

## ***COURSE LESSON PLAN***

<b>Instructor(s)</b>	
<b>Subject</b>	CLETS: Deciphering Telecommunications Inquiry Reports
<b>Instructional Time</b>	4 hours
<b>Number of Trainees</b>	16
<b>Room Set-up</b>	Classroom
<b>Equipment</b>	Laptop, Projector, Video Screen, Dry-Erase Board, Flip Chart with Paper, Markers, Highlighters, Note Cards, Pens, Colored Paper (1 Per Student)
<b>Handouts</b>	Class Handout, Take-Away Handout, Quiz, Word Search
<b>Testing</b>	None

**COURSE SUMMARY:** This course is designed to instruct probation personnel on how to read, comprehend, and interpret a California Law Enforcement Telecommunications System (CLETS) report. Training will provide participants an opportunity to review and interpret criminal history in an actual report. This exercise is completed to provide participants with an understanding of how to apply knowledge learned through query/reports to their specific job duties and/or assignments.

**COURSE OBJECTIVES:** (Use action verbs that describe observable behavior, i.e. identify, demonstrate, label, write, explain, describe.)

- a) Identify and describe contents contained in a CLETS query/report.
- b) Analyze a CLETS report to disseminate and interpret information.
- c) Describe how information contained in the CLETS report is applicable to the job duties/functions.

**Teaching Methods:**

- Lecture
- Group Discussion
- Evaluation
- Demonstration
- Group Exercise
- Trainee Practice

## ***COURSE LESSON PLAN***

<b>Time</b>	<b>Objective / Purpose</b>	<b>Teaching Method</b>	<b>Activity</b>	<b>Materials &amp; Equipment</b>	<b>Trainer</b>
0800-0830	Introduction of Instructors Students to create name tags and introductions (including assessing skill of CLETS knowledge 1-10) Scenario to use CLETS	Lecture		Power Point Slides: 1-4 Dry Erase Board Poster Board	
0830-0840	Course Outline Review Request for CLETS example	Lecture		Power Point Slides: 5-9 Handout CLETS request form	
0840-0900	NAMS Breakdown (Returns Received) CDL/WPS Talking point to DMV online List Scenario	Lecture		Power Point Slides: 10-16 Glossary Refer to DMV List Code List	
0900-0910	Break				
0910-0940	JLOC; CII; SRF; CARPOS; SAR; AFS/DROS Word Search	Lecture		Power Point Slides: 17-50 Word Search/Prizes	
0940-0955	Court Process	Lecture		Power Point Slides: 51-52	
0955-1010	Break				
1010-1040	HPDR	Lecture		Power Point Slides: 53-72	
1040-1100	HFID	Lecture		Power Point Slides: 73-87	
1100-1110	Break			Handout Evaluations to class	
1110-1200	Interactive Project 1100-1110 Individual 1110-1130 Group 1130-1140 Groups to Share Answers Re-asses CLETS knowledge			Power Point Slides: 88-89	