Lassen County Sheriffs Office

Trainer's Manual

COMMUNICATIONS TRAINING OFFICER

Competency Verification Forms





Lassen County Sheriff Department

Trainer's Manual

COMMUNICATIONS TRAINING OFFICER

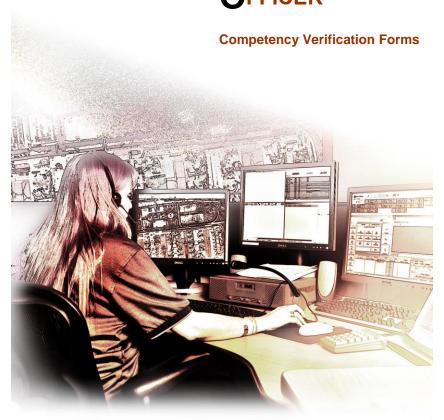


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ADMINISTRATIVE ORIENTATION

		TRAINING MATERIAL REVIEWED									
		Explair	ned	Demonst	trated	Perforn	ned	Comp	etency		
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:		
1.	Facility Tour							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	·							Date:	Initials:		
2.	Employee Orientation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Offeritation							Date:	Initials:		
3.	Organization's Chain of							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess		
	Command							Date:	Initials:		
4.	Agency Policies,							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	General Orders							Date:	Initials:		
5.	Training Manual							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	J							Date:	Initials:		
6.	General Rules/							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Code of Conduct							Date:	Initials:		
7.	Training Program Overview							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Overview							Date:	Initials:		
8.	Ergonomics							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
9.	Work Hazards/ Evacuation Plans							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

AGENCY FORMS

				TR	AINING N	IATERIAL	REVIEWE	D	
		Explai	ned	Demons	trated	Perfor	med	Comp	etency
COMPONENTS		Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
1.	Time Sheet/							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	Card							Date:	Initials:
2.	Leave Forms (Sick Leave,							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	Time Off, Etc.)							Date:	Initials:

AGENCY FORMS (CONT)

			TRAINING MATERIAL REVIEWED								
	Explained		ed	Demonstr	ated	Performed		Competency			
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
3.	Schedules							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
4.	Memo/Internal							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Correspondence							Date:	Initials:		
5.	Miscellaneous Agency Forms							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

ALLIED AGENCIES

		TRAINING MATERIAL REVIEWED									
		Explain	ed	Demonst	rated	Performe	ed	Compe	etency		
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi			
1.	Adult Protective Services (APS)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Services (AFS)							Date:	Initials:		
2.	Airports							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
3.	Alcohol Beverage Control (ABC)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
4.	Animal Control							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
5.	Bureau of Alcohol, Tobacco and							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Firearms (ATF)							Date:	Initials:		
6.	California Highway Patrol							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	(CHP)							Date:	Initials:		
7.	California State Parole							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
8.	Child Welfare Services (CWS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
9.	Coroner							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

ALLIED AGENCIES (CONT)

		TRAINING MATERIAL REVIEWED									
	Explaine	ed	Demonstr	ated	Performe	ed	Comp	etency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi				
10. County Probation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
11. Department of Motor Vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
(DMV)							Date:	Initials:			
12. District Attorney's Office							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
13. District Attorney's Office							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
Federal Bureau of Investigation (FBI)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
15. Fire Agencies							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
16. Homeland Security Investigations							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal			
(formerly Immigration and Customs Enforcement (ICE)							Date:	Initials:			
17. Hospitals							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
18. Housing Authority Police							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
19. Mental Health Agencies							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
20. Railroad							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
21. Rape Crisis Center							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

ALLIED AGENCIES (CONT)

			TR	AINING	MATERIAL RI	EVIEWE	D		
	Explaiı	ned	Demonstrated		Performed		Competency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	Determined by:	
22. Shelters							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
23. School District Police							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

ANIMAL SERVICES

				TRA	INING	MATERIAL RE	VIEWE	D	
		Explaine	Explained		Demonstrated		ed	Competency	
COMPONENTS		Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
1. Anima proce	al Control dure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
2. Calls	for Service							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
3. Even	t Entry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
	hours gency Calls							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
•	al Services urces							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:

BROADCASTING BOLO'S AND APB'S

			TR	AINING N	ATERIAL	REVIEWE	D	
	Explai	ned	Demons	trated	Perfor	med	Comp	etency
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:	
1. BOLO							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
Receiving BOLO's from							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
Outside Agencies							Date:	Initials:

BROADCASTING BOLO'S AND APB'S (CONT)

				TR	AINING N	1ATERIAL F	REVIEWE	D	Vritten Exam					
COMPONENTS		Explai	ned	Demons	trated	Performed		Competency						
		Date	Initials	Date	Initials	Date	Initials	Determ	ined by:					
3.	Officer Initiated BOLO's							☐ Observation ☐ Written Exam	_ ,					
								Date:	Initials:					
4.	Notifying Surrounding							☐ Observation ☐ Written Exam						
	Agencies							Date:	Initials:					

COMPUTER AIDED DISPATCH (CAD) SYSTEM

		TRAINING MATERIAL REVIEWED										
		Explain	ed	Demonsti	rated	Perform	ed	Comp	etency			
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1.	CAD System Overview							☐ Observation☐ Written Exam	☐ Role Play☐ Verbal Assess			
								Date:	Initials:			
2.	Sign On and Off Password							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	Screens							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Printer							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Interface with MDC/MDT							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	Interface with Records							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
7.	Interface with CLETS							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
8.	Interface with 9-1-1							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
9.	Mapping							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
10.	Keyboard/ Mouse							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

CAD SYSTEM: COMMANDS

	TRAINING MATERIAL REVIEWED										
	Explain	ed	Demonstr	ated	Perform	ed		etency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
 Types of Call Codes 							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
2. Status Codes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
3. Command Codes							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
4. Command Line							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
5. Narrative/ Comments							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess			
							Date:	Initials:			
6. Locations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
7. Priority							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
8. Flags							☐ Observation ☐ Written Exam	Role Play Verbal Assess			
							Date:	Initials:			
Incident Entry Mask							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
10. Canceling an Incident							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
11. Duplicate Incidents							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
12. Call Print Out							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
13. Messages							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
14. Unit							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

