

“BLET Student File Audit Checklist”
(Revised 2018.03.08)

Accredited Institution: _____ **Audit Date:** _____ **Orientation Date:** _____

Students Name (last, first, middle): _____

Age: >20 YOA (proof in file):	Y	N	
Request for Accommodations (completed form in file):	Y	N	
Acknowledgement of Certification Prerequisites (completed form in file):	Y	N	
Education (proof in file):	Y	N	
Reading Assessment (proof in file):	Y	N	Date: _____
U.S Citizenship / Naturalized (proof in file):	Y	N	
F-1 (completed form in file):	Y	N	
F-2 (completed form in file):	Y	N	
F-3 (completed form in file):	Y	N	

Criminal History Checks:

County / State of Residence	Document in file (Y/N)	Date of CHC	Referred to Staff (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Criminal History in compliance: **Y** **N**

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Skills Documentation**

ABC Laws & Procedures:	Citation - Y / N	
Criminal Investigation:	Homicide - Y / N Burglary / B&E - Y / N	Sexual Offense - Y / N Robbery - Y / N
Domestic Violence Response:	Safety Brief - Y / N Primary / Secondary	2 of 4 scenarios (minimum) - Y / N
Explosives & Hazardous Materials:	Fire Extinguisher - Y / N	Hazardous Materials Identification - Y / N
Fingerprinting & Photographing Arrestees:	SBI Fingerprint Card - Y / N	Final Disposition Report - Y / N
Firearms:	Handgun Qualification - Day / Night Dominant / Support Hand - Y / N	Combat Qualification - Day / Night
First Responder:	CPR certification - Y / N	
In-Custody Transportation:	Safety Brief - Y / N	DCIN Arrest Report (DCI-608) - Y / N
Patrol Techniques:	Safety Brief - Y / N Robbery - Primary / Secondary	Common Patrol - Primary / Secondary Building Search - Y / N
Law Enforcement Driver Training:	Serpentine Exercise - Y / N Fixed Radius Curve - Y / N Precision – Day / Night Pursuit – Day / Night	Offset Lane Maneuver - Y / N Evasive - Y / N Emergency Response – Day / Night
Physical Fitness Training:		
1. Fitness Assessments	Date - _____	PAR-Q - Y / N
2. Fitness Assessments	Date - _____	PAR-Q - Y / N
3. Fitness Assessments	Date - _____	PAR-Q - Y / N
POPAT (Final)	Date - _____	Fitness Profile - Y / N
Rapid Deployment:	Safety Brief - Y / N	Skills Evaluation - Y / N

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Responding to Victims and the Public	Skills Evaluation – Y / N	
Sheriff’s Responsibilities: Court Duties	Skills Evaluation – Y / N	
Subject Control / Arrest Techniques:	Skills Evaluation - Y / N	
Techniques of Traffic Law Enforcement:	Safety Brief - Y / N Traffic Stops “Known” – Day / Night	Citation (not pre-printed charge) - Y / N Traffic Stops “Unknown” - Day / Night
Traffic Crash Investigation:	DMV-349 Crash Report - Y / N Coordinate data sheet - Y / N	Field Sketch - Y / N Triangulation data sheet - Y / N
File in Compliance - Y / N	F/U Required - Y / N	Inspected By - _____