

**Statewide 911 Board  
Standard Operating Procedures**

SOP-ISB-4.06

Section Name: Financial Policies

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Training Guidelines and Funding

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09-07-18

I. PURPOSE

Establishes guidelines for administrating payments for training programs listed below that have been completed by PSAPs.

II. POLICY

PSAP Directors may submit to the Executive Director of the Indiana Statewide 911 Board requests for financial assistance for training programs authorized by Statewide 911 Board.

DEFINITION- Telecommunicator known as Public Safety dispatchers, Telecommunicators or 9-1-1 dispatchers who receive calls from individuals who need assistance from Firefighters, Law Enforcement Officers and Emergency Medical Services.

III. PROCEDURES

A. The following training programs are approved training programs for payment;

1. APCO.
  - i. PST1 Course (Public Safety Telecommunicator Course)
  - ii. EMD (Emergency
  - iii. Fire Service Dispatch Course (FSC)
  - iv. Law Enforcement Communications Course (LEC)
  
2. Power Phone
  - i. Call Assessment Certification
  - ii. Public Safety Telecommunicator Course
  - iii. Telecommunicator /CPR Class
  - iv. Emergency Medical Dispatch
  - v. Fire Service Dispatch
  - vi. Law Enforcement Dispatch
  
3. Priority Dispatch/IAED
  - i. Emergency Telecommunicator Course
  - ii. Emergency Medical Dispatch Course
  - iii. Emergency Fire Dispatch Course
  - iv. Emergency Police Dispatch Course

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4. Recertification's of the above listed courses.
  5. On line courses of the above listed courses.
- B. Guidelines for processing payments.
1. Quotes greater than \$10,000.00 PSAP directors shall submit a request for approval to the Executive Director of the 911 Board for payment before purchase of the desired training.
  2. PSAP director/s or designee/s must submit invoices to the Board electronically to [Training@911.net](mailto:Training@911.net) upon receipt.
  3. Invoices must list the name of the telecommunicator participating in the training course.
  4. Invoices must be submitted by the 25<sup>th</sup> of each month for payment to occur on that month.
  5. Invoices that have other expenses that are not approved, the invoices shall be returned and become the responsibility of the PSAP to pay.
  6. Invoices shall be paid after the training courses have been completed.
  7. The Executive Director or designee shall review and grant authorization for the materials to be purchased.
  8. Invoices shall be approved by the Executive Director and forwarded to the Statewide 911 Board Accountant for payment to the approved vendors monthly.
  9. The Executive Director shall monitor the available training funds during the fiscal year and shall notify the PSAP directors should it become necessary to submit their training request the next fiscal year due to the lack of funds.

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10. Agencies participating in this training program must adhere to IC36-8-16.7-38 (c) that each PSAP shall submit to the Board by January 31<sup>st</sup> of each year the following;
  - a. Call data and statistics for the immediately preceding calendar year.
  - b. All costs associated with dispatching appropriate public safety agencies to respond to 911 calls.
  - c. All funding sources and amounts of funding used for costs described in subdivision (b)
  
- C. This procedure is to be used in conjunction with all other relevant Board's regulations, rules, policies, and procedures.