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SECONDS MATTER

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COMMUNICATIONS OPERATIONS
TRAINING POLICY/PROCEDURE

Policy No.	**8040**	Date Issued:	November 26, 2003
Section:	8000 – Training	Date Revised:	August 12, 2020
Accreditation Standards:			

SUBJECT: TRAINING COMMITTEE

APPROVED: _____

Dennis Kidd, General Manager

The purpose of this policy is to establish a training committee to help develop and evaluate the Authority's continuing education training needs. A training committee, as described in this policy, will broaden the perspectives used in the development of Authority continuing education beyond the perspective of training program participants. The Training Committee's relationship to the Authority's training function is advisory.

The Training Committee will be composed of the following individuals and/or representatives:

> Operations Supervisor Representative
> Dispatch Representative
> Systems Division Representative
> CTO Representative
> Academy Instructor Representative
> Training Supervisor
> Support Services Manager
> Recent graduate of the Training Academy

The Training Committee will meet as necessary (approximately four times each year) in time for the results of the meetings to be incorporated into the next operations scheduling cycle.

Committee members will be selected by the manager responsible for the represented unit and the Support Services Manager will be notified of the change in membership. Members should be rotated at the discretion of the responsible manager,

The Training Committee is responsible for determining the need for a scheduled CE, suggesting timely training topics, defining learning objectives, and recommending appropriate instructional methodology. Committee members should be prepared to constructively discuss their experience in and observation of Authority training programs and they should be prepared to offer practical suggestions. While focused on continuing education, the Training Committee has the authority to review all elements of existing Authority training programs including, but not limited to, entry-level training, lateral-entry training, continuing education, specialized training (i.e., CTO, EMD, etc.), and informal shift training. The Training Committee will report its findings and recommendations to the Support Services Manager who is responsible for the Authority's training program.