### 2017 MISSOURI PUBLIC SAFETY COMMUNICATIONS AWARDS

### TEAM OF THE YEAR

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

**Instructions**

**Eligibility**

1. This award is designed to honor two or more individuals from the same emergency communications agency that worked on the same incident or event.
2. Eligible candidates must have worked on the incident, project or event as a team and must all be employed by the same emergency communications agency.
3. Team members must have been employed by a public safety agency any time between February 1, 2016 and January 31, 2017.

**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 as an attachment to 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.**

### TEAM OF THE YEAR

**Award Nominee Information (Expand to List Each Team Member)**

|  |
| --- |
| 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 team member’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 list a brief explanation of their duties and responsibilities.***
3. ***Tell us how long each team member has been at this job and any previous public safety communications positions held.***
4. ***Provide 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 recognition as the Missouri Public Safety Communications Team of the Year.***