

**JUSTICE AND PUBLIC SAFETY CABINET**  
**Department of Criminal Justice Training**  
**(Amended at ARRS Committee)**

**503 KAR 3:050. Telecommunications (Public Safety Dispatch) Academy graduation requirements; records.**

RELATES TO: KRS 15.530, 15.550, 15.560, 15.565

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) Academy.

**Section 1. Definitions.**

- (1) "Academy" means the minimum 160 hour Telecommunications (Public Safety Dispatch) Academy course conducted by the department of Criminal Justice Training.
- (2) "CJIS" is defined by KRS 15.530(1).

**Section 2. Academy Content.** The academy shall consist of the following eight (8) areas:

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

**Section 3. Academy Graduation Requirements.**

- (1) To graduate from the academy, a trainee shall:
  - (a) Successfully complete a minimum of 160 hours of Kentucky Law Enforcement Council (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;
    2. Minimum score on the CPR written examination; 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 shall be successfully completed to pass the training area for which they were assigned.
- (2) A trainee shall fail 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 fail 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) An excused absence from the academy which causes a trainee to miss any of the 160 hours of training shall be made up through an approved training assignment. Make up training assignments shall be approved by the course instructor.
- (3) If a trainee misses more than ten (10) percent of the total hours of the academy and all absences were excused and all work was made up, the trainee shall be withdrawn from the academy and reenrolled in a subsequent class beginning at the point of the trainee's withdrawal. 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 or she 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 of 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. If while enrolled in the academy, a trainee's employment as a dispatcher is terminated by resignation or dismissal and he or she is unable to complete the academy, he or she may complete the remaining training within one (1) year of reemployment as a dispatcher. The trainee shall repeat the academy in its entirety if:

- (1) The break in employment exceeds one (1) year; or
- (2) 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 council and the secretary for inspection or other appropriate purposes; and
  - (2) Maintained in accordance with applicable standards in KRS Chapter 171.
- (28 Ky.R. 194; Am. 626; eff. 9-10-2001; 30 Ky.R. 419; 862; eff. 10-31-2003; 32 Ky.R. 1476; 2268; eff. 7-7-2006; 38 Ky.R. 1386; 1566; eff. 4-6-2012; 48 Ky.R. 1348, 2070; eff. 4-5-2022.)

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CONTACT PERSON: Deaidra Douglas, Assistant General Counsel, Justice and Public Safety Cabinet, Department of Criminal Justice Training, 4449 Kit Carson Drive, Richmond, Kentucky 40475, phone (859) 622-8229, email [deaidra.douglas@ky.gov](mailto:deaidra.douglas@ky.gov).