



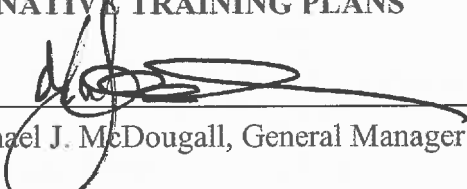
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Michael J. McDougall
 General Manager

9-1-1 FIRE
 POLICE
 MEDICAL

**COMMUNICATIONS OPERATIONS
 TRAINING POLICY/PROCEDURE**

Policy No. 8240	Date Issued: June 1, 1996
Section: 8200 – CTO Program	Date Revised: July 1, 2005
Accreditation Standards: None	
SUBJECT: ALTERNATIVE TRAINING PLANS	
APPROVED: 	
Michael J. McDougall, General Manager	

Any single, or combination of, these alternative approaches may be utilized in lieu of a recommendation to release a trainee from probationary employment when a trainee's progress has deteriorated to the point of possible release from the Communications Training Officer (CTO) program and subsequently probationary employment.

Alternative training plans can be recommended by CTO's or Operations Supervisors. A final decision as to which, if any, alternative training plan is appropriate will be made by the Support Services Manager.

1.0 Alternative Training Plans

1.1 It may be appropriate to assign trainees to a new CTO's when:

1.1.1 It becomes apparent, in the evaluation process, that trainees are not progressing in their performance (not achieving established goals).

1.1.2 When it is recognized, by CTO's, Operations Supervisors, or the Support Services Manager, that CTO's teaching and trainees' learning styles are incompatible.

1.2 It may be appropriate to rotate trainees' shifts when:

- 1.2.1 It has been determined that trainees are unable to assimilate the materials and/or knowledge presented in the CTO Program due to too much or not enough radio and telephone traffic on their assigned shift.
- 1.2.2 It accomplishes the task of assigning a new CTO.
- 1.3 It may be appropriate to return trainees to an academic environment (back to the Training Academy) when:
 - 1.3.1 The need arises to address a specific area.
 - 1.3.2 A deficiency could be targeted in a controlled setting, where role playing or other device could be used to provide the illustration or practice needed to learn a new skill.
 - 1.3.3 The intention is to "fine tune" the trainee's skills.
 - 1.3.4 A return to an academic environment is considered remedial training and subject to the limits set forth by Policy No. 8210 (CTO Program).
- 1.4 It may be appropriate to place trainees in a limited release status when:
 - 1.4.1 A limited release will provide trainees an opportunity to gain experience that will contribute to their success at more advanced training levels.
 - 1.4.2 When using a limited release as an alternative training plan, the following will be taken into consideration: the shift assignment, position assignment, duties assigned, and the duration of the assignment.
- 1.5 It may be appropriate to involve trainees in outside training programs, such as:
 - 1.5.1 Ride-alongs with an established and specific objective clearly communicated to the trainees.
 - 1.5.2 An available, specialized class.
- 1.6 It may be appropriate to appoint trainees to specific committees or meetings (for example, policy review committees or user liaison meetings).

1.7 It may be appropriate to assign trainees to self paced learning programs, such as: listening to a training tape; watching a training video; completing an interactive training course.