



## **Public Safety Communications Awards Program Nomination Package for 2017 Awards**

**The deadline for all nominations is March 9, 2018**

**VIRGINIA APCO  
Tom Hansen Director of the Year Award**

### **Instructions**

#### **Eligibility**

Nominees must have been employed in the applicable category by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement. Nominations must be received no later than March 9, 2018.

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:**

1. Maintains appropriate contacts with the public, users and the media on the proper use of the emergency communications system.
2. Responsible for planning and directing the daily operations of the Communications Center.
3. Responsible for developing and monitoring the policies and procedures of the Communications Center.
4. Serves on advisory boards and other professional organizations and fosters the professionalism of the agency.
5. Maintains active liaisons with all participants, customers, emergency service providers and other departments and local, state and federal agencies relative to the operations of the Communications Center.
6. Prepares and submits an annual plan, including budget preparation and administration, program goals and Capital Improvement Plan.
7. Employs, schedules, counsels, disciplines, and evaluates the performance of Communications Center staff.
8. Performs a variety of functions as directed that could include accounts payable and employee payroll.

#### **Sample Job Titles:**

Director, Assistant Director, Executive Director, Deputy Director, PSAP Manager, Communication Center Director, Communications Director/Manager, Communications Administrator, Center Manager, Communications Chief, Public Safety Manager, Communications, 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**

Email the completed Microsoft Word nomination form as an attachment to [jlee@vbgov.com](mailto:jlee@vbgov.com). You will receive emailed confirmation that your nomination was received within three business days.

If you are unable to email the nomination, you can mail it to Jada Lee, VA-APCO Awards Committee, Operations Manager, Virginia Beach 9-1-1 Emergency Communications, 2508 Princess Anne Rd, Virginia Beach, VA 23456-2506. All nominations must be received by March 9, 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? <input type="checkbox"/> APCO web site <input type="checkbox"/> Email from APCO <input type="checkbox"/> Postcard from APCO <input type="checkbox"/> Link from APCO's MySpace page <input type="checkbox"/> Link from NPSTW page <input type="checkbox"/> Link from APCO's conference page <input type="checkbox"/> Through a colleague <input type="checkbox"/> Through an APCO chapter Other (please explain):

## The Criteria

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. How does the Communications Center Director interact with his/her staff?
7. Provide an example of the nominee's leadership abilities including his or her ability to inspire or promote innovation.
8. Describe the nominee's involvement with other agencies and the public.
9. Provide an example of the nominee's ability to demonstrate continuous learning and stewardship.
10. In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Center Director of the Year award.