a year in person as set by resolution of the Committee.

### **General Responsibilities of the LETR Executive Committee**

- Ratify and adopt annual goals and operating budget
- Ratify and adopt guidelines and procedures

The duties of the remaining Small Council members are defined below. All positions assume office on January 1<sup>st</sup> of the year following the election.

### **State Torch Run Director**

Elected to serve a two-year term by vote of agency delegates via an online vote in July. State Director may serve two consecutive terms and then must sit out one term before eligible for election.

#### **Duties:**

- Serve on LETR Small Council and Executive Committee
- Preside and facilitate all meetings of Small Council, Executive Committee and general membership
- Serve as spokesperson for Small Council, Executive Committee and LETR New Mexico to International LETR Council and SONM Board of Directors
- Represent LETR at SONM events
- Appoint vacant Executive Committee positions as recommended by the Council

### **Assistant State Torch Run Director / State Director-Elect**

Elected to serve a two-year term as Assistant State Director / State Director-Elect by vote of agency delegates in July, followed by an additional two-year term as State Director.

#### **Duties:**

- Elected as State Director-Elect
- Report to LETR State Director
- Serve on LETR Small Council and Executive Committee
- Assist State Director with his/her responsibilities as needed
- Assume responsibilities and duties of State Director in his/her absence

### **Regional Coordinator**

Elected to serve a one year term by vote of agency delegates in accordance to the LETR election guidelines set forth in this governing document.

#### **Duties:**

- Report to LETR State Director and Assistant State Torch Run Director
- Serve on LETR Executive Committee
- Communicate regularly with LETR State Director, LETR Director of Operations, and LETR Liaison
- Communicate regularly with Torch Run Route Coordinator, and provide information and times of legs in his /her region one month prior to Torch Run (to maximize media coverage)

- Work with LETR Director of Operations to maximize and grow operational components (i.e. administrative, membership, development, and program engagement) in his/her region
- Schedule quarterly regional meetings for active local LETR agencies/officers in his/her region introducing them to the LETR and welcome back past participating agencies/officers
- Attend Executive Committee meetings and General Membership meeting

### **Immediate Past State Director**

Serve on LETR Small Council and Executive Committee: two year term (if active). If Immediate Past Director is not active due to unavoidable circumstances, another Past Director may be appointed by LETR State Director.

#### **Duties:**

- Act as a source of leadership support and counsel to current LETR State Director
- Serve on committees as appointed by LETR State Director
- Provide input to LETR Small Council and Executive Committee

### **Torch Run Route Coordinator**

Appointed annually upon start of the fiscal year by the LETR State Director to coordinate with LETR Agencies and/or Regional Coordinators facilitating Torch Run routes and Final Leg

### **SONM Athlete Representative**

Nominated by SONM and approved by LETR Executive Committee; two year term

#### **Duties:**

- Serve as voting member on LETR Executive Committee
- Represent SONM athletes on LETR Executive Committee
- Attend LETR Small Council (4), Executive Committee (1) and General Membership Meetings(1-3)
- Attend fund raising or other LETR Special events as requested
- Attend LETR International Conference

### **Ambassadors**

Individuals serving as a spokesperson to promote the mission of LETR to any individual, organization or corporation deemed necessary by LETR

**Duties:**

- Serve on sub-committees as appointed by LETR State Director
- Be able to act as the athlete representative to the NMLETR
- Be the “voice” of the NMLETR at media events, Sponsor / Community Partner meetings and functions
- Be able to commit to a life-long term (contingent on completion of term as an Athlete Representative)
- Have Global Messenger training and experience
- Have support of a coach/mentor to assist with conference calls or review of NMLETR materials
- Be available to participate in the LETR Kickoff / Celebration in September each year
- Serve as temporary mentor for incoming LETR Ambassadors
- Additional duties vary based on the experience and abilities of ambassador
- Attend LETR International Conference (based on meeting incentive requirements)\*:
  - Must raise minimum incentive level dollar amount
  - Must also complete at least five of his/her Ambassador duties (listed above)
  - Must have incentives signed off by an active NMLETR representative

**State Director Alumni**

Individuals serving as a State Director Alumni continue their leadership role through mentorship in LETR Ambassador Initiative.

