

“BLET Student File Audit Checklist”

(Revised 2017.08.24)

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)
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Criminal History in compliance: Y N

**“BLET Student File Audit Checklist”
Skills Documentation**

ABC Laws & Procedures:	Citation - Y / N	
Criminal Investigation:	Homicide - Y / N	Sexual Offense - Y / N
	Burglary / B&E - Y / N	Robbery - Y / N
Domestic Violence Response:	Safety Brief - Y / N	2 of 4 scenarios (minimum) - Y / N
	Primary / Secondary	
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	Combat Qualification - Day / Night
	Dominant / Support Hand - Y / N	
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	Common Patrol - Primary / Secondary
	Robbery - Primary / Secondary	Building Search - Y / N

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Law Enforcement Driver Training:

Serpentine Exercise - Y / N

Offset Lane Maneuver - Y / N

Fixed Radius Curve - Y / N

Evasive - Y / N

Precision – Day / Night

Emergency Response – Day / Night

Pursuit – 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 |

Instructor Review - Y / N

Instructor Review - Y / N

Instructor Review - Y / N

Rapid Deployment:

Safety Brief - Y / N

Skills Evaluation - Y / N

Subject Control / Arrest Techniques:

Skills Evaluation - Y / N

Techniques of Traffic Law Enforcement:

Safety Brief - Y / N

Citation (not pre-printed charge) - Y / N

Traffic Stops “Known” – Day / Night

Traffic Stops “Unknown” - Day / Night

Traffic Crash Investigation:

DMV-349 Crash Report - Y / N

Field Sketch - Y / N

Coordinate data sheet - Y / N

Triangulation data sheet - Y / N

File in Compliance - Y / N

F/U Required - Y / N

Inspected By - _____