



## Public Safety Communications Awards Program 2018 Nomination Package

### No. CA APCO PUBLIC-SAFETY COMMUNICATIONS PUBLIC SAFETY COMMUNICATIONS TRAINER OF THE YEAR

**The deadline for all nominations to the Northern CA  
Chapter of APCO is September 7, 2018**

## Instructions

### Eligibility

Nominees must have been employed in the applicable category by a public safety agency any time between January 1, 2018 and September 1, 2018. Nominees do not have to be members of APCO.

Persons submitting a nomination or being nominated must be; a.) Residents of the United States or its Territories OR b.) Residents of an International Chapter (not in a Global Alliance location) of APCO International, as contained in APCO Policy Manual Article XIII, Section 13.1 (Therefore, Canadian nominees would not apply).

Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.

### Sample

#### Responsibilities:

- Plans, develops, schedules and conducts on the job and/or classroom training for 9-1-1 and public safety communications call takers, dispatchers and supervisors.
- Evaluates trainees' skills and job performance.
- Plans and/or develops advanced training for 911 public safety communications call takers, dispatchers and supervisors.
- Assists with developing and enhancing trainees' professional knowledge, skill, and ability through in-service training or career development training.

#### Sample Job Titles:

Communications Training Officer (CTO), Field Training Officer (FTO), Communications Training Instructor, Career Development Coordinator, Manager, Supervisor, Specialist, etc.

### Completing this form

- Save a copy of the downloaded version of this document to your computer's hard drive. ***Nominations will only be accepted using this form.***
- Type the required information directly into the saved version of the document.
- Be sure to include information for *all* requested sections.
- Include specific facts or examples wherever possible to back up your comments.
- Ask someone to proof the form before you submit it: Are there grammatical errors? Is there information that is unclear? Do the descriptions provide enough detail to "paint a picture" of the performance and contribution of the nominee to public-safety communications?

### Submitting your nomination

E-mail the completed nomination in (save in Adobe Acrobat format) and send as an attachment to [jackie.andrews@napco.com](mailto:jackie.andrews@napco.com). You will receive an email confirmation your nomination has been received within five business days. **All nominations must be received by Friday, September 7, 2018.**

**Award Nominee Information**

Name:	
Agency:	
Job Title:	
Agency Address: Address line 1:  Address line 2 (if applicable):  City:  State:  Zip code:	
Agency Phone Number (including area code):	Agency Fax Number (including area code):
Email address:	

**Nominator Information**

Name (one individual only, please):	
Agency:	
Job Title:	
Agency Address: Address line 1:  Address line 2 (if applicable):  City:  State:  Zip code:	
Agency Phone Number (including area code):	Agency Fax Number (including area code):
Email address:	How did you learn of the award? APCO web site Email from APCO Postcard from APCO Link from APCO's PSConnect page Link from NPSTW page Link from APCO's conference page Through a colleague Through an APCO chapter Other (please explain):

## The Criteria

Nominators: **Please answer each question on this form individually under the questions.** You may do so by expanding the space after each question or repeating the questions on additional pages as needed to answer each question separately. Each answer has a number value so questions left unanswered will negatively influence the scoring of the nomination.

1. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
2. Describe the nominee's daily and additional pertinent duties and responsibilities.
3. Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
4. Describe how the nominee functions as a team player.
5. Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
6. Describe how the nominee is a role model and how he or she demonstrates professionalism and dedication to the profession.
7. Explain how the nominee instructs, mentors and nurtures trainees to help trainees fulfill their potential. Is the nominee able to convey clear expectations of performance and achievement along with providing timely and ongoing feedback in areas of success and those areas needing more attention?
8. In one page or less, describe why the candidate should receive the **2018 No. CA APCO Public- Safety Communications Trainer of the Year** award.