



Santa Cruz Consolidated Emergency Communications Center

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9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS OPERATIONS TRAINING POLICY/PROCEDURE

Policy No.: 8620
Date Issued: October 2, 1996
Date Revised: June 21, 1999

APPROVED:



General Manager, SCCECC

SUBJECT: CONTINUED PROFESSIONAL TRAINING (CPT)

1.0 Purpose

- 1.1 To provide guidelines as to the number of hours available for training.
- 1.2 To provide a process through which Dispatchers may receive training.
- 1.3 To provide opportunities for career development.

2.0 CPT Defined

- 2.1 CPT is defined as training that directly affects a dispatcher's ability to work a position.
 - 2.1.1 This does not include Continuing Education or Ride Alongs.
- 2.2 These training courses may be on or off site.

3.0 Number of Hours:

- 3.1 Training hours are based upon the fiscal year (July 1 through June 30).
- 3.2 Each dispatcher has twenty-four (24) hours of CPT time available to him/her each fiscal year, subject to budget constraints.
 - 3.2.1 Training assigned by a supervisor does not count as CPT.
 - 3.2.2 Alternate site training does not count as CPT.

- 4.0 The Training Supervisor shall post announcements of available training opportunities.
- 4.1 Dispatchers should submit their requests for training to the Training Supervisor at least one month in advance of the training.
 - 4.1.1 Requests for training will be brought to the staff meetings for approval.
 - 4.1.2 Requests for training should correspond to the Dispatcher's goals and objectives as stated in his/her Performance Appraisal.
 - 4.1.3 In order to minimize staffing impacts, Dispatchers should try to request training that occurs on their days off.
- 4.2 Costs for CPT will be kept within the guidelines established by Policy 1360 (Tuition Reimbursement Program).
- 4.3 In accordance with Policy No. 1230 (Overtime), Dispatchers may receive overtime for attending training.
- 4.4 In accordance with Policy No. 350 (Travel), Dispatchers using their personal vehicles may be reimbursed for mileage driven.