

# Orientation

		TRAINER EXPLAINED & DEMONSTRATED TRAINEE INITIAL & DATE	TRAINEE DEMONSTRATED ACTIVITY TRAINER INITIAL & DATE	TRAINEE DEMONSTRATED ABILITY TRAINER INITIAL & DATE
1	<b>POLICE DEPARTMENT &amp; CITY HALL TOUR</b> a. Locker Assignment b. Parking Rules c. ID & Keycard d. H.R. Orientation			
2	<b>TIME SHEETS</b> a. Location of forms b. Bi-weekly time sheet			
3	<b>Request for Use of Leave</b> a. Vacation, Comp-time b. Personal Leave c. Sick Leave /Medical Appointment d. Sick Leave Notificaiton Procedure e. Family Medical Leave f. Bereavement Leave			
4	<b>File Systems</b> a. Case Reports b. Warrants c. Citations d. Restraining Orders			
5	<b>Supplies</b> a. Records Closet b. Forms Files			

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6	Photo Copiers a. Locations b. Operation Procedures c. Paper Storage d. Calls for technician e. Adding toner			
7	Printers a. Locations b. Operation Procedures c. Adding paper			
8	Fax Machine Use and Incoming message delivery			
9	Shredder a. Reason, use, disposal b. Title 11 Section 708 (A) of the California Code of Regulation - (Destruction of CORI)			
10	Computers a. Network Login & Passwords b. RIMS Records Management System c. CLETS Terminal d. Live Scan (Applicants / Booking) e. SIRE f. TRAK g. Scanners			

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11	Locations of: a. Courts b. Emergency Operations Center (EOC) c. Main Jail (Redwood City) d. First Chance e. City Offices			
12	10-Codes handout			
13	Counter Demeanor with Public			
14	Department employee roster - restricted release of information			
15	Telephone Procedures a. Setting up Workstation Phone / Greetings etc. b. Transfer Procedures c. PA System d. Parking a call e. Making Local / Long distance calls			
16	Mail Processing / UPS a. PONY, Inter-Department, U.S. Mail Systems b. Locations - incoming and outgoing c. No personal mail			
17	CLETS training (Department Mandated) Workbook			
18	Reference Manuals and Materials			
19	Incoming Trays - Cases, Supplements, Attachments, Citations etc.			
20	Monthly Statistics			
21	Email			

# RIMS RECORDS MANAGEMENT SYSTEM

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1	Login - Set up Password			
2	Cases a. Case Log b. Adding a Case c. Case Screen d. Printing A Case e. Confidential Information			
3	Person's Record 1) Displaying a Person's Record 2) Look up by Name 3) Look up by Telephone Number 4) RIMS Person Display (show all tabs, Combine button, Add History button, DL button, Print button)			
4	Vehicle a. Vehicle Look up b. Vehicle Screen (show all tabs)			
5	Property a. Property Screen			
6	Accidents a. Accident Information (show all tabs) b. Correspondence with CA 555			
7	Carfax			

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8	RIMS Case Management a. Overview / Case Management Flow b. CAD Incidents c. Records Case Review			
9	Case Investigation			
10	Offender Files a. Missing Persons b. BOLO c. Gangs d. Stolen Vehicle Log			
11	Subpoenas a. Agency Subpoenas (for Officers) b. Citizen Subpoenas c. Entry, Scanning, Service, and Return			
12	Citations a. Entry & Scanning b. Amendments c. Filing			
13	Other Records Files a. Field Interview b. Arrests c. Warrants d. Protection Orders			

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14	Attachments a. Photos b. PDF's c. Word Documents d. Scanned Documents			
15	Other Features a. Who's signed On b. User Directory c. Help File d. Phone List e. Location History f. RIMS E-Mail			
16	ICONS			
17	RIMS Search a. Beginning a New Search b. Search Options c. Search results d. Function Buttons			
18	Check for & combine Duplicate Person records			
19	CLETS Inquires a. Persons b. Vehicles c. Property d. Warrants			

# CASE PROCESSING

		TRAINER EXPLAINED & DEMONSTRATED TRAINEE INITIAL & DATE	TRAINEE DEMONSTRATED ACTIVITY TRAINER INITIAL & DATE	TRAINEE DEMONSTRATED ABILITY TRAINER INITIAL & DATE
1	Case Report Trail: from initial report of incident, to officer for documentation of call, Assignment of Case Number, completion of RIMS Case Report,/ officer typing own narrative and supplements, Watch Commander for approval, to Records for review and processing			
2	Team folders - Sgt's In Tray			
3	Distribution of miscellaneous paperwork for scanning into RIMS			
4	Scanning a. B/W or Color b. Single sided & Double sided c. File Size Reduction d. Combining documents into one file e. Attaching to Case File			
5	Offense Codes			
6	Part 1 and Part II Offenses a. Definition b. Explanation of UCR Reporting c. Part I Crimes (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Theft, Motor Vehicle Theft, Arson) d. Part II Crimes e. LEOKA (Law Enforcement Officers Killed or Assaulted) f. Arson Reports g. Domestic Violence Related Calls for Assistance h. Hate Crimes I. Reproduction Facility Crimes j. Violent Crimes Against Senior Citizens			

