

### Public Safety Communications Awards Program 2019

### Nomination Package

#### The deadline for all nominations is September 23rd, 2019

##### MONTANA 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 any time between May 1, 2018 and April 30, 2019. Nominees do not have to be members of APCO.

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 lkelly@chouteaucosomt.com You will receive emailed confirmation that we have received your nomination within five business days.

If you are unable to email the nomination, you can fax it to Lecia Kelly at (406) 622-3815 or mail it to Lecia Kelly, Chouteau County Sheriff’s Office, PO Box 459, Fort Benton, MT 59442. All nominations must be received by September 23rd, 2019.

**Still have questions?**

Frequently asked questions (FAQs) are available for downloading from the APCO Awards page at <http://www.apcointl.org/new/membership/awards.php>.

**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?  \_\_ Montana APCO web site  \_\_ Email from Montana APCO  \_\_ Through a colleague  \_\_ CJIN announcement  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 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 2019 Montana APCO Public-Safety Communications Line Supervisor of the Year award.***