

About the course:

“Dispatcher In-Service Seminar”

The purpose of this two (2) day seminar is to provide dispatchers with advanced technical, human relations and operational training to more effectively and efficiently perform their duties. The dispatcher is the “vital link” providing communication and support to the



“The dispatcher is the vital link . . .”

patrol officer on the street. All of our dispatchers must be professionally trained to handle complicated and diverse duties with emphasis upon maintaining constant awareness of and communication with patrol officers on duty. Dispatchers must be capable of performing multiple tasks and being able to prioritize each task based upon their importance and urgency. A well trained, professional dispatcher can contribute greatly to the overall safety and security of law enforcement officers and the efficient operation of the communication center.

About the Topics:

- Use of LEADS/NCIC
- Telephone and Radio Etiquette
- Note Taking
- Multi-Tasking
- Voice Stress
- Human Relations/Conflict Management
- Crisis Management
- Stress Management
- Media Relations



. . . About the instructors . . .



Ms. LISA RICHMOND is a former dispatcher with the Ohio State Highway patrol who has practical experience performing numerous dispatcher related duties for many years. Currently, Lisa is the LEADS auditor for the State of Ohio and travels around the state conducting LEADS audits and providing training in the use of the LEADS/NCIC communication systems. Lisa has instructed extensively at various locations throughout the State of Ohio on dispatcher duties and responsibilities.

Ms. TANYA SIRL: Ms Sirl is a law enforcement officer employed by the Parma Heights Police Department for the past 4 years. She also has 8 years experience as a dispatcher with the Parma Heights and Strongsville Police Departments. She is a

certified communications training officer and has attended numerous dispatcher related training courses in her career.

Ms. MICHELLE HUDAK: Ms. Hudak is a dispatcher assigned to the Parma Heights Police Department for the past 15 years. She has attended over 25 dispatcher related training courses in her career to include the APCO Telecommunications instructor program and the OPOTA 5 day dispatcher training course.



WILLIAM D. HEALY was a career law enforcement officer for the past 29 years. For the past 24 years Mr. Healy had been a member of the Ohio State Highway Patrol and was the Commander of

the Highway Patrol's Traffic Drug Interdiction Team (TDIT) a program out of Columbus, Ohio. He also served as a Lieutenant in charge of Highway Patrol training programs at the Ohio State Highway Patrol Academy. Mr. Healy has a Bachelor's Degree from Ohio University and a Master's Degree from Central Michigan University in General Administration. Mr. Healy is a graduate of the Southern Police Institute, the Northwestern University Traffic Institute (NUTI), the International Association of Chiefs of Police (IACP), the Drug Enforcement Administration and the Drug Interdiction Assistance Program. Mr. Healy currently serves as the Director of Training for Northcoast Polytechnic Institute .

REGISTRATION INFORMATION

Name _____

Agency _____

Address _____

City _____ State _____

Zip _____ Phone _____

FAX _____ e-mail _____

**Registration Fee:
\$200.00**

____ Payment Enclosed
____ Bill Me (P. O. Number _____)

Visa Master Card Other _____

Card # _____ Expiration Date _____

Signature _____

Training Site

**Hubbard Police Department
33 W. Liberty Street
Hubbard, Ohio 44425**



4 WAYS TO REGISTER:

On Line: www.ncpi-ohio.com

Mail: Northcoast Polytechnic Institute
Attn: William D. Healy, Director
6688 Steinbeck Court
North Ridgeville, Ohio 44039

Phone (440) 353-0796

e-mail: Info@ncpi-ohio.com

Fax: (440) 353-0797

Mr. Healy will confirm all registrations

FOR OFFICE USE ONLY	
School No. _____	School : 2 Day Dispatcher Inservice
Hubbard PD	Mar11-12, 2008

**For further training check:
WEB: www.ncpi-ohio.com**

**Northcoast Polytechnic Institute
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www.ncpi-ohio.com**



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**2-Day
DISPATCHER
INSERVICE**



**HOSTED
BY**

**HUBBARD
POLICE DEPARTMENT**

Tuesday – Wednesday

**March 11-12,
2008**

**8:00 AM – 4:30 PM
each day**