



California Public-Safety Radio Association

(Southern California Chapter of APCO – International)



www.cpra.org Phone/Fax 213-291-9411

ANNUAL TELECOMMUNICATORS APPRECIATION WEEK AWARD NOMINATIONS

NOMINATION INFORMATION

This year's Appreciation Banquet will be held on Thursday April 15, 2010, at the Quiet Cannon - Montebello Golf Course, Montebello, California. Reservation forms will be available for download from the CPRA website (www.cpra.org). Note: **Five copies of all nomination packets must be received no later than 5 PM Friday January 22, 2010.** Nomination packets may be mailed or hand-delivered to any CPRA Executive Board member prior to the deadline.

Nomination Information:

In order to become better aligned with APCO International's Annual Public Safety Awards Program, please note the change in criteria and award categories from previous year's nominations to CPRA.

Award Categories:

- Public Safety Communications Center Director/Manager of the Year
- Public Safety Communications Line Supervisor of the Year
- Public Safety Communications Trainer of the Year
- Public Safety Communications Telecommunicator of the Year



Awards in these categories will be awarded in three levels: Honorable Mention, Runner-Up, and Winner. The top winner selected in these categories will be nominated to the APCO International Awards Program by CPRA.

CPRA will also continue to recognize those Communications personnel who have distinguished themselves through individual actions and dedication to duty, in the following additional award categories:

- Public Safety Communications Outstanding Performance by an Individual (Police/Fire)
- Public Safety Communications Exemplary Service

Awards in these categories will have no single top award "winner" and multiple nominees may be recognized. Determination of award will be at the sole determination by CPRA.

Award Criteria:

- Describe the nominee's public safety communications agency
- Describe the nominee's duties and responsibilities
- Tell us how long the nominee has been at the job and any previous positions the nominee has held
- Describe how the nominee demonstrates a willingness to operate as a team player
- Give examples of actions that reflect the tradition of public-safety service
- Describe how the nominee demonstrates his/her knowledge of the profession
- Show the nominee's demonstration of exceptional courage, foresight, alertness and skill in the performance of his/her profession
- In 200 words or less, describe why the candidate should receive the award

In addition to the above, each award category has the following criteria:

Public Safety Communications Telecommunicator Award:

- Describe how the nominee demonstrates flexibility in task assignments and capabilities as a telecommunicator
- Describe the clarity and quality of voice communications via radio and telephone

Public Safety Communications Center Director/Manager Award:

- Describe how the Communications Center Director/Manager worked to improve working conditions for employees
- Describe innovative procedures used by the Communications Director/Manager award nominee and the implementation of these procedures that enhanced productivity, improved standards and demonstrated dedication to the field of public safety communications
- Describe how the Communications Center Director/Manager award nominee has improved the quality of service provided to the community

Public Safety Communications Line Supervisor Award:

- Describe how the nominee demonstrates flexibility in task assignments and capabilities as a supervisor
- Describe the nominee's quality of supervision

Public Safety Communications Trainer Award:

- Describe how the nominee demonstrates flexibility in task assignments and capabilities as a trainer
- Describe the nominee's quality of training

CPRA Outstanding Performance by an Individual Award for Police/Fire:

This award affords recognition to a telecommunicator (or supervisor performing duties of a telecommunicator) who handled a situation involving a critical incident under unusual circumstances.

- Describe how the individual performed "above and beyond the call of duty" in handling a life threatening or extraordinary incident under unusual circumstances
- Describe how he/she demonstrated uncommon initiative and/or creativity in dealing with limited information, and in coordinating varied resources

NOTE: Nominations in this category must include a CD audio recording (10 minutes maximum) that reflects a sample of the nominee's outstanding performance during the incident. Only one CD copy is required with the nomination submission for each nominee.

CPRA Exemplary Service Award:

This award affords an agency the opportunity to nominate an individual or individuals (Telecommunicator, Supervisor, Trainer, Manager, communications team, or communications support personnel) for recognition of exemplary service which does not fall into one of the above categories.

- Describe the nominee's outstanding accomplishments and exemplary service



How do I nominate?

Nominations **MUST** be for the calendar year 2009
(January 1, 2009 through December 31, 2009)

January 2010						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

There is no limit to the number of entries (nominees) that each agency can submit. Each entry must be accompanied with its own nomination cover sheet (make copies of the next page), followed by the nomination criteria information for the specific award as listed above. Incomplete nominations will not be considered. Mail or deliver completed nomination packets to CPRA before the deadline!

REMINDER: Five copies of each nomination packet must be received no later than 5 p.m. Friday January 22, 2010

NOMINATION COVER SHEET

(Must be attached to each nomination)

This nomination is for (select one category only):

- Communications Center Director/Manager of the Year Line Supervisor of the Year
- Communications Trainer of the Year Telecommunicator of the Year
- CPRA Outstanding Performance by an Individual (Police/Fire) CPRA Exemplary Service Award

Please Note:

All awards are for incidents occurring during the 2009 calendar year. Nominations for individuals in multiple categories must be submitted on separate nomination sheets.

Name / Title of Nominee: _____

Agency: _____

Name / Title of individual
Forwarding this nomination: _____

Agency Contact for Further Information: _____
(if different than above)

Daytime Phone Number: _____ Fax Number: _____

Email Address: _____

Just one more thing...

In the Director/Manager, Supervisor, Trainer, and Telecommunicator of the Year categories, please attach copies of any memos, letters of commendation, or other recognition related to their performance. In the Outstanding Performance category, don't forget to include one 10 minute or less audio CD reflecting a sample of the nominee's performance during the incident.

Send five copies of each nomination packet to:

CPRA
Attn: Nominations
P.O. Box 1181
Riverside, California 92502

Thank you for taking the time to recognize the outstanding work of your co-workers and staff!

2010 National Telecommunicators Week Buttons are now available from CPRA!

Visit our website at www.cpra.org for details and order forms... Supplies are limited.

