RPL Service Project Guidelines

Each student in the APCO Institute Registered-Public Safety Leader (RPL) Program is required to undertake a 12-month 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 with a group that is writing state legislation for 9-1-1/public safety or serving as an officer with a 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 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 certification of your agency training program by APCO 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. For CALEA accreditation you must be enrolled, with a clear accounting of the work you have accomplished for the full year enrolled in RPL and where you are specifically in the accreditation timeline at the end of your RPL program. Per RPL requirements your agency must be in the self-assessment phase or in review, with detailed documentation to support the years activity before 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. Track your time and efforts weekly, monthly, and for the entire 12 months of RPL.
- Make sure you have documentation that shows your activity on the service project throughout the time enrolled and active with RPL. Some examples would be e-mails, meeting minutes, videos, etc.

Additional Requirements for the RPL Service Project:

- You must show consistent substantial activity throughout the entire years' time enrolled.
- 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.) that clearly demonstrates your activities and time. 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 active 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 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 with regular entries each week/month that demonstrate what was accomplished.
- All documents must be in a PDF format for submission.
- 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 of "Service Projects Due" in course #6.

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.