



## 2009 Chapter Awards Recognition Program Nomination Package Instructions

Each year the Association of Public-Safety Communications Officials (APCO) International presents awards to public safety communications personnel who have demonstrated the highest levels of personal and professional conduct and performance in the line of duty. In keeping with the spirit of recognizing excellence in the public safety community, the Northern California Association of Public Safety Communications Officials (NAPCO) is seeking nominations to the 2009 Chapter Awards Recognition Program.

NAPCO has replicated the APCO International annual awards program for several years, with the exception of the Trainer of the Year category. As with last year's program, there are five categories for the 2009 Chapter Awards Recognition Program: ***Telecommunicator; IT Technician; RF Technician; Line Supervisor; and Communications Center Director.***

NAPCO will submit the winners in each of the five categories to APCO International for consideration before the April 1, 2009 deadline. Therefore, *all nominations must be submitted and received by Friday, March 20, 2009.*

The Awards Committee of APCO International will select a winner in each category by May 1, 2009 and the awards will be presented at the [75<sup>th</sup> Annual Conference & Exposition in Las Vegas, Nevada](#), August 16 - 20 2009. Award recipients will enjoy VIP treatment, which starts with a fully paid trip to the Annual Conference & Exposition, including registration, travel expenses, and hotel accommodations. During the conference the recipients will be brought on stage to receive their awards. But the recognition doesn't stop there—they will also be featured in local press releases and in an article in APCO's *Public Safety Communications* magazine.

Nominees must have been employed in the applicable category by a public safety agency at any time between April 1<sup>st</sup> 2008 and March 31<sup>st</sup> 2009. *Nominees need not be NAPCO or APCO members, but we always encourage new members!*

The nominating person must provide written information about the nominee relating to various criteria of job performance and other attributes. The nomination package and form can be downloaded from the NAPCO website link at [www.napco.org/awards.htm](http://www.napco.org/awards.htm). Please be sure to use the official forms on the website; nominations on any other form(s) will be rejected.



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You may e-mail the completed nomination package to [angela.azevedo@cdcr.ca.gov](mailto:angela.azevedo@cdcr.ca.gov) or by U.S. mail, postmarked no later than **Friday, March 20, 2009**, to:

ANGELA M. AZEVEDO  
Department of Corrections & Rehabilitation  
Telecommunications Section  
Facility Planning, Construction and Management  
9838 Old Placerville Rd – P.O. Box 942883  
Sacramento, CA 95827 – Sacramento, CA 94283-0001

### The Criteria

- Describe the nominee's public safety communications agency.
- Describe the nominee's duties and responsibilities.
- Define how long the nominee has been at this job and what previous positions the nominee has held.
- Describe how the nominee demonstrates a willingness to operate as a team player.
- Give examples of actions that reflect the tradition of public safety service.
- Describe how the nominee demonstrates his/her knowledge of the profession.
- Describe how the nominee demonstrates exceptional courage, foresight, alertness, and skill in the performance of his/her profession.
- Describe how the nominee demonstrates flexibility in task assignments and capabilities.
- Each nominee will have distinguished himself/herself by having provided meritorious services on behalf of his/her profession. In 200 words or less, tell why the candidate deserves special recognition.

You may also submit newspaper clippings and commendation letters (limit 2 pages), an audio cassette or CD (<15 minutes) and/or a video tape/DVD (<5 minutes) with the nomination package. All submissions become the property of NAPCO and will not be returned.

Each award category has the following additional criteria which must be included in the nomination package:

### Telecommunicator Award:

- Describe the clarity and quality of voice communications via radio and telephone.

### IT Technician Award:

- Describe the quality of work performance.

### RF Technician Award:

- Describe the quality of work performance.



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### **Line Supervisor Award:**

- Describe the nominee's quality of supervision.

### **Communications Center Director Award:**

- Describe how the communications center director worked to improve working conditions for employees.
- Describe innovative procedures used by the communications director award nominee and the implementation of these procedures that enhanced productivity, improved standards, and demonstrated dedication to the field of public safety communications.
- Describe how the communications director award nominee has improved the quality of service provided to the community.

The NAPCO Awards Committee will select a winner in each category and will notify the winners' managers/supervisors on or before March 27, 2008. If desired, a NAPCO Board Member can officially present the award to each winner at the nominating agency's event to coincide with the National Public Safety Telecommunicators Week – April 12 – 18, 2009. Announcement of the award winners will also be made at the April NAPCO meeting.

Should you have any questions regarding NAPCO's Chapter Award Recognition Program, please contact me at (916) 255-2163 or by e-mail.

The NAPCO Board of Directors thank you in advance for your participation to promote and recognize excellence within the public safety community.

Sincerely,

*Angela M. Arvedo*, Chair  
NAPCO Awards Committee