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7	Reviewing and Processing of Cases a. Report Kickbacks b. Reports with Follow-ups c. Distribution of copies d. Collision Reports - CARFAX e. SWITRS f. Victim of Violent Crimes (Copy to SMCo Victim Center) g. Outside Agency Assists h. Marsy's law			
8	Arrest Processing a. In-Custody Vs. Non-Custodial Arrests b. Adult Arrests and Juvenile Arrests / Petitions c. Misdemeanor Cite and Release d. Warrant 1) Local Warrant 2) Outside Agency Warrant 3) Warrant of Arrest Vs. Bench Warrant e. Probable Cause Declaration (PCD)			
9	Court Packages a. In-Custodies b. To DA for Review / Complaint Sought /Warrant Sought c. JUS 8715 and JUS 8716 (Disposition of Arrest and Court Action Form d. Karpel Coversheet e. Property Disposition Form f. CLETS Printouts (RAP via LawNet) g. Electronic Tranfer to DA h. Case Tracking			



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10	Goldenrods a. Processing New b. Updating Current c. Processing for Return to DA			
11	Miscellaneous Paperwork Needed for Cases: a. JCR (Juvenile Contact Report) b. Admin Per Se / Officer's Statement / Blood Urine Test c. Juvenile Promise to Appear d. Line-ups / Admonishment e. Factual Diagrams f. Pursuit Reporting Form g. Suspected Elder Abuse Form /Suspected Child Abuse h. Citizen's Arrest i. 293 PC Cover Page j. Hate Crime Report Form k. Certificate of Release [849 (b) (1) /849 (b) (2)] l. Cost Recovery			
12	Court Dispositions / DA Rejects a. Detention Certificate [851.6 (b) PC]			

# CITATION PROCESSING

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1	Citation Processing a.Parkers b.Movers c.DL's - 14601.1 VC, 12500(A) Violations d.Municiple Codes e.Juveniles f.Cases g.Voids h.Owner's Responsibility i.Citation Corrections j.Turbo Data			
2	DMV Paperwork/Verbal Notices/Confiscated Driver's License/Notice of Priority Re-Exam of Driver			
3	Rejected Movers, Parkers			
4	Entry of Citations into RIMS			
5	Filing			
6	Citation Sign-Offs			
7	Payments			
8	Contestments a.Parking b.All other			

# SUBPOENAS

		TRAINER EXPLAINED & DEMONSTRATED TRAINEE INITIAL & DATE	TRAINEE DEMONSTRATED ACTIVITY TRAINER INITIAL & DATE	TRAINEE DEMONSTRATED ABILITY TRAINER INITIAL & DATE
1	Types of Subpoenas: a. Traffic b. Motion c. Prelim d. Trial by Written Declaration e. Written Statement			
2	Processing Subpoenas a. Stamping b. Entry into RIMS c. Service d. Subpoenas Returned After Service e. Subpoena Cancellations f. Civil Subpoenas (Fees Due) g. Citizen Subpoenas			
3	Request for Case Continuance			

# RESTRAINING ORDERS

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1	Restraining Orders a.Processing and Entry into RIMS (Protection Order File) b.TRO - Temporary Restraining Order c.OAH - Order After Hearing d.EPO - Emergency Protective Order e.CARPOS - California Restraining and Protective Order System f.Protective Order in Criminal Proceeding g.Violation Messages			

## MISC. TASKS / INFORMATION

		TRAINER EXPLAINED & DEMONSTRATED TRAINEE INITIAL & DATE	TRAINEE DEMONSTRATED ACTIVITY TRAINER INITIAL & DATE	TRAINEE DEMONSTRATED ABILITY TRAINER INITIAL & DATE
1	Background Checks / OPM			
2	Records Clearance Letters			
3	Ordering Supplies			
4	Mail Distribution			
5	Fee Schedule			
6	Vehicle Releases			
7	Repossession Release Fee			
8	Registrants - Sex, Arson, Narcotic, Gang			
9	Delayed Booking			
10	Abandoned Vehicles / Vacation House Checks			
11	Record Sealing a. Adult (Factual Innocence) b. Juvenile (Factual Innocence) c. Juvenile (18+)			
12	INTRANET Resources a. Roster b. Schedules c. City Map d. Municipality Codes e. Sharepoint			
13	Media Bulletin			
14	Press Releases			
15	Special Information Bulletins			
16	Found Property Box			
17	Voicemail/Language Line			

# SECURITY OF INFORMATION

		TRAINER EXPLAINED & DEMONSTRATED TRAINEE INITIAL & DATE	TRAINEE DEMONSTRATED ACTIVITY TRAINER INITIAL & DATE	TRAINEE DEMONSTRATED ABILITY TRAINER INITIAL & DATE
1	California Pubcli Records Act a.6254(f)GC			
2	Right to Know / Need to Know			
3	Criminal Offender Record Information (CORI)			
4	NCIC number verification			
5	Non-Disclosure of Victim Information per 293PC (Confidentiality Form)			
6	Report Release Procedures a.What information can be released b.What information cannot be released c.Counter Requests d.By mail e.Juvenile records - TNG Order f.Petition for Juvenile Records g.Crime Reports h.Traffic Collision Reports i.Other agency reports j.Child Abuse reports k.Elder Abuse reports l.Domestic Violence Reports m.Arrest Reports			
7	Outside Agency Requests			
8	Case Redactions			
9	Criminal History Log			
10	Documenting Release of Information			