

### Section 1.4: Dispatcher in Training (DIT)

The position of Dispatcher in Training is a training position for Dispatcher. The Dispatcher in Training shall meet the following guidelines and have the following responsibilities:

1. Will be approved for or removed from position by the Communications Coordinator.
2. Will be responsible for knowing and following the Standard Operating Procedures.
3. Will meet all criteria and attend all training sessions as set forth by the Communications Department, unless otherwise excused.
4. Will minimally be certified in AHA CPR by the completion of their training.
5. Shall work with and be the responsibility of an approved CTO as set forth by the Communications Department.
6. Will be promoted upon meeting all qualifications as set forth by the Communications Department.
7. Will have filled out payroll forms.
8. Will have signed a confidentiality statement and completed HIPAA training.
9. The Communications Coordinator will have final discretion on the acceptance, training, and promotion of all Dispatchers in Training.
10. Will adhere to the guidelines set forth in the Standard Operating Procedures and Dispatch Standard Operating Procedures.
11. Will have completed NIMS 100, 200, 700, and 800 within a month of hiring.
12. Must work a minimum of 6 shifts prior to being promoted to Dispatcher.
  - a. 2 shifts must be during normal business hours.
13. Pass all testing as set forth by the Communications Department:
  - a. Map Test with a minimum of 80%.
  - b. Protocol Test with a minimum of 80%.
  - c. 805 Practical with a minimum score of 170 and no failed categories.
  - d. Minimum of 3 Test Calls with a maximum number of 5 attempts.