



“APSA 2011 Security Guard of the Year Award Program”

Program Procedure & Criteria

1. GENERAL:

This memorandum establishes purpose, award benefits, criteria and selection procedures for the “APSA Security Guard of the Year Award Program”.

2. PURPOSE:

The APSA Security Guard of the Year Award is designed to reward and publicly recognize a Security Guard for outstanding performance.

3. ELIGIBILITY:

To be eligible for the APSA Security Guard of the Year Award, a security guard must:

- a) Be classified as a full-time Security Guard, regularly performing duties associated with the profession. (Excludes supervisors and those above the rank of supervisors, temporary employees and student employees).
- b) Have at least two years of continuous employment with their current APSA member, and be a licensed security guard and employed in the province of Ontario.
- c) Have a work performance rating at the time of nomination that is considered exceptional.
- d) Have specific or sustained accomplishments that exceed normal expectations.

4. AWARD BENEFITS:

- a) \$2,000 cash award.
- b) One night hotel accommodation
- c) Recognition in industry publications and local media.
- d) Appropriately engraved plaque for the award winner and employer, presented in Toronto at the APSA general meeting. Note: One time cost for a permanent APSA Plaque Award not to exceed \$300. Both award winner and the agency to be named and the plaque to be retained by the agency of the award winner for one year. Cost of the individual award not to exceed \$150 annually.



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5. CRITERIA:

An “Employee Recognition Committee”, will be formed and will select an employee based on the following criteria:

1. Performs all duties and assignments safely, conscientiously and thoroughly.
2. Exceeds standard for professional demeanor and behaviour.
3. Treats all persons equally and with respect.
4. In the performance of duties, raises the image of: herself/himself, the client, and the security industry.
5. Makes outstanding contributions of significance to his agency or the clients served.

6. PROCEDURES:

- a) Each APSA firm will be entitled to nominate one Security Guard for “APSA Security Guard of the Year”. It will be the responsibility of each agency to nominate an employee based on the award criteria.
- b) Nominations are to be forwarded to Marco D’Angelo (the ‘Administrator’ of the award) no later than March 31, 2011. The Administrator will compile and forward nominations to the Employee Recognition Committee for review and selection by April 30, 2011.
- c) Security Guards may be nominated for the award in writing by peers, supervisors or clients. Nominations should include the following:
 - Nominees name
 - Security agency employed with
 - Length of service with agency
 - Name of person(s) nominating security guard
 - Using award criteria provide details in support of nomination
 - Letters of recommendation and commendation.



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- d) The “Employee Recognition Committee” will be comprised of three members representing three different agencies. The committee’s objective is to evaluate nominations and select an “APSA Security Guard of the Year” using award eligibility and criteria guidelines. The current Committee is comprised of agency members: Commissionaires, Lyndon & Securitas.
- e) In the event consensus cannot be reached by the committee the candidates selected as finalist will be referred to the APSA President for final selection. The President’s decision will be binding with no appeal process.
- f) Non-selection documentation and nominations will be destroyed after the Award is presented.
- g) Award benefits will be prepared and administered by the APSA Administrator following approval by the President.
- h) Nominations are to be emailed or faxed to APSA Administrator as noted below no later than March 31, 2011.

“APSA 2011 Security Guard of the Year Award”

C/O Marco D’Angelo

Via Email: apsacanada@ymail.com

Via Fax: (647) 346-4060

Tel: (416) 938-1097

Mail: APSA c/o Marco D’Angelo
160 Lesmill Road
Toronto, ON M3B 2T5

- i) Award presentation to be made at an upcoming APSA Board of Directors and members meeting.