

DAVIS POLICE DEPARTMENT
Collateral Assignments
Communications Training Officer

Duties of a Communications Training Officer

Communications Training Officers (CTO's) will be responsible for training Public Safety Dispatchers and others as assigned. CTO's will be compensated as outlined in the Memorandum of Understanding between the Davis Police Officers Association and the City of Davis.

Those dispatchers who are appointed as a CTO will fall under the supervision of the Communications Dispatch Supervisor, who will make all training assignments.

Public Safety Dispatcher II's may be assigned by the Department as a CTO.

CTO's serve at the pleasure of the Police Chief.

Minimum Requirements

1. Has been awarded a POST Basic Dispatcher Certificate.
2. Three years dispatch experience with at least one year of dispatch experience at Davis Police Department.
3. Prior to appointment the applicant must successfully complete a POST certified Communications Training Officer Course.
4. Has consistently "Met" or "Exceeded" performance standards on their annual evaluations as determined by the rating supervisor.

Application Process

Those dispatchers who meet the minimum qualifications as set forth above may submit a memorandum of interest to Professional Standards asking that they be selected as a CTO.

The memorandum shall include:

1. A statement that they meet the minimum qualifications as set forth above.
2. Any previous teaching experience.
3. A list of the dispatcher's previous assignments.
4. Relevant skills or experience.
5. Prior education.

Once a letter of interest has been received, the Communications Division chain-of-command will convene and discuss those applicants who meet the minimum qualifications. The Police Chief, or their designee, will make any final appointment.

Position Training

Professional Organizations

1. Organization of Public Safety Telecommunicators (OPST)

Required prior to assignment

1. Communications Training Officer School (40 hours)

Required within one year of assignment

1. Treating Co-Workers as Customers
2. Ethics in the Workplace

Recommended prior to assignment

1. Dispatcher Update (24 hours)

Recommended during assignment

1. ICS Training
2. Sexual Harassment Training
3. Assertive Supervision-Marin Consulting
4. Coaching X and Y Generation Employees
5. How to Handle Difficult People

Recommended Conferences and Seminars