### 2017 MISSOURI PUBLIC SAFETY COMMUNICATIONS AWARDS

### SUPERVISOR 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 Responsibilities:**

* Plans, organizes, establishes objectives; resolves difficult and complex operational issues; participates in the administration of a Communications Center, and supervises one or more employees.
* Is 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.
* Recognizes performance issues and takes appropriate measures to correct, or praise employees.
* Is able to quickly prioritize and organize operational functions and makes appropriate decisions in stressful situations.
* Recognizes and mitigates potential issues within, or affecting, the Communications Center and is able to diffuse tense situations.
* Maintains a professional attitude at all times and ensures employees maintain the same.
* Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.

**Sample Job Titles:**

Dispatch Supervisor, Shift Supervisor, Supervising Dispatcher, Supervisor, Shift Manager/Supervisor, Communications Supervisor, Communications Shift Supervisor, Operations Supervisor, Emergency Resource Supervisor, Telecommunications Supervisor, Senior Fire Communications Supervisor

**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.**

### SUPERVISOR 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***.
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 the nominee’s ability to interact with others and successfully forge positive relationships with individuals at all levels: (consider citizens, subordinates, peers, administration, other entities within the emergency services profession, etc.)***
7. ***Describe any attributes, actions, or practices that make the nominee exceptional when compared to other PSAP supervisors. (What sets this supervisor apart from other supervisors?)***
8. ***In one page or less, describe why the candidate should receive the Missouri Public Safety Communications Supervisor of the Year award.***