**Duties:**

- Reports to Immediate Past State Director
- Provide the LETR Ambassador with an overview of the NMLETR’s mission and goals
- Provide LETR Ambassador with a reorientation / overview of the Law Enforcement Torch Run program for the LETR Ambassador at the beginning of his/her term
- Promote the LETR Ambassador to be a spokesperson on behalf of NMLETR at media events, sponsor / community partners meetings and function
- Assist in building leadership skills within the LETR Ambassador

**SONM Executive Director**

The duties and responsibilities of the SONM Executive Director are outlined in that positions job description, as created by the SONM Board of Directors.

**LETR Director of Operations**

SONM staff member dedicated to working full-time with LETR executive leadership and local agencies.

**Duties:**

- Serve on LETR Small Council and Executive Committee
- Share responsibility with LETR Small Council members in developing and monitoring operational guidelines and procedures, as well as annual goals and budgets.
- Ensure efficient management and compliance of such goals, budgets, guidelines, and procedures ratified and adopted by the Executive Committee
- Coordinate and oversee the administration of all law enforcement agencies in accordance with the LETR Operating Guidelines and Procedures
- Co-coordinate Law Enforcement Academy Trainings and Development Initiative
- Solicit and maintain statewide-level community partnerships and sponsorships
- Attend quarterly regional meetings

**SONM LETR Liaison**

SONM staff member appointed to position by SONM Executive Director

**Duties:**

- Serve on LETR Small Council and Executive Committee
- Serve as a liaison between LETR and SONM
- Share responsibility with LETR Small Council members in creating and monitoring budget and communicating budgetary considerations to the LETR Executive Committee
- Communicate regularly with LETR State Director and Director of Operations
- Provide administrative support for LETR special events and fund raising activities
- Maintain and update LETR administrative content on SONM website
- Distribute information about SONM & LETR activities, meetings and events
- Act as secretary for Small Council and Executive Committee meetings and record minutes of meetings

**C. Local LETR Agencies**

Local LETR Agencies (or Agencies) are law enforcement entities deemed “active” by the LETR Executive Committee and serve as the frontline to achieving LETR growth and sustainability through implementation of strategies and tactics for membership growth and retention, development, and officer participation at SONM events.

**Agency Coordinator(s)**

One-to-two individuals serving as agency liaisons within his/her respective law enforcement agency.

**Duties:**

- Report to Regional Coordinator
- Administer qualified documentation of agency activities within LETR operational areas of focus
- Submit financial revenue and reporting to SONM LETR Liaison
- Develop and oversees internal membership growth and retention strategies
- Promote and oversee fund raising and awareness strategies
- Connect agency with SONM Area Directors and Local Program Coordinators for officer engagement at Special Olympics events

**II. Committees**

The LETR State Director shall establish committees as necessary based on the current needs of the LETR. The LETR State Director will appoint chairpersons and make recommendations of potential committee members. At least one member of the Executive Committee will sit on each committee

In addition, the LETR will have a Nominating and Selection Committee as defined below.

**A. Nominating and Selection Committee**

Responsible but not limited to the selection of delegates to the International LETR Conference, World Games Final Leg, National Games Final Leg, LaMunyon Hall of Fame Nominations, John Carion Unsung Hero Nominations, and other nominations / selections.



These committees will report to the LETR State Director

Members of the committees include: one (1) SONM Board Member, SONM Executive Director, LETR Director of Operations, SONM LETR Liaison, two (2) Law Enforcement Torch Run Representatives chosen by LETR State Director & SONM Executive Director.

### **III. Operation of the LETR Administrative**

#### **A. Quorum**

A majority (one more than half) of the Small Council and/or Executive Committee shall be required to constitute a quorum in person or telephonically.

#### **B. Fiscal and Program Year**

The Fiscal year (also known as Program year) for the New Mexico Law Enforcement Torch Run is January 1 to December 31.

