

NOMINATION SUBMISSION TIPS

For Public Safety Telecommunicator Awards

IT IS ALL ABOUT THE NARRATIVE

- ❖ **Good writing skills are helpful.**
Put your, or the communicator's, best foot forward. Don't make the nomination sound like we are reading a police report (i.e. perp was apprehended...), make it a news article with an exciting story to tell. Remember the old newspaper guideline; Who, What, When, Where, and How in the first paragraph. Get our attention quick; intrigue us so we will dig deeper for details.
- ❖ **Put the good stuff right out front where we can't miss it!**
Don't make us dig for the story. We have lots of these nominations to review. ***Please don't send us pages of CAD printouts*** with a verbatim listing of the entire call. You know the story best, pick out the good stuff and include it in your nomination write up, not hidden in endless, non-pertinent dialog.
- ❖ **Don't get so long winded that we lose the story in the mountain of paper.**
We have lots of these to read, if you want to include copies of citations and awards, it's OK, but it is really more meaningful to sum them up as a conclusion to your nomination.
- ❖ **Tell us the story in your normal conversational style.**
Trying to add a lot of fancy words that you or I would never use really doesn't make the story sound better. It makes it sound like you are trying to "fluff up" something that can't stand on its own merits, when you actually have a very exciting story to tell. Excitement and emotion in your nomination are OK, we have these feelings too.
- ❖ **Get someone to read your nomination!**
(Preferably someone that is not familiar with the story) Are they impressed, moved? Why not? Then, get the Chief's assistant to proofread it for you.

THINGS THAT SHOULDN'T MATTER, BUT REALLY DO

- ❖ Use correct grammar.
- ❖ Don't type everything in UPPERCASE. It is difficult to read, and is a turnoff.
- ❖ Use a good, easily read, type font (i.e. Times Roman or Courier) around 12 point in size.

DIGITAL PHOTO SUBMISSION

A special video to introduce all award recipients will be presented during the Awards Luncheon. Please follow the guidelines below to provide us with a photo of your nominee:

- ❖ A medium shot with front view, head and shoulders in front of the 9-1-1/dispatch console or flag is appropriate.
- ❖ Telecommunicator should be in uniform if applicable and definitely smiling.
- ❖ Submitting more than one photo is encouraged; this allows us to choose the best photo for the video.
- ❖ Use the highest resolution available with your digital photo.

If mailing photos, please send to:

CSEC
Attn: Robert Gonzalez
333 Guadalupe St., Suite 2-212
Austin, TX 78701

LAST BUT NOT LEAST

- ❖ Please include your e-mail address on the nomination form so we can ask you last minute questions about the nominee (Believe me they do come up).
- ❖ If you have any questions just e-mail: robert.gonzalez@csec.state.tx.us
- ❖ Electronic Nomination Form is available from the CSEC website:
<http://www.911.state.tx.us/browse.php/nomform>

PASSWORD: tcaward