

## **ATTENDANCE REQUIREMENTS**

### **Basic Training**

Recruits enrolled in Basic Training are required to complete a minimum of 768 hours of training. Recruits may have excused absences from the course with the approval of the director of the certified school or his designee. Any excused absence will require training to be made up through additional assignment(s).

### **Professional Development**

Students enrolled in Professional Development courses from the following Branches are required to attend all scheduled training:

- Advanced Individual Training
- Leadership Institute
- Skills
- Telecommunications

All absences from training must be approved by the section supervisor of the Professional Development course. Written notice shall be given prior to the absence, or in the case of unexpected absences, within twenty-four hours. A student must repeat a subject area in which ten percent or more of the area is missed, whether the absence is excused or unexcused (503 KAR 3:020). All absences require completion of a special project. Disciplinary action can occur as a result of an unexcused absence.

### **Public Safety Dispatch Academy**

Trainees enrolled in a Public Safety Dispatch Academy are required to complete a minimum of 205 hours for agencies with a CJIS Terminal and 165.5 hours for agencies without a CJIS Terminal. Trainees may have excused absences from the course with the approval of the director of the certified school or his designee. Any excused absence will require training be made up through additional assignment(s).