### 2017 MISSOURI PUBLIC SAFETY COMMUNICATIONS AWARDS

### DIRECTOR OF THE YEAR

#### The deadline for all nominations is February 15, 2017

**Instructions**

**Eligibility**

Nominees must have been employed in the applicable category by a public safety agency any time between February 1, 2016 and January 31, 2017.

**Sample Job Titles:**

Director, Assistant Director, Executive Director, Deputy Director, PSAP Manager, Communication Center Director, Communications Director/Manager, Communications Administrator, Center Manager, Communications Chief, Public Safety Manager.

**Sample Responsibilities of Eligible Candidates**

1. Supervises an emergency communications center taking calls from the public and/or dispatching emergency response for law enforcement, fire services, or emergency medical services.
2. Establishes operating procedures, directs the maintenance of records, supervises training, and evaluates the effectiveness and efficiency of operations and equipment.
3. Prepares departmental budgets, oversees the routine testing and inspection of equipment and approves all policies and procedures within their authority.
4. Provides guidance to staff members and ensures compliance with applicable federal, state and local laws and regulations.
5. Maintains appropriate contacts with the public, users and the media on the proper use of the emergency communications system.
6. Maintains active liaisons with all participants, customers, emergency service providers and other departments and local, state and federal agencies relative to the operations of the Communications Center.

**Completing this form**

* Save a copy of the downloaded version of this document to your computer’s hard drive.
* 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 as an attachment to [roger.martin@mshp.dps.mo.gov](mailto:roger.martin@mshp.dps.mo.gov). You will receive a return email confirming receipt of your nomination. **IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 5 DAYS - PLEASE CONTACT Roger Martin 573-644-3870.**

If unable to email the nomination, you may FAX it to (573) 526-6274 attention Roger Martin or mail to:

MSHP HQ - ICTD

1510 East Elm Street

Jefferson City, MO 65101

ATTN: Roger Martin, OPS Training.

**WE WILL CONFIRM RECEIPT. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 5 DAYS - PLEASE CONTACT Roger Martin 573-644-3870.**

### DIRECTOR OF THE YEAR

**Award Nominee Information**

|  |  |
| --- | --- |
| Name: | |
| Agency: | Job Title: |
| Agency Address:  City: MO 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: | City: | | MO : | Zip code |
| Agency Phone Number (including area code): | | Agency Fax Number (including area code): | | |
| Email address: | | | | |

# **The Criteria**

Nominators – **Please answer each question on this form individually**. 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.

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***.

1. ***Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.***

1. ***Describe how the nominee functions as a team player***.
2. ***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.***

1. ***How does the Communications Center Director interact with his/her staff?***

1. ***Provide an example of the nominee’s leadership abilities including his or her ability to inspire or promote innovation.***

1. ***Describe the nominee’s involvement with other agencies and the public.***
2. ***Provide an example of the nominee’s ability to demonstrate continuous learning and stewardship***.
3. ***In one page or less, describe why the candidate should receive the Missouri Public Safety Communications Director of the Year award.***