#### **C. Elections and Voting**

Elections for LETR State Director, Assistant State Director, and/or Regional Coordinators shall be held annually before the end of the program year, in which each term expires, as follows:

Elections for the LETR State Director, Assistant State Director, and/or Regional Coordinators members shall be conducted by a maximum of two agency coordinators (or delegates) per active agency in 3<sup>rd</sup> quarter of each program year.

The LETR Small Council shall establish a schedule for the nomination and election of individuals to serve as State Director, Assistant State Director, and/or Regional Coordinators.

Voting shall be conducted online using an internet-based voting tool (e.g. Survey Monkey) designated and approved by the Small Council. The online voting tool will be prepared and distributed to agency delegates in collaboration with Regional Coordinators, by the LETR Director of Operations and/or the SONM LETR Liaison.

No delegate may vote by proxy.

In the third quarter the LETR delegates shall elect its State Director, Assistant State Director and/or Regional Coordinators.

All elected positions will assume office on January 1<sup>st</sup>. If for some unforeseen reason the election can not take place before the end of the fiscal year, the election will be held as soon as possible.

Number of terms for State Director is limited to two (2) consecutive terms.

**D. Vacancies to Executive Committee**

Any vacancy which may occur on the Executive Committee will be filled by appointment by the LETR State Director, or if unavoidable, by a quorum of the Council. Any position appointed will serve until the remainder of term of the position vacated.

**IV. Operation of the LETR Program (Frontline)**

**A. Final Leg & Lap Around The Track**

The New Mexico Law Enforcement Torch Run (NMLETR) *Final Leg* is a two-part run in Albuquerque where NMLETR officers:

1. Carry the Flame of Hope® three miles from Albuquerque's Civic Plaza to the UNM Track and Field Complex (also known as Final Leg ROUTE), and
2. Carry the Flame of Hope one and a half laps around the track (also known as Final Leg LAP AROUND THE TRACK), ending with the lighting of the Olympic Cauldron.

**Participation:**

- The NMLETR Final Leg participation is available to all qualified NMLETR Officers, NMLETR Family Members, and designated Special Olympics New Mexico Athletes.
- All participating NMLETR **Family Members** must obtain and wear a current NMLETR t-shirt to participate in either the Final Leg *ROUTE* and/or *LAP AROUND THE TRACK*.
- Law Enforcement Torch Run **Family Members** shall be allowed to participate in the New Mexico Final Leg *ROUTE* in Albuquerque from its official starting point (Civic Plaza) to its final destination (UNM Track and Field Complex). Family Member participants must have a current NMLTER Runner Registration Form completed by day of NMLETR Final Leg. No age limit required; all minors must be accompanied by a Parent/Guardian.
- Law Enforcement Torch Run **Family Members** shall be allowed to participate in the New Mexico Final Leg *LAP AROUND THE TRACK*, as "Runners," entering the stadium before LETR officers and directly down the middle of the Track Field, ending at the Olympic Cauldron. No age limit required; all minors must be accompanied by a Parent/Guardian.

**B. Agency Fundraising**

## **Milestones & Awards:**

LETR Agencies are recognized and awarded at the end of the program year upon achieving the following fundraising milestones:

- *Bronze (\$1,000)*
- *Silver (\$4,000)*
- *Gold (\$8,000)*
- *Platinum (\$12,000)*
- *Legend (\$20,000+)*

## **C. Agency Incentives**

### **LETR International Conference:**

LETR International Conference delegates are LETR officers who have met the following criteria:

- Local Agency has met the current program incentive level

The LETR Small Council may grant exceptional status to a non-LETR officer to attend an LETR International Conference, if the following criteria are met:

- The Local Agency has met the current program incentive level
- The Local Agency has first invited all available LETR officers
- The Non-LETR officer provides multi-year and functional resources to the Local Agency relevant to the LETR frontline development plan

The current term LETR State Director and current term Athlete Representative are not considered incentive-based Local Agency delegates.