

**501—13.4(80B) Minimum in-service training requirements.**

**13.4(1)** *In-service training for newly hired telecommunicators.* During each full fiscal year of employment following completion of the required basic training as set forth in subrule 13.3(1), telecommunicators shall complete a minimum of eight hours of in-service training.

**13.4(2)** *In-service training for incumbents.* During each fiscal year beginning July 1, 1998, currently employed telecommunicators are required to complete a minimum of eight hours of in-service training.

**13.4(3)** *Required in-service course content.* To qualify as in-service training, the course content must consist of a topic or topics as listed in subrule 13.3(1) or other subject matter approved by the telecommunicator training board.

**13.4(4)** *Agency responsibility.* Agency administrators shall ensure that all telecommunicators under their direction receive the minimum hours of in-service training required by these rules and that current and accurate in-service training records are regularly kept and maintained. The agency administrator shall make these records available for inspection upon request by the director of the Iowa law enforcement academy or the director's designee.

**13.4(5)** *In-service training records.* In-service training records shall include the following data:

- a. The date and location of the training.
- b. The subject matter of the training.
- c. The instructor for the training.
- d. The individual who took the training.
- e. The number of credit hours received from the training.
- f. The scores, if any, achieved by the telecommunicator to show proficiency in, or understanding of, the subject matter.