



## Public Safety Communications Awards Program 2019 Nomination Package

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

**The deadline for all nominations to the Northern CA Chapter  
of APCO is September 2, 2019**

## Instructions

### Eligibility

This award is designed to honor two or more individuals from the same public-safety communications agency that worked on the same incident; event or project constitutes a team.

Team members must have been employed by a public safety agency any time between January 1, 2019 and September 1, 2019. 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 Titles:

Team members may hold any title within a Public-Safety Communications Center.

### 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.org](mailto:jackie.andrews@napco.org). You will receive an email confirmation your nomination has been received within five business days. **All nominations must be received by Monday, September 2, 2019.**

### 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 Website Email From APCO Postcard from APCO Link from APCO's PSConnect Link from NPSTC page Link from APCO's conference 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 team member's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
2. Provide a list of the employees assigned to the team and list a brief explanation of their duties and responsibilities.
3. Tell us how long each team member has been at this job and any previous public safety communications positions held.
4. Provide a brief overview of the incident/project the team members were involved in.
5. Describe the actions of the team members in handling the incident/project, including how they demonstrated professionalism and dedication as a team.
6. Explain how the actions of the team members impacted the outcome of the incident/project. List how demonstrated efforts were above and beyond the normal day to day work, and how creativeness, initiative and ability to think outside the box impacted the outcome of the incident.
7. What sets this incident, event or project apart from others that the team has been involved in, to warrant the recognition of the **2019 No. CA APCO Communications Team of the Year** award?