CAD SYSTEM: COMMANDS (CONT)

	TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:		
15. Event							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
16. Info							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
17. View							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
18. Help							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

CAD SYSTEM: COMMAND LINE ENTRY

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:				
1. Access							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				
2. Format							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				
3. Functions							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				
Interfaces Multiple Command Line Windows							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal ☐ Date: ☐ Initials:				

CAD SYSTEM: FILES

	TRAINING MATERIAL REVIEWED									
	Explained		Demonst	Demonstrated		ed	Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:		
Information and Referral Files							☐ Observation☐ Written Exam	Role Play Verbal Assess Initials:		
2. Intranet							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
3. On-call (Call-out) Lists							Date: Observation Written Exam	Initials: Role Play Verbal Assess		
							Date:	Initials:		

CAD SYSTEM: INCIDENT ENTRY

	TRAINING MATERIAL REVIEWED									
	Explaii	ned	Demonst	trated	Performed		Comp	etency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:		
Locations/ Verification							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
2. Database Searches							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
3. Call Types							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
Reporting Party Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
5. Remarks/ Comments							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
6. Agency Override							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
7. Event/Incident Times							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
8. Stacked Events							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

CAD SYSTEM: INCIDENT ENTRY (CONT)

	TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:		
Accepting the Event							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
10. Event/Incident Display							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

CAD SYSTEM: INQUIRES

							C/	AD STSTEM	. INQUINES
				TR	AINING N	/IATERIAL R	EVIEWE	D	
		Explair	ned	Demonstrated		Perforn	ned	Comp	etency
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:
1.	Incident/Event Search							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
2.	Display Incident/ Event							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
3.	Premise Hazard/Special							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	Information							Date:	Initials:
4.	Skill Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
5.	Unit Status							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
6.	Equipment Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
7.	Unit History							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
8.	CAD Reports							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
9.	On Duty/Logged- on Resources							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:

CAD SYSTEM: MANUAL MODE (SYSTEM DOWN/CRASH)

		TRAINING MATERIAL REVIEWED								
		Explai	ned	Demons	trated	Perfor	med	Comp	etency	
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:	
1.	Tracking Method							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
2.	Calls for Service							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
3.	Officer Initiated							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
4.	Date/Time Method							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
5.	Incident/Case Numbers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
6.	Back-entering Information/							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Catch up Mode							Date:	Initials:	
7.	Map Books/Beat Maps							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
8.	CLETS Access							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
9.	Call Takers Responsibility							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
10.	CAD Crash Drawer							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
11.	Card System							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	

CAD SYSTEM: MESSAGES

			TRAINING MATERIAL REVIEWED									
		Explain	Explained		Demonstrated		ed	Competency				
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1.	Send Message							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
2.	Update Message							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	Receive Message							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Retrieve Message							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Officer Safety							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

CAD SYSTEM: UNIT LOG ON/LOG OFF

		TRAINING MATERIAL REVIEWED									
	Explained		Demonst	Demonstrated		ned	Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1. Log-on Units							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
2. Log-off Units							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
3. Unit Lineups							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
Change Unit Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

CALL-OUT PROCEDURES

									COLDONEO
				TR	AINING M	ATERIAL F	REVIEWE	D	
		Explaii	ned	Demons	trated	Performed		Competency	
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
1.	Call-out Documentation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	and Notification							Date:	Initials:
2.	Call-out of Specialized							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	Teams							Date:	Initials:
3.	Call-out Lists							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
4.	Call-outs for Utility Companies							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
5.	Call-out for Public Works							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
6.	Call-out for a Tow Company							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:

CODES AND ABBREVIATIONS

		TRAINING MATERIAL REVIEWED									
	Explain	ed	Demons	Demonstrated		ed	Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:				
1. Radio Codes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
2. Type Codes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
3. Phonetic Alphabet							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
4. State Codes/ Abbreviations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
5. Color Codes/ Abbreviations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

CODES AND ABBREVIATIONS (CONT)

		TRAINING MATERIAL REVIEWED										
	Explained		Demonstrated		Performed		Competency					
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:				
6. Directional Abbreviations							☐ Observation☐ Written Exam☐ Date:	Role Play Verbal Assess Initials:				
7. Days of the Week Abbreviations							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess Initials:				
8. Additional Abbreviations and Acronyms							Observation Written Exam Date:	☐ Role Play ☐ Verbal Assess Initials:				

COMMUNITY RELATIONS

		TRAINING MATERIAL REVIEWED								
		Explai	ned	Demons	trated	Perfor	med	Competency		
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:	
1.	Community Oriented Policing							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	(COP)							Date:	Initials:	
2.	Problem Oriented Policing (POP)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
3.	Placing Callers on Hold							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
4.	Providing Direction							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
5.	Controlling Conversations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
6.	Difficult Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
7.	Tone of Voice							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
8.	Empathy/ Patience							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
9.	Denial of Public Safety Services							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	

DATABASE SYSTEMS

		TRAINING MATERIAL REVIEWED									
		Explain	ed	Demonstr	ated	Performe	ed	Compe	etencv		
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi			
1.	Security of Information, Responsibility and Liability							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal		
								Date:	Initials:		
2.	California Law Enforcement Telecommunicati ons System							☐ Observation ☐ Written Exam Date:	☐ Role Play ☐ Verbal Assess Initials:		
	(CLETS)							_			
3.	Criminal Justice Information System (CJIS)							☐ Observation ☐ Written Exam	Role Play Verbal Assess		
								Date:	Initials:		
4.	California Automated Restraining and Protective							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Order System (CARPOS)							Date:	Initials:		
5.	Armed and Prohibited Persons							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	System (APPS)							Date:	Initials:		
6.	Supervised Release File							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	(SRF)							Date:	Initials:		
7.	Stolen Vehicle System (SVS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
8.	Automated Boat System (ABS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
9.	Automated Property System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	(APS)							Date:	Initials:		
10.	Automated Firearms System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	(AFS)							Date:	Initials:		
11.	Wanted Persons System (WPS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
12.	Mental Health Firearms							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Prohibition (MHFP)							Date:	Initials:		
13.	Missing Persons System (MPS)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

