



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

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

**VIRGINIA APCO PUBLIC-SAFETY COMMUNICATIONS LINE SUPERVISOR OF THE  
YEAR**

### **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:**

- Plans, organizes, establishes objectives; resolves difficult and complex operational issues; participates in the administration of a Communications Center, and supervises one or more employees.
- Is familiar with all operations and functions expected of subordinates and demonstrates that knowledge on a regular basis.
- Monitors and evaluates staff performance for completeness, accuracy and compliance with established policies and procedures.
- Recognizes performance issues and takes appropriate measures to correct, or praise employees.
- Is able to quickly prioritize and organize operational functions and makes appropriate decisions in stressful situations.
- Recognizes and mitigates potential issues within, or affecting, the Communications Center and is able to diffuse tense situations.
- Maintains a professional attitude at all times and ensures employees maintain the same.
- Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.

**Sample Job Titles:**

Dispatch Line Supervisor, Dispatch Supervisor, Dispatch Operations Shift Supervisor, Supervising Public Safety Dispatcher, Supervisor, Shift Manager/Supervisor, Communications Supervisor, Communications Shift Supervisor, Communications Center Supervisor, Line Supervisor, Operations Supervisor, Emergency Resource Supervisor, Telecommunications Supervisor, Senior Fire Communications Supervisor

**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. Describe the nominee's ability to interact with others and successfully forge positive relationships with individuals at all levels: (consider citizens, subordinates, peers, administration, other entities within the emergency services profession, etc.)
7. Describe any attributes, actions, or practices that make the nominee exceptional when compared to other PSAP supervisors. (What sets this supervisor apart from other supervisors?)
8. In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Line Supervisor of the Year award.