



KANSAS CHAPTER

Team Of The Year

Submissions must be received by 7 AM Monday, March 11, 2019

Eligibility

Nominees must have been employed in the applicable category by a public safety agency any time between January 1, 2018 and December 31, 2018. Nominees do not have to be members of APCO. Persons being nominated must be residents of Kansas, United States.

Instructions

This award is designed to honor two or more individuals from the same Public-Safety Communications Agency who worked on the same incident; event or project. Team members may hold any titles within the Public Safety Communications Center.

When completing your nomination for submission please ensure you have selected the correct category and that you provide as much detail about the nominee in your nomination as possible. To assist you we have included below a list of sample job titles as well as sample job responsibilities. They are not all inclusive as you know agencies job titles vary across the state. Please note that nominations submitted in incorrect categories will be disqualified from the judging process.

Nominator Tips & Resources

Please provide as much detail about the nominee in your nomination as possible. Include specific examples to emphasize and illustrate exemplary performance.

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 nomination form and any supporting recordings or documents as an attachment to 1st Vice President Angela Murphy at amurphy@allencounty911.org Please place **TCOY** in the Subject Line of email submissions. If you cannot email the supporting materials because they are too large, they may be mailed (snail mail) to Angela Murphy c/o Allen County 911, 410 N. State, Iola, KS 66749

Award Nominee

Name of person being nominated	
Position title of person being nominated	
Agency	
Address	
Address (cont)	
City	
State	KS
Zip	
Phone	
Email	

Nominator Information

Name of person nominating	
Title of nominator	
Agency	
Address	
Address (cont)	
City	
State	KS
Zip	
Phone	
Email	

How did you learn of the award?



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. Provide a list of the employees assigned to the team and a list a brief explanation of their duties and responsibilities.
3. Tell us how long each team member has been at this job? Do they have any previous public safety communications experience?
4. Describe 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 2019 APCO Team of the Year Award?

*Don't forget to **Save** your Document and submit it to amurphy@allencounty911.org*