DATABASE SYSTEMS (CONT)

	TRAINING MATERIAL REVIEWED									
	Explaine	ed	Demonstr	ated	Perform	ed	Comp	etency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi			
14. Unidentified Persons System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
(UPS)							Date:	Initials:		
15. Violent Crime Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Network (VCIN)							Date:	Initials:		
16. National Crime Information Center (NCIC)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Center (NOIC)							Date:	Initials:		
17. National Law Enforcement Telecommunicati							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
ons System (NLETS)							Date:	Initials:		
18. Department of Motor Vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
(DMV)							Date:	Initials:		
Criminal History Systems							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
20. Oregon Law Enforcement							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Data System (LEDS)							Date:	Initials:		
21. Immigration Violator File (IVF)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
22. Known or Appropriately Suspected Terrorist (KST)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
File							Date:	Initials:		
23. California Law Enforcement							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Website (CLEW)							Date:	Initials:		
24. Administrative Messages							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
25. Local Systems							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

DATABASE SYSTEMS (CONT)

	TRAINING MATERIAL REVIEWED											
	Explained		Demonstrated		Performed		Competency					
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:					
26. Confirmation of Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
							Date:	Initials:				
27. Database Manuals							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
							Date:	Initials:				

DB SYSTEMS: INQUIRY PERSON FILES

				TRA	VINING I	MATERIAL RE	VIEWE	D	
		Explain	ed	Demonsti	rated	Performe	ed	Compe	etency
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:
1.	Driver License (DL)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
2.	Wanted Persons System (WPS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
3.	Sex Arson Registration							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	(SAR)							Date:	Initials:
4.	Automated Warrant System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	(AWS)							Date:	Initials:
5.	California Restraining Order and Protective System							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal
	(CARPOS)							Date:	Initials:
6.	Supervised Release File							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
	(SRF)							Date:	Initials:
7.	Missing Persons System (MPS) and Unidentified Persons System (UPS)							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal
								Date:	Initials:

DB SYSTEMS: INQUIRY PERSON FILES (CONT)

		TRAINING MATERIAL REVIEWED												
		Explained		Demonstrated		Performed		Competency						
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:					
8.	National Crime Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess					
	Center (NCIC)							Date:	Initials:					
9.	NCIC Sub Files							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess					
								Date:	Initials:					

DB SYSTEMS: INQUIRY STATE/NATIONAL WANTED PERSONS SYSTEMS

			TRAINING MATERIAL REVIEWED									
		Explai	ned	Demons		Perfori			etency			
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1.	Wanted Persons System (WPS)							☐ Observation☐ Written Exam	☐ Role Play☐ Verbal Assess			
								Date:	Initials:			
2.	WPS – Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	WPS – Confirmation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	WPS – Extradition							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	WPS – Warrant Confirmation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	National Crime Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Center (NCIC)							Date:	Initials:			
7.	NCIC – Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
8.	NCIC – Confirmation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
9.	NCIC – Locate							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

DB SYSTEMS: INQUIRY STATE/NATIONAL WANTED PERSONS SYSTEMS (CONT)

	TRAINING MATERIAL REVIEWED												
Explained			Demonstrated		Perform	ed	Competency		псу				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined	l by:				
10. NCIC – Extradition							☐ Observation ☐ Written Exam	_	Role Play Verbal Assess				
							Date:		Initials:				
11. NCIC – Warrant Confirmation							☐ Observation ☐ Written Exam	_	Role Play Verbal Assess				
							Date:		Initials:				

DB SYSTEMS: INQUIRY STATE/NATIONAL CRIMINAL HISTORY SYSTEMS

			D					
	Explai	Explained		trated	Perfor	med	Comp	etency
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
Criminal History System (CHS) Definition							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
2. CHS – Liability							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
CHS – Relaying Criminal History							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
via Radio or MDC							Date:	Initials:
4. NCIC Name							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
5. Automated CHS							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
6. CHS Response Types							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
7. Juvenile Contacts							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
8. Juvenile Liabilities and							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
Restrictions							Date:	Initials:
9. CJI Name Inquiry							☐ Observation ☐ Written Exam	Role Play Verbal Assess
							Date:	Initials:

DB SYSTEMS: INQUIRY STATE/NATIONAL CRIMINAL HISTORY SYSTEMS (CONT)

	TRAINING MATERIAL REVIEWED											
	Explained		Demonstrated		Performed		Competency					
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:					
10. CJI Number Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
							Date:	Initials:				
11. Release of Information via							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
Radio or MDC							Date:	Initials:				

DB SYSTEMS: INQUIRY PROPERTY SYSTEMS

								PROPER	IY SYSTEMS			
			TRAINING MATERIAL REVIEWED									
		Explai	ned	Demonst	trated	Perfor	med	Comp	etency			
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:			
1.	Automated Property System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	(APS)							Date:	Initials:			
2.	APS – Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	APS – Confirmation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Automated Firearms							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Systems (AFS)							Date:	Initials:			
5.	AFS – Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	AFS – Confirmation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
7.	AFS – Historical/ Law Enforcement							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
8.	Automated Boat System (ABS)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
9.	Automated Boat System – Parts							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

DB SYSTEMS: INQUIRY DRIVER LICENSE

		TRAINING MATERIAL REVIEWED											
		Explain	ed	Demonst	rated	Performe	ed	Comp	etency				
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:				
1.	California Driver License (CDL)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	Inquiry – Number							Date:	Initials:				
2.	CDL Inquiry – Name							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
3.	Out-of State Driver License							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	Inquiry							Date:	Initials:				
4.	CDL – Suspension							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	Response							Date:	Initials:				
5.	CDL – Provisional							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	Licenses							Date:	Initials:				
6.	CDL – Class of License							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
7.	CDL – Restrictions and							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	Court Probation							Date:	Initials:				
8.	Soundex Similar							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
9.	CDL Photos							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				

