



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

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

VIRGINIA APCO PUBLIC-SAFETY COMMUNICATIONS PUBLIC SAFETY  
COMMUNICATIONS TRAINER OF THE YEAR  
**NICHOLAS E. STEPANIAK TRAINER OF THE YEAR AWARD**

### 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 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 Responsibilities:

- Plans, develops, schedules and conducts on the job and/or classroom training for 911 and public safety communications call takers, dispatchers and supervisors.
- Evaluates trainees' skills and job performance.
- Plans and/or develops advanced training for 911 public safety communications call takers, dispatchers and supervisors.
- Assists with developing and enhancing trainees' professional knowledge, skill, and ability through in-service training or career development training.

#### Sample Job Titles:

Communications Training Officer (CTO), Field Training Officer (FTO), Communications Training Instructor, Career Development Coordinator, Manager, Supervisor, Specialist, 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?

**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, 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: 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? ____ 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):
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## 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 how the nominee is a role model and how he or she demonstrates professionalism and dedication to the profession.
7. Explain how the nominee instructs, mentors and nurtures trainees to help trainees fulfill their potential. Is the nominee able to convey clear expectations of performance and achievement along with providing timely and ongoing feedback in areas of success and those areas needing more attention?
8. In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Trainer of the Year award.