



## **Public Safety Communications Awards Program Nomination Package for 2016 Awards**

**The deadline for all nominations is March 3, 2017**

VIRGINIA APCO PUBLIC-SAFETY COMMUNICATIONS TEAM AWARD

### **Instructions**

#### **Eligibility**

This award is designed to honor two or more individuals from the same public-safety communications agency who performed in an outstanding manner while working together as a team on the same incident, event or project.

Team members must have been employed 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 3, 2017.

#### **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**

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 3, 2017.

**Award Nominee Information (Expand to List Each Team Member)**

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 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 Virginia APCO Team Award?