### 2017 MISSOURI PUBLIC SAFETY COMMUNICATIONS AWARDS

### "GEORGE MAJOR" TRAINER 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 or actively involved in Communications Training any time between February 1, 2016 and January 31, 2017. Nominees do not have to be members of the Missouri Professional Training Partnership, Missouri APCO or NENA.

**Sample Responsibilities:**

* Plans, develops, schedules and conducts on the job and/or classroom training for 911 and public safety communications call takers, dispatchers and supervisors.
* Evaluates trainees’ skills and job performance.
* Plans and/or develops advanced training for 911 public safety communications call takers, dispatchers and supervisors.
* Assists with developing and enhancing trainees’ professional knowledge, skill, and ability through in-service training or career development training.
* Serves as a Partnership instructor for basic communications or continuing education courses.

**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.**

### GEORGE MAJOR TRAINER 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** - Answer each question individually. Do so by expanding the questions below.

1. **Describe the nominee’s daily and additional pertinent duties and responsibilities.**
2. **Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.**
3. **Describe how the nominee functions as a team player.**
4. **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.**
5. **Describe how the nominee is a role model and how he or she demonstrates professionalism and dedication to the profession.**
6. **Explain how the nominee instructs, mentors and nurtures trainees to help trainees fulfill their potential. Is the nominee able to convey clear expectations of performance and achievement along with providing timely and ongoing feedback in areas of success and those areas needing more attention?**
7. **In one page or less, describe why the candidate should receive the Public Safety Communications "George Major" Trainer of the Year Award.**