DB SYSTEMS: INQUIRY VEHICLES

			TR	TRAINING MATERIAL REVIEWED							
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:				
Vehicle Status Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
Vehicle Registration							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
Inquiry							Date:	Initials:			

DB SYSTEMS: INQUIRY VEHICLES (CONT)

		TRAINING MATERIAL REVIEWED								
C	OMPONENTS	-	Explained Date Initials		trated Initials	Perforr Date		Comp	etency ined by:	
3.	Dealer Plate Inquiry	2410	- IIIIIIIIII	Date		2410		☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
4.	Vehicle Identification Number (VIN) Inquiry							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal	
								Date:	Initials:	
5.	License Plate Type Codes							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
6.	New Owner Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
7.	Providing Vehicle Information via							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	the Radio							Date:	Initials:	
8.	Routine Returns							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
9.	Stolen Vehicles and Officer							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Safety							Date:	Initials:	
10.	Out-of-State Stolen Vehicles –							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	SVS and NCIC							Date:	Initials:	
11.	Confirmation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
12.	Automated Warrant System							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Inquiry							Date:	Initials:	
13.	Parking Citations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	

DB SYSTEMS: ENTRY VEHICLE PRIVATE PROPERTY IMPOUND OR VEHICLE REPOSSESSION

		TRAINING MATERIAL REVIEWED											
		Explair	Explained		rated	Perform	ed	Comp	etency				
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:				
1.	Private Property Impound (PPI)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
2.	PPI - Liability							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
3.	PPI – CAD Call Type							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
4.	PPI – SVS Entry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
5.	Repossession – Liability							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
6.	Repossession – SVS Entry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
								Date:	Initials:				
7.	Repossession – CAD Call Type							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
	System – Parts							Date:	Initials:				

DB SYSTEMS: ENTRY VEHICLE RECOVERED VEHICLES

		TRAINING MATERIAL REVIEWED									
	Explair	ed	Demonstrated		Perform	ed	Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determin	ed by:			
Liability Related to Recovered, Located, Cleared							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal			
Vehicles							Date:	Initials:			
2. Recovered Stolen Vehicle in the Reporting Agency's Jurisdiction (CLEAR							☐ Observation ☐ Written Exam Assess	Role Play Verbal			
Procedure)							Date:	Initials:			

DB SYSTEMS: ENTRY VEHICLE RECOVERED VEHICLES (CONT)

		TRAINING MATERIAL REVIEWED									
COI	MPONENTS	Explained Date Initials		Demonstrated Date Initials		Performo	e d Initials	Competency Determined by:			
3. F	Recovered Stolen Vehicle Outside of the Reporting Agency's Jurisdiction (LOCATE Procedure)	Date	IIIIuais	Date	IIIIIIIII	Date	Illidas	☐ Observation [Role Play Verbal		
(Dissemination of Paperwork on Recovered Stolen Vehicles							☐ Observation [Role Play Verbal		
(F	Notification to Owners of Recovered Stolen Vehicles							☐ Observation [Role Play Verbal		
								Date:	Initials:		

DIFFICULT CALLERS

			TR	AINING M	ATERIAL F	REVIEWEI	D	
	Explained		Demons	trated	Perfor	med	Comp	etency
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
Effective Call- taking							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
Rude or Angry Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
Callers with Mental or							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
Physical Health Issues							Date:	Initials:
4. Hysterical Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
5. Limited/non English Speaking							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
Callers							Date:	Initials:
6. Child Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
7. Elderly Callers							Observation	☐ Role Play

			☐ Written Exam	Verbal Assess
			Date:	Initials:

DIFFICULT CALLERS (CONT)

	TRAINING MATERIAL REVIEWED								
	Explain	ed	Demonstr	ated	Perform	ed	Comp	etency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:		
8. Callers Who May be Under the							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
Influence							Date:	Initials:	
9. Suicidal Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
10. Speech/Hearing Impaired Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
11. When Callers May be in Danger							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
12. Callers with Weapons							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess	
							Date:	Initials:	
13. Evasive Callers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
14. Complaints Against Personnel							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
15. Confidentiality and the Public							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess	
							Date:	Initials:	
16. Media							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
17. Confidentiality and the Agency							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
18. Interviewing Suspects							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

EQUIPMENT OR SYSTEM FAILURES

		TRAINING MATERIAL REVIEWED								
		Explain	ed	Demonst	rated	Perform	ed	Compe	etency	
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:	
1.	Power Failure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
2.	CLETS System Failure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
3.	9-1-1 Equipment Failure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
4.	9-1-1 System Transfer to/from							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Alternate PSAP							Date:	Initials:	
5.	ANI/ALI Failure or Errors							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
6.	Headset Maintenance and							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Failure							Date:	Initials:	
7.	CAD Failure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
8.	Equipment Malfunction Reporting Procedures							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal	
								Date:	Initials:	
9.	Radio Failure							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	

EVACUATION OF COMMUNICATION STAFF

TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performed		Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
Evacuation Routes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
2. Notifications							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:

EVACUATION OF COMMUNICATION STAFF (CONT)

			_	TRAINING MATERIAL REVIEWED								
		Explair	Explained		Demonstrated		ed	Competency				
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
3.	Evacuation Kit							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	9-1-1 Switch Over to Alternate PSAP							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Power Shut-off Switches							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	Power Failure							☐ Observation ☐ Written Exam	Role Play Verbal Assess			
								Date:	Initials:			

GEOGRAPHY

		TRAINING MATERIAL REVIEWED								
	Explain	ed	Demonstrated		Perform	ed	Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:			
1. Map Books							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			
2. Mapping System							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			
Geographical Boundaries/Beats							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			
4. Landmarks							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			
5. Directions							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			
6. Common Place Names							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess			
							Date: Initials:			

GEO-POLICING

			TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performe	ed	Competency				
СОМРО	NENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
1. Geo-Po	olicing							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
2. Beat St	tructure							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
3. Radio (Call Signs							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
4. Patrol S	Shifts							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
	5. Unit Types and Responsibilities							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

