



The ***Supervisor of the Year Award*** is presented to a supervisor of a public safety agency who encourages and demonstrates teamwork, inspires others and leads by example.

Eligibility:

Nominees must have been employed in the applicable category by a public safety agency between January 1, 2020 and December 31, 2020.

Persons submitting a nomination must be: residents of the United States or its Territories or members of the Texas Chapter of APCO, as contained in APCO Policy Manual Article XIII, Section 13.1.

Qualities:

- Participates in the administration of a Communications Center, and supervises one or more employees.
- Familiar with all operations and functions expected of subordinates and demonstrates that knowledge on a regular basis.
- Monitors and evaluates staff performance for completeness, accuracy and compliance with established policies and procedures.
- Is able to quickly prioritize and organize operational functions and makes appropriate decisions in stressful situations.
- Recognizes potential issues within, or affecting, the Communications Center and is able to quickly find and implement solutions.
- Maintains a professional attitude at all times
- Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.

Instructions:

- Save a copy of the downloaded version of this document. **Nominations will only be accepted using this form.**
- Provide 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.
- Email the completed Microsoft Word nomination form as an attachment to texasapco@gmail.com
- You will receive emailed confirmation of receipt within five business days.
- All nominations must be received by **April 2, 2021, 5:00 PM.**

Award Nominee Information:

Name:	
Agency & Job Title:	
Agency Address:	
Address line 2 (if applicable):	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:

Nomination Made By:

Name:	
Agency & Job Title:	
Agency Address:	
Address line 2 (if applicable):	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:

Criteria:

Please answer **all** questions individually. You may do so by expanding the space after each question or adding additional pages as needed to answer each question separately.

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 duties and responsibilities.
3. How long have the nominee been at this job or any previous public safety communications position?
4. Describe how the nominee functions as a team player.
5. Provide an example of how the nominee goes above and beyond what may be required of an individual in this position.
6. Describe the nominee's ability to interact with others and successfully forge positive relationships with individuals at all levels: (citizens, subordinates, peers, administration, other entities within the emergency services profession, etc.)
7. Describe any attributes, actions, or practices that make the nominee exceptional and sets them apart from other supervisors.
8. In one page or less, describe why the candidate should receive the 2020 Texas APCO Supervisor of the Year Award.