

## **503 KAR 3:070. Telecommunications (Public Safety Dispatch Non-CJIS) Academy.**

RELATES TO: KRS 15.530, 15.560

STATUTORY AUTHORITY: KRS 15.590

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15.590 authorizes the Kentucky Law Enforcement Council to promulgate administrative regulations regarding training and telecommunications practices. This administrative regulation establishes the course and graduation requirements of the Telecommunications (Public Safety Dispatch Non-CJIS) Academy.

### Section 1. Definitions.

- (1) "Academy" means the 165 1/2 hour Telecommunications (Public Safety Dispatch Non-CJIS) Academy course conducted by the Department of Criminal Justice Training that does not include training on the Criminal Justice Information System (CJIS).
- (2) "KLEC" means the Kentucky Law Enforcement Council.

### Section 2. Academy Content. The academy shall consist of the following seven (7) areas:

- (1) Introduction to Dispatching;
- (2) Duties and Responsibilities;
- (3) Phone procedures;
- (4) Radio procedures;
- (5) Calls for service;
- (6) Emergency medical dispatch; and
- (7) Final Exam and Graduation.

### Section 3. Academy Graduation Requirements.

- (1) To graduate from the academy, a trainee shall:
  - (a) Successfully complete a minimum of 165 1/2 hours of KLEC-approved training;
  - (b) Attain a passing score on all examinations for which a numerical score is assigned, as follows:
    1. Minimum score on the Emergency Medical Dispatch written examination as set by the Emergency Medical Dispatch provider;
    2. Minimum score on the CPR written examination as set by the CPR provider; and
    3. Seventy (70) percent on all other examinations for which a numerical score is assigned;
  - (c) Pass all examinations for which a pass or fail designation is assigned; and
  - (d) Successfully complete all other assignments, exercises, and projects included in the academy. After-hours assignments may be required, and if required, they shall be successfully completed to pass the training area for which they were assigned.
- (2) A trainee shall be considered to have failed the academy if the trainee does not meet the requirements established in subsection (1) of this section.

### Section 4. Reexaminations.

- (1) A trainee shall be permitted one (1) reexamination.
- (2) A trainee who fails an examination shall not be reexamined:
  - (a) Earlier than twenty-four (24) hours from the original examination; or
  - (b) Later than the last scheduled day before the academy graduation.
- (3) A trainee shall be considered to have failed the academy if the trainee fails a reexamination.

### Section 5. Failure and Repetition of Academy.

- (1) A trainee who has failed an academy shall be permitted to repeat one (1) academy in its entirety during the following twelve (12) months.
- (2) The trainee or his agency shall pay all fees for the repeated academy.

#### Section 6. Absence.

- (1) A trainee may have excused absences from the academy with approval of the Branch manager or telecommunications training section supervisor.
- (2) If an excused absence causes a trainee to miss any of the 165 1/2 hours of the academy, the training shall be made up through an additional training assignment.
- (3) If a trainee's absence is excused and he or she misses more than ten (10) percent of the total hours of the academy, the trainee shall be withdrawn from the academy and reenrolled in a subsequent class beginning at the point at which the trainee was absent. The time period for reenrollment in a subsequent class shall not exceed six (6) months from the date of the class from which the trainee was withdrawn.
- (4) If a trainee's absence is unexcused and he or she misses more than ten (10) percent of the total hours of the academy, the trainee shall be withdrawn from the academy and receive no credit for completed training.

Section 7. Circumstances Preventing Completion of the Academy. If a trainee is prevented from completing the academy due to extenuating circumstances beyond the control of the trainee, including injury, illness, personal tragedy, or agency emergency, he shall be permitted to complete the unfinished areas of the academy within 180 days immediately following the termination of the extenuating circumstance, if the:

- (1) Extenuating circumstance preventing completion of the academy does not last for a period longer than one (1) year; and
- (2) Failure to complete is not caused by a preexisting physical injury or preexisting physiological condition.

#### Section 8. Termination of Employment While Enrolled.

- (1) If, while enrolled in the academy, a trainee's employment as a dispatcher is terminated by resignation or dismissal and he is unable to complete the academy, he may complete the remaining training within one (1) year of reemployment as a dispatcher.
- (2) The trainee shall repeat the academy in its entirety if:
  - (a) The break in employment exceeds one (1) year; or
  - (b) The termination of employment is a result, directly or indirectly, of disciplinary action taken by the department against the trainee while enrolled in the academy.

#### Section 9. Maintenance of Records. All training records shall be:

- (1) Available to the KLEC and the Secretary of the Justice and Public Safety Cabinet for inspection or other appropriate purposes; and
- (2) Maintained in accordance with KRS Chapter 171.

(28 Ky.R. 757; Am. 1118; eff. 11-12-2001; 30 Ky.R. 421; 863; eff. 10-31-03; 32 Ky.R. 2149; 33 Ky.R. 102; eff. 8-7-06; 38 Ky.R. 1665; 1959; eff. 7-6-2012.)