INCIDENT TYPES

	TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performed		Competency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:	
Abandoned vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
2. Administrative Details							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
3. Agency Assist							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
4. Aircraft Incidents							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
5. Alarms							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
6. Alcohol Violations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
7. AMBER Alert							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

INCIDENT TYPES (CONT)

	TRAINING MATERIAL REVIEWED							
	Explained Demonstrated			Perform		Competency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	
8. Animal Incidents							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
9. Arson							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess
							Date:	Initials:
10. Assault							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
11. Assault with a Deadly Weapon							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
12. Attempt to Locate (BOLO)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
13. AWOL/Fugitive							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
14. Barricaded Suspect							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
15. Battery							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
16. Boat Accident/Distress							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
17. Bomb							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
18. Brandishing							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
19. Bribery							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
20. Burglary							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
21. Child Abuse							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:

INCIDENT TYPES (CONT)

	TRAINING MATERIAL REVIEWED							
	Explaine	ed	Demonstrated		Performed		Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:
22. Child Custody							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess
							Date:	Initials:
23. Child Molestation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
24 . Civil or Criminal							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
24 . Citizen complaint							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
25 .Citizen Contact							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
26. Citizen Detention							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
27. Civil Demonstration							☐ Observation☐ Written Exam Assess	☐ Role Play ☐ Verbal
							Date:	Initials:
28. Civil Rights Violation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
29. Civil Standby							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
30. Computer Crimes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
31. Concealed Weapon							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
32. Conspiracy							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
33. Contributing to the Delinquency							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
of a Minor							Date:	Initials:
34. Coroner Case							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:

	TRAINING MATERIAL REVIEWED									
0014001151170	Explaine		Demonstra	ated	Performe		Comp			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
35. Counterfeit Money							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
36. Criminal Threats							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
37. Defrauding an Innkeeper							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
38. Dispute							☐ Observation☐ Written Exam☐ Date:	☐ Role Play ☐ Verbal Assess Initials:		
39. Disturbing the Peace							☐ Observation☐ Written Exam	Role Play Verbal Assess		
							Date:	Initials:		
40. Domestic Violence							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
41. Driving Under the Influence							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
42. Drowning							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
43. Elder Abuse							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
44. Embezzlement							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
45. Environmental Crimes							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
46. Escape							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
47. Evacuations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
48. Explosives							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

	TRAINING MATERIAL REVIEWED										
	Explaine	ed	Demonstra	ated	Performe	ed	Compe				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
49. Extortion							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
50. Extra Patrol							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
51. Fight							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
52. Fire Incidents							☐ Observation☐ Written Exam☐ Date:	☐ Role Play ☐ Verbal Assess Initials:			
53. Fireworks Violation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
54. Fish and Game Violations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
55. Forgery							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
56. Found/Lost Property							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
57. Fraud							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
58. Gambling							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
59. Gang Activity							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
60. Harassment							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
61. Hate Crimes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
62. Hazardous Materials							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

	TRAINING MATERIAL REVIEWED								
	Explain	ed	Demonsti	rated	Perform	ed	Competency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ne	d by:
63. Hazards							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
64. Hijacking							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
65. Homicide/ Attempted Homicide							☐ Observation ☐ Written Exam		Role Play Verbal Assess
nomicide							Date:		Initials:
66. Hostage							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
67. Identity Theft							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
68. Insufficient Funds							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
69. Illegal Alien							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
70. Internet Crimes							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
71. Industrial Accident							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
72. Indecent Exposure							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
73. Impersonating an Officer/Official							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
75. Jail Incidents							☐ Observation☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
76. Juvenile Crimes							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:
77. Kidnapping							☐ Observation ☐ Written Exam		Role Play Verbal Assess
							Date:		Initials:

	TRAINING MATERIAL REVIEWED									
	Explaine	ed	Demonstra	ated	Performe	ed	Compe			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
78. Lockout							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
79. Loitering							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
80. Mass Casualty Incidents							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
81. Medical Incidents							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
82. Meagan's Law Requests							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
83. Mentally III							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
84. Military							☐ Observation ☐ Written Exam	Role Play Verbal Assess		
							Date:	Initials:		
85. Misconduct by Public Official							☐ Observation☐ Written Exam	Role Play Verbal Assess		
							Date:	Initials:		
86. Missing Persons/Lost Persons/Found Persons							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal		
							Date:	Initials:		
87. Misuse of 9-1-1							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
88. Municipal Code Violations							☐ Observation ☐ Written Exam	Role Play Verbal Assess		
							Date:	Initials:		
89. Murder/Homicide							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
90. Mutual Aid							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
91. Narcotics Violation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

	TRAINING MATERIAL REVIEWED										
	Explair	ned	Demonstrated		Performed		Competency		ncy		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ				
92. Natural Disasters							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
93. Non-English Speaking Caller							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
94. Notifications							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
95. Officer Safety							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
96. Overdose							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
97. Panhandling							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
98. Parking Violations							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
99. Personal Location/Tracking							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
Devices							Date:		Initials:		
100. Poisoning							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
101. Pollution							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
102. Pornography							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:	_	Initials:		
103. Prostitution							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
104. Prowler							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		
105. Public Assist							☐ Observation ☐ Written Exam		Role Play Verbal Assess		
							Date:		Initials:		

	TRAINING MATERIAL REVIEWED									
	Explaine		Demonstra	ated	Performe		Comp			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
106. Public Intoxication							☐ Observation☐ Written Exam	☐ Role Play☐ Verbal Assess		
							Date:	Initials:		
107. Public Nuisance Crimes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
108. Pursuit							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
109. Rape							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
110. Recovered Property							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
111. Repossession							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
112. Resisting Arrest							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
113. Riot							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
114. Robbery							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
115. Search and Rescue							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Incidents							Date:	Initials:		
116. Sexual Crimes/ Sexual Assault							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
117. Shooting into Occupied							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
Dwelling							Date:	Initials:		
118. Shots Fired							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
119. Shots Heard							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

