# Public Safety Communications Awards Program
# Nomination Package for 2023 Awards

**The deadline for all nominations is March 15, 2024**

VIRGINIA APCO PUBLIC-SAFETY COMMUNICATIONS INFORMATION
TECHNOLOGIST or RADIO FREQUENCY TECHNOLOGIST 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 by 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 2359 hours on March 15, 2024.

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 Job Responsibilities**

ANALYTICAL/TECHNICAL:

- Provides technical support and performs professional work related to the operation and support of computer hardware, peripherals, and software applications.
- Participates in the evaluation and implementation of new computing technologies.
- Performs complex level application support work on the agency's computer applications systems.
- Provides project and program leadership to professional and technical staff.
- Provides project management for large scale support projects.
- Performs routine to complex level application support work on the agency's computer applications systems.
- Performs advanced level telecommunications work related to the purchase, installation, and maintenance of communications equipment.
- Performs technical work gathering, analyzing, and summarizing data.
- Manages the installation, operation, and maintenance of equipment.
- Maintains knowledge of 800 Mhz,900 Mhz, and P25 radio communications systems and equipment
- Possesses experience in UHF/VHF radios, repeaters, digital/analog microwave and an extensive network of mobile radios.
- Demonstrates ability to work with many different user agencies.
- Possesses ability to provide information to assist in grant writing for radio.

- Prepares and maintains various records of maintenance and operation as required by the FCC including renewal of FCC licensing.
- Installs and/or oversees the installation of radio site ground, antenna systems, security systems, carrier equipment (T1, DS3), emergency power generators, fuel systems, towers, transmission lines, and site alarm status reporting equipment.
- Maintains current experience in state of the art electronic equipment repair, including bench repair and radio transmitting and receiving equipment.
- Plans for infrastructure additions, site expansions and improvements as necessary to insure coverage and systems reliability.
- Develops and presents written and oral recommendations, budgets, and schedules for upgrading existing systems.

DATABASE/NETWORK:
- Performs and coordinates the activities necessary to administer and manage the databases and systems used within and across departments throughout the agency.
- Designs and develops GIS applications.
- Provides analytical modeling in support of planning functions.
- Manages and coordinates the design installation, upgrade and maintenance of agency wide network systems.

**Sample Job Titles**
Systems Administrator, Information Technologist Specialist, Information Technologist, Network Administrator, Systems Engineer, Senior Computer Analyst, CAD/GIS Administrator, Network Services Supervisor, NCIC/CAD System Manager, Technician, 9-1-1 Systems, Information Technology Coordinator, Senior Project Manager, Records Technician (MSAG Coordinator), Mobile/CAD System Administrator, Information Technology Specialist 4, IT Tech and Address/Mapping Coordinator, Director Public Safety Communications, Electronics Communications Technician, Telecommunications Engineer, Communications Technician, Senior Communications Technician, Radio Lead Technician, Radio Technician, Technical Systems Administrator, 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?
- ***If submitting a nomination for Information Technologist, answer only questions 1-8 and question 11.***
- ***If submitting a nomination for Radio Frequency Technologist, answer only questions 1-5 and questions 9-11.***

**Submitting your nomination**
Email the completed Microsoft Word nomination form as an attachment to 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, Director, Virginia Beach 9-1-1 Emergency Communications, 2508 Princess Anne Rd, Virginia Beach, VA 23456-2506.  All nominations must be received by 2359 hours on March 15, 2024.

**Award Nominee Information**

| Name: |
|---|
| Agency: |
| Job Title: |
| Agency Address:<br>Address line 1:<br><br>Address line 2 (if applicable):<br><br>City:<br><br>State:<br><br>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:<br>Address line 1:<br><br>Address line 2 (if applicable):<br><br>City:<br><br>State:<br><br>Zip code: |

| Agency Phone Number (including area code): | Agency Fax Number (including area code): |
|---|---|
| Email address: | How did you learn of the award?<br>___APCO web site<br><br>___Email from APCO<br>___Postcard from APCO<br>___Link from APCO's MySpace page<br>___Link from NPSTW page<br>___Link from APCO's conference page<br>___Through a colleague<br>___Through an APCO chapter<br>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.  *[IT Tech Only]* Describe how the nominee insures the reliability of the agency's internal computer system and protects the integrity and security of the agency's data.

7.  *[IT Tech Only]* Describe how the nominee ensures the agency meets and maintains external (local, state, and federal data security) requirements.

8.  *[IT Tech Only]* Describe how the nominee utilizes innovative solutions and applications to further the mission of the organization.

9. *[RF Tech Only]* The work of a Public Safety Radio Frequency Technologist involves rapidly changing technology. How does the nominee keep his or her expertise current?

10. *[RF Tech Only]* Maintaining and troubleshooting radio and communications equipment means dealing with many vendors and different types of user agencies. Describe how the nominee develops and employs good communication with all involved.

11. In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Information Technologist or Radio Frequency Technologist of the Year award.