

## **GENERAL POLICIES ON COMBINING/CONSOLIDATING PSAPS WITH REGARD TO TRAINING FUNDS**

**October 2010**

- 1) Once a PSAP ceases operation, the following will occur:
  - A) Any unspent training funds from the date of cessation as a PSAP will be accounted for and returned back to the Dispatcher Training Fund.
  - B) Training fund monies will no longer be distributed to that PSAP.
- 2) Prior to the consolidation/closing, a PSAP may use its training funds to pay for another PSAP's employee to attend approved SNC training in advance preparation for the consolidation. That training must be documented on the payor PSAP's DTS-510 form.
- 3) During the annual application process, a PSAP can seek additional funds for the upcoming year for people currently employed at the PSAP(s) which are going to be "absorbed" by the applying PSAP prior to May 1 of the upcoming year. The Dispatcher Training Subcommittee will evaluate and make a recommendation on the FTE count for the approaching year.

Upon confirmation of the transition, the distribution will be made accordingly to adjust for the staff increment.

- 4) If a PSAP closes after the first distribution of the year, the director/coordinator may provide documentation to the Dispatcher Training Subcommittee no later than August 8 of the distribution year to have their FTE count re-evaluated for the November distribution.
- 5) The lead PSAP in a consolidation will retain their unspent training fund monies that the center has at the time of the consolidation. The PSAP(s) that cease to exist are required to return any unused training funds at the time of consolidation.

*\*Lead agency refers to the PSAP that retains their primary PSAP status or as a primary entity overseeing the consolidation and continuing the service within the same agency.*