



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

40 HOUR INITIAL TELECOMMUNICATOR TRAINING

This 40-hour program has been approved by SEMA – State Emergency Management Agency of the State of Missouri to meet the requirements to the agencies that provide dispatching for more than one emergency service.

The course will cover the following topics:

- Role and Responsibilities
- Legal Aspects
- Interpersonal Communications
- Technologies
- Telephone Communications Techniques and Call Processing
- Call Classification
- Radio Communications (Dispatch) Techniques
- Stress Management

This course will be instructed by Communications Supervisor Jan Rice and Chris Trittler, St. Louis County Police Department, Dispatcher Tim Oglesby, Ladue Police Department, Dispatcher Angie Pingel, Hazelwood Police Department and other guest speakers.

Please bring classroom materials (pen/pencil and paper).

Session: One

Date(s): November 2 - 6, 2009

Time: 8:00 a.m. - 5:00 p.m.

Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

WHO SHOULD ATTEND: Telecommunicators/Dispatchers - Technical Studies, Interpersonal Perspectives and Legal Studies

ATTENDANCE IS LIMITED TO 35 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$150 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE ATTACHED REGISTRATION FORM



Continuing Education

St. Louis County and Municipal Police Academy

◀ Registration Form ▶

PROGRAM: 40 HOUR INITIAL TELECOMMUNICATOR TRAINING - **Session:** One

TRAINING DATE(S): November 2 - 6, 2009

TRAINING TIMES: 8:00 a.m. - 5:00 p.m.

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

INITIAL SEATS PER DEPT: Two - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc.

Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures.

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail: St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
		Questions call: 314-889-8600