

**PUBLIC SAFETY TELECOMMUNICATOR
REQUEST FOR PROGRESSION**

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- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met.
- ❖ *Employees may not be on a City Performance Improvement Plan (CPIP) at the time of the request to progress.*
- Please retain a copy for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____
Employee's Date of Hire: _____ Date to Class _____ Employee current position Classification: _____
Supervisor's Name: _____ Phone #: _____
Current CPIP: Yes / No Current Attendance Discipline: Yes / No
Signature of person verifying: _____

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone #: _____

REQUEST: I would like to be reviewed for the following:

- | | |
|--|---|
| <input type="checkbox"/> Emergency Telecommunicator I | <input type="checkbox"/> Emergency Telecommunicator II |
| <input type="checkbox"/> 1 st Proficiency Increase | <input type="checkbox"/> 1 st Proficiency Increase |
| <input type="checkbox"/> 2 nd Proficiency Increase | <input type="checkbox"/> 2 nd Proficiency Increase |
| <input type="checkbox"/> Emergency Telecommunicator III | <input type="checkbox"/> Emergency Telecommunicator IV |
| <input type="checkbox"/> 1 st Proficiency Increase | <input type="checkbox"/> 1 st Proficiency Increase |
| <input type="checkbox"/> 2 nd Proficiency Increase | <input type="checkbox"/> 2 nd Proficiency Increase |

CHECKLIST OF SUBMITTED DOCUMENTATION:

Emergency Telecommunicator Lvl I Progression

1st Proficiency Increase – after 3 months

- Proof of completion of 911 Training Academy.
- Proof of completion of Training for Missing and Exploited Children for Public Safety Answering Points or equivalent, as approved by management.
- Proof of completion of Introduction to the National Incident Command System (NIMS) IS-100 or equivalent, as approved by management.
- Proof of completion of NIMS IS-906 Workplace Security Training or equivalent, as approved by management.
- Proof of Completion of one (1) class offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of one (1) course credit from an internal City of Tulsa Development Training Course, as

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approved by management.

2nd Proficiency Increase – after 6 months

- Proof of completion of one (1.0) course credits from an internal City of Tulsa Development Training Course in Safe and Respectful Workplace, not previously taken, as approved by management.
- Proof of completion of training and released to work independently in a second operational function.

Emergency Telecommunicator Lvl II Progression

- Proof of successful completion of the Emergency Communications Level I Proficiency Exam.

1st Proficiency Increase – after 3 months

- Proof of Completion of two (2) total classes offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of half (0.5) Course Credit from an internal City of Tulsa development Training course(s) in Communication and Interpersonal Skills, not previously taken, as approved by management.
- Proof of Completion of half (0.5) Course Credit from an internal City of Tulsa development Training course(s) in Development for Personal Growth, not previously taken, as approved by management.
- Proof of Completion of IS-144A TERT Basic Course or equivalent, as approved by management.
- Proof of completion of training and released to work independently in a third operational function.

2nd Proficiency Increase – after 6 months

- Proof of Completion of three (3) total classes offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of half (0.5) Course Credit from an internal City of Tulsa development Training course(s) in Communication and Interpersonal Skills, not previously taken, as approved by management.
- Proof of Completion of half (0.5) Course Credit from an internal City of Tulsa development Training course(s) in Development for Personal Growth, not previously taken, as approved by management.
- Proof of Completion of IS-200 Basic ICS System for Initial Response or equivalent, as approved by management.
- Proof of completion of training and released to work independently in a fourth operational function.

Emergency Telecommunicator Lvl III Progression

- Proof of successful completion of the Emergency Communications Level II Proficiency Exam.

1st Proficiency Increase – after 3 months

- Proof of Completion of Four (4) total classes offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Communication and Interpersonal Skills or Safe and Respectful workplace, not previously taken, as approved by management.
- Proof of Completion of NIMS IS-241.C Decision Making and Problem Solving or equivalent as approved by

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management.

- Proof of completion of training and released to work independently in a fifth operational function.

2nd Proficiency Increase – after 6 months

- Proof of Completion of Five (5) total classes offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Communication and Interpersonal Skills or Safe and Respectful workplace, not previously taken, as approved by management. (Which ever course category was not taken in the previous proficiency increase).
- Proof of Completion of NIMS IS-240.C Leadership & Influence or equivalent, as approved by management.
- Proof of completion of training and released to work independently in a sixth operational function.

Emergency Telecommunicator Lvl IV Progression

- Proof of successful completion of the Emergency Communications Level III Proficiency Exam.

1st Proficiency Increase – after 3 months

- Proof of Completion of six (6) total classes offered by local, regional, and state level training offered from Indian Nations Council of Governments (INCOG), as approved by management.
- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Development for Personal Growth, not previously taken, as approved by management.
- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Business Leadership Skills not previously taken, as approved by management.
- Proof of Completion of IS-242C NIMS Effective Communication or equivalent, as approved by management.
- Proof of Completion of IS-800 NIMS National Response Framework or equivalent, as approved by management.
- Proof of completion of training and released to work independently in a seventh operational function.

2nd Proficiency Increase – after 6 months

- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Safe and Respectful Workplace, not previously taken, as approved by management.
- Proof of Completion of one (1.0) Course Credit from an internal City of Tulsa development Training course(s) in Business Leadership Skills not previously taken, as approved by management.
- Proof of completion of training and released to work independently in an eighth operational function.

I have attached all the required documentation as stated in the Public Safety Telecommunicator Progression and Productivity Program Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____