	TRAINING MATERIAL REVIEWED								
	Explai	ned	Demons	trated	Perfor	med	Competency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi		
120. Stalking							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess	
							Date:	Initials:	
121. Stolen Property							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
122. Stolen Vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
123. Stranded Motorist							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
124. Suicide							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
125. Supervised Release							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
Violation							Date:	Initials:	
126. Surveillance							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
127. Suspicious Circumstances							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
128. Suspicious Person							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
129. Suspicious Vehicle							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
130. Terrorism							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
131. Theft							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
132. Threats							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

	TRAINING MATERIAL REVIEWED								
	Explaine	ed	Demonstra	ated	Performe	ed	Comp	etency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:	
133. Traffic Collision							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
134. Traffic Hazard							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
135. Traffic Violations							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
136. Train Incident							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
137. Transient							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
138. Trespassing							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
139. Unknown Trouble							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
140. Vandalism							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
141. Vehicle Stops							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
142. Vehicle Tampering							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
143. Warrants							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
144. Weapons Violations							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
145. Welfare Check							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

MUTUAL AID

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
1. Local (Allied Agencies)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
County Office of Emergency							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
Services (OES)							Date:	Initials:			
3. California Emergency Management Agency (Cal							Observation Written Exam Assess	☐ Role Play ☐ Verbal			
EMA)							Date:	Initials:			

NON-DISPATCH INCIDENTS ALTERNATE CALL ROUTING

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
1. Referrals							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
Documentation Only Requests							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
3. Abandon Vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
4. Mail, Telephone Reports and On-							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
Line Reporting							Date:	Initials:			

PUBLIC RELATIONS

	TRAINING MATERIAL REVIEWED									
	Explained		Demons	trated	l Performed		Comp	etency		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:			
1. Confidentiality							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
2. No Specific ETA							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

PUBLIC RELATIONS (CONT)

			TRAINING MATERIAL REVIEWED									
		Explaine	ed	Demonstra	ated	Performe	ed	Compe	etency			
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
3.	Advice Versus Referrals							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Not a Counselor							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Citizen Request Contact or No Contact from Responding							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal			
	Units							Date:	Initials:			
6.	Providing Excellent							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Customer Service							Date:	Initials:			
7.	Avoid Making Commitments to							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Callers							Date:	Initials:			
8.	Directing the Interview							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
9.	Special Relationships							☐ Observation☐ Written Exam	Role Play Verbal Assess			
								Date:	Initials:			
10.	Ending Conversation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Positively							Date:	Initials:			
11.	Emergency Alert System (EAS)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
12.	Emergency Notifications							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	System							Date:	Initials:			
13	Oriented Policing (COP) and Problem Oriented							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal			
	Policing (POP)							Date:	Initials:			
14.	Tone of Voice							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
15.	Empathy							☐ Observation ☐ Written Exam	Role Play Verbal Assess			
								Date:	Initials:			

RADIO: INTRODUCTION TO RADIO SYSTEMS AND EQUIPMENT

	TRAINING MATERIAL REVIEWED										
	Explai	Explained		Demonstrated		ed	Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:				
Radio System							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				
2. Federal Communications Commission (FCC)							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
Regulations							Date: Initials:				
Overview of Radio Equipment							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				
Instant Recall Recorder (IRR)							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Assess				
							Date: Initials:				

RADIO: 800 MHZ EMERGENCIES

		TRAINING MATERIAL REVIEWED									
	OMPONENTS		Explained		Demonstrated		ned	Competency			
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined	by:		
1.	Radio Identifiers								ole Play erbal Assess		
								Date: Ir	nitials:		
2.	Emergency Activations							_	ole Play erbal Assess		
								Date: Ir	nitials:		
3.	Emergency Button								ole Play erbal Assess		
								Date: Ir	nitials:		
4.	Emergency Reset								ole Play erbal Assess		
								Date: In	nitials:		
5.	Site Trunking Failure								ole Play erbal Assess		
								Date: Ir	nitials:		
6.	Fail-Soft							_	ole Play erbal Assess		
								Date: In	nitials:		
7.	Radio System Failure								ole Play erbal Assess		
								Date: In	nitials:		

RADIO: CONSOLE

		TRAINING MATERIAL REVIEWED										
		Explai	ned	Demonstrated		Performed		Comp	etency			
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1.	Foot Pedal							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
2.	Headset/Handset							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	Cell Sites /Repeaters							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Select/Unselect Frequencies							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Channels/Talk Groups							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	Outside Agency Channels/Talk							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
	Groups							Date:	Initials:			
7.	Mutual Aid Channels							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
8.	Radio Patch							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

RADIO: DEMEANOR

		TRAINING MATERIAL REVIEWED										
	Explained		Demonstrated		Performed		Competency					
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:				
Hearing Versus Listening							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
							Date:	Initials:				
Acknowledgement of the Radio							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
Transmission							Date:	Initials:				
3. Transmitting							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess				
							Date:	Initials:				

RADIO: DEMEANOR (CONT)

								- (/
			TR	AINING N	IATERIAL RE	VIEWE	D	
	Explain	ned	Demonst	Demonstrated		ed	Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:
4. Radio Voice							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
5. Proper and Professional							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
Terminology							Date:	Initials:
6. Terminology and Jargon							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
7. Radio Codes and Clear Text							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
8. ABC's of Dispatching (Accuracy, Brevity, Clarity)							☐ Observation ☐ Written Exam Assess	☐ Role Play ☐ Verbal
brevity, Clarity)							Date:	Initia

RADIO: DISPATCHING CALLS FOR SERVICE

			TRAINING MATERIAL REVIEWED									
		•	Explained		trated	Performed		Competency				
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1.	How to Broadcast a Call for Service							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
2.	Event Priorities							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	Response Times							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Area Integrity							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Premise Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	Selection of Units							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
7.	Mobil Data Computer (MDC)							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			

Policy				Date:	Initials:

RADIO: DISPATCHING CALLS FOR SERVICE (CONT)

