



## **APCO Public Safety Awards Program (PSAP)**

### **FAQ**

#### **Who's eligible to be nominated?**

A nominee:

- Must have been employed (in the applicable awards category) by a public safety agency any time between April 1, 2018 and March 31, 2019.
- Must be a) a resident of the United States or its territories OR b) a resident of an International Chapter of APCO International

#### **Does my nominee have to be an APCO member?**

No. Nominees do not need to be members of APCO.

#### **Do I have to be an APCO member to submit a nomination?**

No. You do not need to be an APCO member to nominate an individual or team for a PSAP award.

#### **Do I have to work with the person(s) I'm nominating?**

Not necessarily, although the strongest nomination forms include details about and examples of the nominee's work that are most readily known by co-workers and others who are familiar with specifics about the nominees' demonstrated commitment to their profession.

#### **What is the deadline for submitting a nomination?**

Nominations must be submitted by midnight EST, April 1, 2019. None will be accepted after that time.

#### **Should I tell my nominee in advance about the nomination?**

The decision to inform your nominee is yours to make. APCO International does not inform individuals/agencies about their nomination unless they are selected as winners.

Some nominators choose to include the individual in the process in an effort to get as much information as possible about the nominee. The most successful nomination forms tell the story of the person being considered, and include details and examples of the nominee's exemplary commitment and performance.

**Should I inform my nominee's supervisor/manager in advance about the nomination?**

Yes. You are strongly encouraged to get support from your nominee's supervisor before you begin the process. Not only is this a professional courtesy, but the supervisor may be able to provide valuable information for nomination form.

**Can I submit more than one nomination?**

You can submit as many nominations, in as many categories, as you like.

**Once I start a nomination form, can I make changes to it?**

You can, as long as you remember to save the form. Do so by clicking "Save Nomination" at the bottom of the page. You may change your nomination until the deadline, midnight EST, April 1. When your nomination is complete, you will click the "certify" button at the bottom of the page. Once you do this, your nomination is locked and can no longer be changed.

**After I've submitted a nomination, can I make any changes to it?**

No. After completing your nomination, you will be asked to click the "certify" box on the form. Doing so locks and submits your form for scoring. After clicking "certify", you will not be able to edit your nomination form.

**What happens after I submit my nomination?**

You will receive an e-mail confirmation that your nomination has been received. However, your nominee will not receive notification. Once received, your nomination will be reviewed by members of the APCO Awards Committee.

This group is comprised of sub-committees whose members represent each of the awards categories. (Information Technology, Communications Center Director, Line Supervisor, etc.) These sub-committee members are APCO members from throughout the country who volunteer their time to identify their peers who have demonstrated exemplary performance.

Award winners will be notified in May.

**Will my nominee be notified?**

If selected as an award recipient, your nominee will receive a certified letter from APCO International in May. APCO International does not notify others who were nominated.

**Can I attach supporting documentation to the nomination form?**

Yes. Here are the guidelines for submitting supporting documentation such as letters, newspaper articles, etc.

- Only ZIP files will be accepted (must end in ".zip.")
- All attachments must be combined into a single ZIP file
- There is a limit of 1 attachment per nomination

Previously uploaded ZIP files will be overwritten when a new one is submitted

### **What happens if I submit a nomination in the wrong category?**

Since nominations submitted in incorrect categories are disqualified from scoring, it's important to select the right category for your nominee. If you make a mistake, here's what to do:

- If you haven't yet saved, certified or submitted the nomination:
  - Return to the awards page <http://psap.apcointl.org/login/>
  - Select the correct category for the nomination
  - Begin the nomination form again.
  - Your previous, incorrect nomination will not be recorded.
- If you've already saved, certified or submitted your nomination, and it's in the wrong category:
  - Return to the awards page <http://psap.apcointl.org/login/>
  - Select the correct category for the nomination
  - Begin the nomination form again.
  - Your previous, incorrect nomination has already been submitted for scoring, but may be disqualified if it is determined to be in the wrong category.

### **Do I have to complete the nomination process all at once?**

No. If you are working on a nomination and need to return later to complete it, just click Save at the bottom of the page. You can reopen it later by clicking on it in the My Nominations menu item on the right side of the page.

### **Can I print a copy of the nomination form?**

Yes. You may print a copy of a complete or incomplete nomination as long as you have saved it first. After clicking "Save" at the bottom of the nomination form, you'll see it listed in the right side menu under, "My Nominations." Simply click on the printer icon next to the nomination and follow the instructions to print.

### **What happens if my nominee wins?**

Winners will be notified via email and phone call in May. They will enjoy a paid trip to the APCO 2019 Annual Conference & Expo (includes registration, travel expenses, and hotel accommodations), to be held August 11-14 in Baltimore, MD. Winners will be presented with their awards on August 12 at the event's Opening General Session. In addition, all award recipients will be featured in a press release announcing the winners and in an article in APCO's *Public Safety Communications* magazine.

### **Are there any tips for completing the nomination form?**

Yes. Here's what we suggest you do/get before you begin the nomination process:

- Support from your nominee's supervisor/manager
- Confirm the nominee's employment dates

- Make a list of examples and details that illustrate your nominee’s exemplary
- Performance
- Thoroughly read the instructions on the beginning of the nomination form  
Any supporting documentation you may want to attach (letters, newspaper articles, memos, etc.) Note that all attachments must be combined in a single .ZIP file for submission.
- Ensure that you are submitting your nomination form in the correct awards category, because nominations will not be considered if they are not submitted in the correct category. For more information about awards categories, click [here](#).
- Seek input from others who can provide information for the nomination (direct quotes from the nominee, excerpts from evaluations, letters of commendation, other awards, etc.)

**Are there any tips on finalizing and submitting the nomination:**

Yes. Here’s what we recommend before you submit the nomination:

- Click “Save Nomination” at the bottom of the form early in the process. Doing so will allow you to access it later for editing.
- Ensure that your descriptions and examples are clear, concise and easily understood
- Make sure that all boxes on the nomination form are completed.
- Double-check each question box. Did you include all of the specified information? Any question left unanswered or with incomplete information will negatively influence the scoring.)
- Check spelling and punctuation.
- Ask someone to proofread the nomination before submitting. (You may print the form using the “print” icon.)
- Attach supporting documentation (letters, newspaper articles, memos, etc.). All attachments must be contained in a single ZIP file. One ZIP file per nomination.

**Ready to submit a nomination? Click <http://psap.apcointl.org/login/> to begin.**