

ARTICLE III: MEMBERSHIP

SECTION 3.6: AWARDS POLICY

PURPOSE

To establish Illinois APCO Chapter policy with regards to awards made for significant accomplishments.

AUTHORITY

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article VIII of the Chapter Bylaws.

POLICY

1. It is the policy of the Chapter to recognize the contributions made by its members or by individuals who may not be members of the Association who have performed outstanding service to the Chapter and/or to the field of public safety and related types of communications.
2. Eligibility of the awards identified herein is restricted to individuals who work or reside within the boundaries of the Illinois Chapter of APCO.
3. The following awards are presented only when deserving individuals are identified and, thus, may not be granted annually.
4. Nominations for each award shall be processed as described below and, if approved, the award presented in the manner described.
5. *Telecommunicator of the Year, Technician of the Year, Line Supervisor of the Year, and Communications Director/Manager of the Year Awards*
 - 5.1 The *Telecommunicator of the Year, Technician of the Year, Line Supervisor of the Year, and Communications Director/Manager of the Year Awards* are made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
 - 5.2 Criteria for bestowal of the *Telecommunicator of the Year, Technician of the Year, Line Supervisor of the Year, and Communications Director/Manager of the Year awards*.

- 5.2.1 Personal and professional conduct must be indicative of unimpeachable moral character, emotional stability, integrity and dependability. Describe how this nominee's conduct meets these requirements.
- 5.2.2 Displays personal habits and personality that merits and receives the respect and esteem of co-workers, supervisors, peers and others. Describe how the nominee's personal habits and personality meet these requirements.
- 5.2.3 Exhibits outstanding performance in controlling any situation, i.e. emergency incidents, personnel, emergency repairs, etc. Describe how this nominee's performance meets these requirements.
- 5.2.4 Exceptional courage, foresight, alertness or skill in the performance of highly creditable and unusual situations. Describe how this nominee's display of exceptional courage, foresight, alertness and skill meet these requirements.
- 5.2.5 Acts of valuable communications service demonstrating special faithfulness and perseverance. Describe the actions that show how this nominee's conduct meets these requirements.
- 5.2.6 Actions which reflect the highest tradition of public safety communications. Describe the actions that show how this nominee's conduct meets these requirements.
- 5.2.7 Actions which demonstrate dedication to the field of public safety communications and a continuing interest in maintaining the highest standards. Include the creation of innovative ideas and involvement toward the implementation of procedures or new technology. Describe how this nominee's actions have demonstrated the dedication to meet these requirements.
- 5.2.8 Include with your application form all available documentation, other awards and commendations, along with anything else you feel is above and beyond the call for duty. Please include photocopies of awards, commendations, press clippings, audiotapes, etc.
- 5.2.9 The nominations may be no longer than three (3) typewritten pages (not counting copies of support documentation).
- 5.2.10 The cover sheet of the nomination form must include the following information:
 - 5.2.10.1 Name of the nominee
 - 5.2.10.2 Job position
 - 5.2.10.3 Agency's name
 - 5.2.10.4 Agency's address
 - 5.2.10.5 Nominator's name
 - 5.2.10.6 Nominator's position
 - 5.2.10.7 Nominator's phone number

- 5.3 Process for bestowal of the *Telecommunicator of the Year, Technician of the Year, Line Supervisor of the Year, and Communications Director/Manager of the Year* awards.
- 5.3.1 The Operating Procedures Committee shall solicit nominations for each award in an appropriate manner.
- 5.3.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments or by the nominee's employer.
- 5.3.2.1 Employers are encouraged to nominate recipients of employer-level awards for consideration of each award.
- 5.3.3 Nominations shall be mailed to and received by the Awards Committee Chair not later than August 31st of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 5.3.4 The Awards Committee Chair shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
- 5.3.5 The Awards Committee shall review the nominations and select an award recipient in each category.
- 5.3.6 The Awards Committee shall notify the Board of Officers of its selection for each Award by October 1st of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 5.3.7 The Board of Officers shall review and ratify the selection for each Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 5.3.8 Once it has ratified the selection for each Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to each Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Banquet of the Annual Conference.
- 5.3.9 The Chapter shall grant each Award Recipient a complimentary full registration for the Annual Conference. The Chapter also shall pay for the Award Recipient to stay three nights in the conference hotel at the conference room rate. The hotel expense will be reimbursed upon submission of a paid receipt to the Chapter Treasurer.
- 5.3.10 The President shall present an appropriate plaque to each Award Recipient during the banquet held in conjunction with the Annual Conference at which the Award is being bestowed.
- 5.3.11 The President shall also present a Certificate of Recognition to those runners-up in attendance at the banquet held in conjunction with the Annual Conference at which the award is being presented.

6. Recognition Awards

- 6.1 The "Out-going" President shall receive the following awards:

- 6.1.1 An appropriate plaque commemorating his/her term as President of the Chapter to be presented by the President following the installation of officers at the December Chapter meeting at which he/she steps down as President.
7. Presidential Recognition Awards
- 7.1 The President may recognize contributions made by members and non-members of the Association to the art of public safety communications at any time during his/her tenure of office subject to concurrence of the remaining members of the Board of Officers.
 - 7.1.1 Such awards may be in the form of a "Certificate of Appreciation", a plaque, or other item of nominal value.
8. The Executive Board may create additional awards in accordance with the following process:
- 8.1 Individual(s) proposing the creation of a new award shall submit a proposal to the Executive Board. The proposal should include the following items:
 - 8.1.1 The reason(s) that a new award is needed.
 - 8.1.2 A "Name" for the new award.
 - 8.1.3 The "Purpose" of the new award.
 - 8.1.4 The "Criteria" to be used in selecting award recipients.
 - 8.1.5 A recommendation with regards to how nominations should be submitted and the review process for such nominations.
 - 8.1.6 A recommendation with regards to the type of award to be presented, i.e. a plaque, a certificate, a commemorative item, etc.
 - 8.1.7 A recommendation with regards to how and when the award should be presented.
 - 8.1.8 A recommendation with regards to possible sponsorship for the new award. A recommendation that the Chapter sponsor the new award is acceptable.
 - 8.2 The Executive Board shall review the proposal. They may make whatever changes they deem appropriate.
 - 8.2.1 The Executive Board may seek advice from the Operating Procedures Committee; from the Nominations Committee; or, from some other entity, as they deem appropriate.
 - 8.2.2 As part of their review, the Board of Officers shall estimate the fiscal impact of the new award. Such estimate shall include the cost of soliciting and reviewing nominations, the cost of the award itself, and any other cost for the recipient and/or presenter in making the award presentation.

- 8.3 The Executive Board shall vote to either recommend acceptance of the proposal or to deny the proposal. Such action shall require a majority vote of the Executive Board.
 - 8.3.1 In the event the Executive Board votes to deny the proposal, they shall so notify the individual(s) making the proposal of their decision.