

Pikes Peak Regional Communications Network

Policy # 01-2001	Adopted: May 5, 2001	Approved by:
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OFFICIAL POLICY - System User Training

DATE: March 1, 2001

PURPOSE: To disseminate training policy for all PPRCN System Users

SCOPE: All users of radio equipment on the PPRCN System

GENERAL DESCRIPTION:

Trunked radio systems differ from conventional communications systems in the manner in which the user equipment operates on the system, and the system features of which the user must be aware to successfully operate the radio. Each radio becomes an integral part of the system and as such, radio operators must understand the manner in which their radio interfaces with the system and the indicators that the radio is supplying to the user to operate the radio successfully. A training process, which thoroughly addresses system familiarization and user equipment interface at all levels of each agency involved in the system, is fundamental to the success of the system.

DEFINITIONS:

Participating Members – A set of individuals within a distinct unit of government providing a specific range of services. (i.e. Parks and Recreation, Transit, Streets, Fire agencies (City and County), Law Enforcement (City and County), EMS, Utilities, Cities and Towns, Transportation, Regional Building, Hospitals, etc.)

POLICY:

All radio users on the PPRCN Network must complete agency level user training. Radio equipment will not be issued to agency personnel for use prior to all users receiving agency level training.

TRAINING TASK TEAMS - DEFINITIONS:

Training Task Force

Members:

- Management representation from dispatch centers
- Technical representation
- Agency operations representatives
- Motorola representative(s)

Responsibilities:

- Identify Training Task Requirements
- Approve Motorola and other provided presentation material
- Identify and train Instructors
- Identify and coordinate agency training requirements and resources

Training Over Sight Committee

Members: Each category of the Participating Members shall appoint a member/representative from within their operational span.

Responsibilities:

- Provide conduit for information to and from PPRCN and respective users groups
- Approve agency curriculum and presentation material
- Oversee agency training for accuracy and that it is comprehensive in delivery
- Approve agency and dispatch policies created by instructors

Instructors

Members:

Membership is typically professional training personnel from those agencies in the system that maintain full time training staffs, and those members of other agencies who are responsible for training within that agency.

Responsibilities:

- Prepare individual agency presentation material i.e. slides, Power Points, Videos
- Prepare individual agency Policies for agency interface to the system
- Prepare individual agency documentation for each agency field equipment personality
- Identify and Train the Trainer(s) for each agency

Trained Trainers

Members:

Membership is from each agency involved in the system. Number from each agency needs to correspond with ability to successfully deliver material in manageable groups in the time frame specified.

Responsibilities:

- Present prepared material to agency personnel
- Present remedial and new continuing training programs to new personnel