TO: Director Baney

FROM: Tom Imbordino

DATE: January 7th, 2011

SUBJECT: Evaluation of Specialized Assignments (CALEA 1.3.3 c )

Director Baney,

Our Communications Division currently has two (2) specialized assignments for Telecommunicators; Communications Training Officer and Critical Incident Dispatch Team. Listed below are my recommendations for each specialty:

1. *Communications Training Officer*: This specialty assignment needs to continue. CTO’s are needed to train new personnel when necessary.

In 2010, there was only one (1) Telecommunicator trainee hired. After 8 weeks of intense training, it was determined that the new hire could not grasp the basic functions needed to be a Telecommunicator. The unfortunate result was the trainee’s release from employment. The training program identified the trainee’s shortcomings.

1. *Critical Incident Dispatch Team*: The need exists for a critical incident dispatch team. As of this time I am the only person qualified as a Critical Incident Dispatcher. A memorandum to all dispatchers has been issued requesting from them a statement of interest of applying for the Critical Incident Dispatch Team.

The Incident Command Vehicle was used for six (6) events in 2010, which allowed for smoother operations and additional resources.

Respectfully submitted,

Tom Imbordino

Communications Supervisor