



APCO Leadership Technology Awards Program

FAQ

What is the Technology Leadership Awards Program?

This award is designed to recognize PSAPs and other public safety communications agencies for their use of technological advancements and the demonstrated benefit received by their employees and the citizens they serve.

There are two award categories. There will be one winner in each category.

- **Small Agency Award** (1 to 75 employees)
- **Large Agency Award** (76+ employees)

How do I know if an agency may be a good nominee for a Technology Leadership Award?

Today's emergency communications centers face a myriad of technology offerings and challenges. You should submit a nomination for an agency if you believe that it has responded to these challenges by developing a project that has:

- Had a direct correlation to operational policies and procedures by changing the way the job gets done
- Made the agency's operations more efficient
- Directly benefited the center's employees and the public it serves

What are some examples of projects that would be considered?

Examples of projects include, but are not limited to, Computer Aided Dispatch (CAD), radio, 9-1-1, public safety IT, broadband, electronic crime reporting, mapping, GPS and others.

Who can nominate an agency for the Award?

A PSAP can be nominated by an employee or a member of the vendor community.

What's the deadline for nominations?

The nomination period begins January 1, 2019 and ends April 1, 2019, at midnight EST. Nominations will not be accepted after that time.

When will the winners be announced?

Winners will be announced after May 1, 2019.

What do the winners receive?

Each winning PSAP will receive a complimentary "day-pass" registration for an agency representative to accept the award at the APCO Annual Conference in Baltimore, MD. The award will be presented during the event's Opening General Session on Monday, August 12, 2019. The winning agencies will also be recognized in *Public Safety Communications* (the official magazine of APCO International) and on the APCO International web site.

Can an agency be nominated again if they've been nominated in previous years?

Yes. Prior-year nominees may be re-nominated and will be recognized as multi-year award winners if fully-eligible.

How do I nominate an agency?

The nomination process is online. You can begin here: <http://psap.apcointl.org/login/>

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

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. Once received, your nomination will be reviewed by members of the APCO Awards Committee.

Committee members are APCO members from throughout the country who volunteer their time to identify individuals and agencies that have demonstrated exemplary performance.

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 individuals who were nominated but not selected to win.

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

No. If you begin a nomination and need to return later to complete it, just click Save at the bottom of the page. You can return any time before midnight EST, April 1 to complete your submission.

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?

Award winners will be notified by certified letter in May. Each winning center will receive one complimentary "day-pass" registration for an agency representative to accept the award at the APCO Annual Conference in Baltimore, MD. The award will be presented during the event's Opening General Session on Monday, August 12, 2019. The winning agencies will also be recognized in *Public Safety Communications* (the official magazine of APCO International) and on the APCO International web site.

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 the administrative staff of the agency being nominated.
- Determine the number of employees the agency has. For purposes of this award, small agencies are those with 1 to 75 employees. Large agencies employee 76 or more. Be sure to submit your nomination in the correct category.
- Thoroughly read the instructions on the beginning of the online 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.
- Seek input from others who can provide information for the nomination

Are there any tips on finalizing and submitting the nomination?

Yes. Here's what we recommend:

- 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.