



## RPL Service Project Guidelines

Each student in the APCO Institute Registered-Public Safety Leader (RPL) Program is required to undertake a service project in order to successfully complete the program. This service project must benefit APCO and/or the industry at either the state, regional or national level.

### Definitions:

**State Level:** A project that will benefit the industry within the student's own state, such as participating on a committee that is writing state legislation for 9-1-1/public safety or serving as an officer on the state APCO Chapter.

**Regional Level:** A project that will benefit the industry within the student's agency U.S region. For example, a regional training program for southeast states.

**National Level:** A project that will benefit the 9-1-1/public safety industry through national programs. An example could be serving on a national committee or work group for a public safety organization.

Service projects that are agency-specific will not be accepted. For example, creating a training program within the student's agency or creating policy and procedures for that agency would not be considered acceptable service projects.

**Exceptions:** The following projects are the only agency level projects that will be accepted.

- Initial APCO certification of your agency training program (P33) or initial CALEA accreditation. The student must be actively involved in the certification/accreditation process. Certification/accreditation must be achieved or in a pending certificate status for APCO Training Program or self-assessment for CALEA by the conclusion of the RPL Program.

### **Tracking Your Service Project:**

- Keep all documents that pertain to your service project.
- Create a timeline at the beginning of the service project.
- Make sure you have documentation that shows your activity on the service project throughout the time frame. Some examples would be e-mails, meeting minutes, videos, etc.

### **Additional Requirements for the Service Project:**

- Unless noted above, the service project does not have to be completed by the end of the RPL Program. But you must show activity throughout the entire time frame.
- You must show in your submission how the project was a benefit to the regional, state, and/or national public safety communities. And, you must show documentation to and from all agencies involved in the project (e-mails, meeting minutes, action plan, etc.). You should also include all documents/forms that were created for the project. In addition, please include a calendar of upcoming training sessions that are scheduled and/or a class roster if the training was completed during the time frame.

### **Submitting the Service Project:**

- The service project will be submitted via e-mail unless other arrangements have been made with the APCO Institute.
- All service projects will require a cover sheet that provides name, class number and an overview of the project.
- All service projects require an activity timeline from starting date of class to end date of class
- All documents must be in Word, Excel, Publisher, PDF, PowerPoint, YouTube or Windows Media Player.
- If your project includes a large amount of e-mail documentation, please list these e-mails on the activity timeline. Do not send in the entire e-mail unless requested.
- Service projects must be turned in during the week 5 of Course #6 (identified on the course calendar as "Service Projects Due").

### **Follow-Up After Submission:**

- You will be notified when your project has been received by the APCO Institute.
- Service projects will be reviewed within 3 to 4 weeks of submission.
- If more information is needed for the service project, you will be notified through e-mail. There will be deadlines for the submission of additional information.
- At the conclusion of the RPL Program, you will receive a "pass/fail" e-mail.