



Wyoming APCO

Public Safety Communications Awards Program 2011 Nomination Package

The deadline for all nominations is Oct 21, 2011

WYOMING APCO PUBLIC-SAFETY COMMUNICATIONS CENTER SUPERVISOR/DIRECTOR/MANAGER OF THE YEAR

Instructions

Eligibility

Nominees must have been employed in the applicable category by a public safety agency any time between October 1, 2010 and October 1, 2011. Nominees do not have to be members of APCO. Persons submitting a nomination or being nominated must be; a.) Residents of the United States or its Territories OR b.) Residents of an International Chapter (not in a Global Alliance location) of APCO International, as contained in APCO Policy Manual Article XIII, Section 13.1

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 Administrator, Center Manager, Communications Chief, Public Safety Manager, Communications, etc.

Completing this form

- 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 crystal.mcguire@wyo.gov.

If you are unable to email the nomination, you can mail it to Crystal McGuire 5300 Bishop Blvd, Cheyenne, WY, 82009. All nominations must be received by October 21, 2011.

Still have questions?

Email: Crystal.McGuire@wyo.gov

Phone: 307-777-4327.

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"/> Link from APCO's conference page <input type="checkbox"/> Through a colleague <input type="checkbox"/> Through an APCO chapter <input type="checkbox"/> Other (please explain):

The Criteria

Nominators – Please answer each question individually. 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. 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. 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 2010 Wy APCO-Public-Safety Communications Center Director/Manager of the Year award.