		TRAINING MATERIAL REVIEWED									
		Explair	ned	Demonst	rated	Perform	ed	Competency			
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ned by:		
8.	CAD Color Coding							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
9.	Relaying Accurate Information							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
10.	Tracker – Unit Locations							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
11.	CAD Dispatch Commands							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
12.	Disposition Codes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
13.	In-Service Versus. Clear							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
14.	Request to Cancel							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
15.	Issue/ Cancelling a Case							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Number							Date:	Initials:		
16.	Duplicate Command							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
17.	Change Disposition Code							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

RADIO: EMERCENCY DISPATCH PROCEDURES

									00120:110			
		TRAINING MATERIAL REVIEWED										
		Explained		Demonst	Demonstrated		Performed		etency			
COMPON	NENTS	Date	Initials	Date	Initials	Date Initials		Determined by:				
1. Emerge Button	ncy/Alert							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
2. Alert To	ne							☐ Observation ☐ Written Exam	Role Play Verbal Assess			
								Date:	Initials:			

RADIO: EMERCENCY DISPATCH PROCEDURES (CONT)

	TRAINING MATERIAL REVIEWED										
	Explai	ned	Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
3. Bomb Threats							☐ Observation☐ Written Exam	☐ Role Play☐ Verbal Assess			
							Date:	Initials:			
4. Code 3 Policy							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
5. Air Support							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
6. K-9 Officers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
7. Mutual Aid							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
8. Pursuits							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
9. "Officer Needs Help" Calls							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
10. Special Weapons and Tactics Team							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
(SWAT)							Date:	Initials:			

RADIO: EQUIPMENT

	TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
Overview of Radio Equipment							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
and System							Date:	Initials:		
Instant Recall Recorder (IRR) at							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
the Radio Position							Date:	Initials:		
3. FCC Regulations							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

RADIO: OFFICER SAFETY

		TRAINING MATERIAL REVIEWED								
		Explaiı	ned	Demonst	rated	Performed		Competency		
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:	
1.	Documentation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
2.	Updating Officer Status							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
3.	Awareness of Officer Safety							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
	Issues							Date:	Initials:	
4.	Unit Response							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
5.	CAD (Timer) Alerts							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
6.	Assigning Back- up Units							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
7.	Response Codes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	
8.	High-risk Vehicle Stop							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
								Date:	Initials:	

RADIO: PURSUIT MANAGEMENT

		TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
1. Pursuits							☐ Observation☐ Written Exam	Role Play Verbal Assess Initials:		
2. Pursuit Documentation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess Initials:		
3. Radio Control							☐ Observation☐ Written Exam	Role Play Verbal Assess Initials:		

RADIO: PURSUIT MANAGEMENT (CONT)

		TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
Pursuits Exiting the Jurisdiction							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
5. Pursuits Entering the Jurisdiction							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

RADIO: SPECIALIZED RESPONSES

				TRA	AINING M	IATERIAL RE	VIEWE)	
		Explain	ed	Demonst	rated	Perform	ed	Competency	
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:
1.	Hazmat Team							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
2.	Crime Scene Investigators							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
3.	Traffic Accident Investigators							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
4.	Parking Enforcement							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Asses
	Officers							Date:	Initials:
5.	Motorcycle/ Traffic Officers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
6.	Commercial Enforcement							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Asses
	Officers							Date:	Initials:
7.	Community Service Officers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
8.	Custody Officer							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:
9.	Special Events Dispatcher							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Asses
								Date:	Initials:

RADIO: SPECIALIZED RESPONSES (CONT)

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determine	d by:			
10. Emergency GPS Tracking System							_	Role Play Verbal Assess			
							Date:	Initials:			
11. Telematics Equipped								Role Play Verbal Assess			
Vehicles							Date:	Initials:			
12. Mobile Command Post (MCP)								Role Play Verbal Assess			
							Date:	Initials:			

RECORDS MANAGEMENT SYSTEM

				TRA	AINING M	ATERIAL RE	VIEWE)	
	OMPONENTS	Explain		Demonst					etency
	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:
1.	Names							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
2.	Locations							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
3.	Vehicles							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
4.	Bicycle Registration							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
5.	Employees							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
6.	Alarm Permits							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
7.	Arrests							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:
8.	Other Modules							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
								Date:	Initials:

REFERENCE MATERIAL

		TRAINING MATERIAL REVIEWED										
		Explaine	ed	Demonstr	ated	Perform	ed	Competency				
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi				
1.	Computer Manuals							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
2.	Equipment Manuals							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
3.	CLETS/NCIC Manuals							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
4.	Map Books							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
5.	Code Book							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
6.	Information Books/Files							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
7.	Directories							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			
8.	Internet Resources							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
								Date:	Initials:			

SECURITY SYSTEMS ALARMS AND EMERGENCY GENERATORS

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:			
1. Duress Alarms							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
2. Fire Alarm							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

SECURITY SYSTEMS

ALARMS AND EMERGENCY GENERATORS (CONT)

		TRAINING MATERIAL REVIEWED								
	Explained		Demonstrated		Performed		Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determ	ined by:		
3. Alarm Panels							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
4. Emergency Generators							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

STATION INTERCOMS

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
1. Access Intercom							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
2. Door and Gate							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

TELEPHONE: CALL-OUTS

			TRA	AINING M	IATERIAL RE	VIEWEI)	
	Explain	ed	Demonst	rated	ated Perform		Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:
1. Tow Trucks							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
2. Blood Technician							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
3. Taxi							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
4. Utility Company							☐ Observation ☐ Written Exam	Role Play Verbal Assess
							Date:	Initials:
5. Coroner							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:

TELEPHONE: CALL-OUTS (CONT)

		TRAINING MATERIAL REVIEWED									
	Explained		Demonstrated		Performed		Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:			
6. Coroner							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
7. Mutual Aid							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			
8. Other Calls-outs							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

