




**COMMUNICATIONS OPERATIONS
 TRAINING POLICY/PROCEDURE**

Policy No. 8270	Date Issued: April 30, 1997
Section: 8200 – CTO Program	Date Revised: January 7, 2009
Accreditation Standards: CALEA 5.3.2	
SUBJECT: TRAINEE TASK LIST	
APPROVED: 	
Scotty A. Douglass, Interim General Manager	

1.0 Purpose

In addition to completing Daily Observations Reports (DOR's), Communications Training Officers (CTO's) will use a Trainee Task List to document the specific tasks and competencies that a trainee has learned and successfully completed. This will ensure the CTO Program curriculum is based on the most important and frequent tasks a trainee is expected to learn.

2.0 Use of Trainee Task Lists

Trainee Task Lists are specific for each separate area of training: Law Enforcement Dispatcher (Policy 8301), Fire/EMS dispatcher (Policy 8401), Emergency Medical Dispatch call taker (Policy 8501). For each task or competency there is a place for the CTO to put the date a trainee demonstrated the abilities and/or knowledge of that task and spaces for the CTO and trainee's initials. The Task List stays with the trainee for the entire training process. The trainee and CTO keep it up to date by reviewing it each day and noting the areas that were addressed and completed. When the trainee moves to another CTO, the new CTO can look at the task list to determine what tasks and competencies have been completed and which need attention.

The Task List supplements the DOR as training documentation and CTO's are required to update the Task List daily. Because the Task List documents almost every conceivable task a trainee may be presented with during training, it is not expected that all tasks will be signed off when the trainee successfully completes their training. Even incomplete, the Task List is a valuable resource to the trainee and his/her supervisor as it will clearly document the competencies that were achieved and the areas that were not encountered during training.

When the trainee completes the CTO Program, a copy of his/her task list will be placed in the training file.