

Course Certification Info
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CLETS Instruction

Type: RFC Annual

 Status: Approved

Version: 1.0

Cert. Number: 25-69595

Certification Date: 1/1/1900

Expiration Date: 5/12/2024

Created By: Jennifer Mognis

Created Date: 1/1/1900

Last Modified By: Jennifer Mognis

Last Modified Date: 5/12/2022

Course Information

Est. Class Size: 15

Course Hours: 1

Primary Population: Field Probation, Juvenile Corrections, Officer Managers/Administrators, Supervisors

Agency Specific: No

Delivery Method: ILT – Instructor Lead Training

Course Summary:

The course will improve personnel's understanding of the CLETS, CORI, CJIS, NLETS, and NCIC procedures for handling inquiries and information from these databases. Personnel will be able to identify the laws, policies, and procedures pertaining to the review and dissemination of information from these sources. This course meets state and federal training requirements for personnel employed in the California and Federal Law Enforcement Agencies.

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Provider Information

Provider Name: Merced County Probation Department

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 1880 Wardrobe Ave
 Merced, CA 95341

Course will exceed the STC maximum tuition per hour? No

Performance Objectives

At the end of this training, students will be able to • Identify CLETS policies, procedures, and liabilities; • Identify the Criminal Justice System (CJIS) and associated databases such as CORI, CELTS, NLETS, and NCIC. • Demonstrate the necessary security measures required to access and retrieve information from the CLETS database.

Testing Procedures (if applicable)

Performance (Behavior Skills)

Assurance Statement

By submitting this course you are assuring that you are following **the STC Policies and Procedures Manual for Training Providers**, including the requirement to have a lesson plan on file for this course. I further certify that the information included in this request is accurate to the best of my knowledge.

Assured by Provider: Yes

Versions

<i>Previous versions of this certification</i>				
Cert #	Course Title	Expires	Last Changed ▲	Status
25-69595	CLETS Instruction	1/1/1900	8/1/2017	Archived
25-69595	CLETS Instruction	1/1/1900	9/27/2018	Archived
25-69595	CLETS Instruction	1/1/1900	9/25/2020	Archived
25-69595	CLETS Instruction	1/1/1900	3/3/2021	Archived
25-69595	CLETS Instruction	1/1/1900	5/12/2022	Archived
25-69595	CLETS Instruction	1/1/1900	5/12/2022	Archived

Change History

<i>Changes made to this certification</i>			View All
Change	Action	Changed Date	
New Working Copy Created	working copy created	5/10/2022	
ID	edited	5/10/2022	
Status	edited	5/10/2022	
Working Copy Of	edited	5/10/2022	
Summary	edited	5/10/2022	
Performance Objectives	edited	5/10/2022	

Data Source	edited	5/10/2022
Expiration Date	edited	5/10/2022
New Working Copy Created	working copy created	3/3/2021
ID	edited	3/3/2021

53 more...

Attachments

Attachments for this certification

Edit

Instructors

Course instructors

Edit

Delete

I Fragulia, Sharlee

Course Outline

Edit

Day	Begin	End	Subject Matter	Instructional Methodology	Instructor	Agency Notes
1	0800	0810	Welcome and introduction of the subject matter and instructor bio's, class rules, expectations and safety rules.	"Lecture"	"Fragulia, Sharlee"	
1	0810	0855	<p>Review Merced County Probation Department Policy 702 Protected Information.</p> <p>The instructor will hand out and review the CLETS Employee/Volunteer Statement form with the class. Students will read the form, sign, and return back to the instructor.</p> <p>CLETS: California Law Enforcement Telecommunications System - All CLETS provided information (including DMV) is confidential and for official use only</p> <ul style="list-style-type: none"> - Access to Information Systems - Laws, Policies, and Ramifications - Review CLETS terminology/definitions - The instructor shows an example of a QHN Inquiry Results page. - Types of Criminal History Records (RAP Sheets) <ul style="list-style-type: none"> • Automated • Hybrid • Disposition • Manual Command Center <ul style="list-style-type: none"> • The Command Center is a unit that provides criminal record information to law enforcement and criminal justice agencies twenty-four (24) hours a day, seven (7) days a week. 	"Lecture"	"Fragulia, Sharlee"	
1	0855	0900	Q/A and Evaluations	"Group Discussion", "Evaluation"	"Fragulia, Sharlee"	

3 event(s) total

Schedule

Course dates and locations

Edit

Event ID	Start Date ▼	End Date	Location	Registration Count
	8/2/2017	8/2/2017	MERCED	
	7/1/2019	7/1/2019	Merced	

10/4/2019

10/4/2019

Merced

3 date(s) total