TELEPHONE: EQUIPMENT

			TR	AINING M	ATERIAL RE	VIEWE)	
COMPONENTO	Explair		Demonstrated		Performed		Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:	
Handset and Headsets							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
2. Telephone System							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
Transferring Callers							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
4. E-9-1-1							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
5. Instant Replay Recorder (IRR)							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
6. Intercom							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	
7. Master Logging Recorder (MLR)							☐ Observation ☐ Role Play ☐ Written Exam ☐ Verbal Asset	ess
							Date: Initials:	

TELEPHONE: SKILLS AND TACTICS

		TRAINING MATERIAL REVIEWED									
_	OMPONENTS	Explaine		Demonstra		Performe		Compo			
C	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi			
1.	Answering Incoming Calls for							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Service							Date:	Initials:		
2.	Outgoing Telephone Calls							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
3.	Address/ Location Confirmation							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Committation							Date:	Initials:		
4.	Effective Interviews							☐ Observation☐ Written Exam☐ Date:	☐ Role Play ☐ Verbal Assess Initials:		
5.	Basic Interview Questions							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
6.	Description Documentation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
7.	Incident Documentation							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
8.	Call Classification							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
9.	Call Prioritization							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
10.	Timely Routing of Information							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
11.	Advising the Caller							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
12.	Calls Involving Weapons							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
13.	Transferring Telephone Calls							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
14.	Reasonable Alternatives for							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Callers							Date:	Initials:		

TELEPHONE: SKILLS AND TACTICS

	TRAINING MATERIAL REVIEWED								
	Explained		Demonst	trated	Perform	ed	Comp		
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:	
15. Appropriate Termination of							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
Call							Date:	Initials:	
16. Field Unit Safety Issues							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
17. Multiple Calls for Service							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
18. Translation Services							☐ Observation ☐ Written Exam	Role Play Verbal Assess	
							Date:	Initials:	
19. Voice Inflection							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

TELEPHONE SYSTEM: 9-1-1 LINES

			TR/	TRAINING MATERIAL REVIEWED						
	Explained		Demonstrated Pe		Perform	ed	Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:		
1. Answering 9-1-1 Lines							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
State Requirements							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
3. 9-1-1 Equipment							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
4. ANI/ALI							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
5. Manual Automatic Location Indicator							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
(ALI)							Date:	Initials:		
6. 9-1-1 System Transfers							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
7. Speed Dials Number							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		

TELEPHONE SYSTEM: 9-1-1 LINES (CONT)

	TRAINING MATERIAL REVIEWED								
	Explaii	ned	Demonst	trated	Perform	ned	Comp	etency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials		ined by:	
8. 9-1-1 System Failure and							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
Alarms							Date:	Initials:	
9. Primary and Secondary PSAP							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
10. Alternate PSAP							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
11. 9-1-1 Misroutes							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
12. Wireless 9-1-1 Calls							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
13. Voice Over Internet Protocol							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
(VoIP)							Date:	Initials:	
14. Incomplete 9-1-1 Calls							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
15. Address/ Telephone							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
Number							Date:	Initials:	
16. CAD Interface with 9-1-1							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
17. Instant Recall Recorder (IRR)							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	
18. Mapping							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess	
							Date:	Initials:	

TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD) AND TELETYPE WRITER (TTY)

		TRAINING MATERIAL REVIEWED									
		Explained		Demonstr	rated	Performe	ed		etency		
С	OMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:		
1.	Keyboard							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
2.	Recognizing a TTY/TDD Call							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
3.	Preset Messages							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
4.	Silent Calls							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
5.	Language/ Terminology							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
6.	Printout/ Archive of							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	TTD/TTY Communication							Date:	Initials:		
7.	Relay Service							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
8.	Hearing Carry Over and Voice							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
	Carry Over Calls							Date:	Initials:		
9.	Testing							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
10.	Legal Requirements							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		
11.	Responsibility and Liability							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
								Date:	Initials:		

VEHICLE LOCATOR SYSTEMS

			TRAINING MATERIAL REVIEWED							
	Explair	Explained		strated Perform		ed	Competency			
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ined by:		
Overview of the Vehicle Locator							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
System							Date:	Initials:		
2. Type Code							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
3. LoJack Inquiry							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess		
							Date:	Initials:		
4. Stolen Vehicle System (SVS)							☐ Observation ☐ Written Exam	Role Play Verbal Assess		
Entry							Date:	Initials:		

VIDEO EQUIPMENT

		TRAINING MATERIAL REVIEWED									
	Explair	Explained		Demonstrated		ed	Competency				
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:			
Video Navigation System							☐ Observation ☐ Written Exam	☐ Role Play☐ Verbal Assess			
							Date:	Initials:			
Display of Camera Views	1						☐ Observation ☐ Written Exam	Role Play Verbal Assess			
							Date:	Initials:			
3. Cameras and Monitors							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess			
							Date:	Initials:			

WORKSTATION EQUIPMENT

			TR	AINING N	IATERIAL R	REVIEWE	D	
	Explai	ned	Demons	trated	Perforr	med	Competency	
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determined by:	
1. Printers							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:
Logging Recorder							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess
							Date:	Initials:

WORKSTATION EQUIPMENT (CONT)

			TD	AINIING NA	AATERIAL DEVIEWED								
			- IK		ATERIAL RE	□ Observation □ Role Play □ Written Exam □ Verbal Assess Date: Initials: □ Observation □ Role Play □ Written Exam □ Verbal Assess Date: Initials: □ Observation □ Role Play □ Written Exam □ Verbal Assess							
	Explaiı	Explained		trated	Performe	ed	Compe	etency					
COMPONENTS	Date	Initials	Date	Initials	Date	Initials	Determi	ned by:					
3. Internet							_						
							Date:	Initials:					
4. Speakers							_						
							Date:	Initials:					
5. Telephone													
							Date:	Initials:					
6. Radio							☐ Observation ☐ Written Exam	☐ Role Play ☐ Verbal Assess					
							Date:	Initials:					
7. Headsets/ Headset Jacks							☐ Observation☐ Written Exam	☐ Role Play ☐ Verbal Assess					
							Date:	Initials:					