

Spillman Pre-Training Checklist Overview

This checklist ensures that all trainees are provided with the fundamental information regarding the very basics of the Spillman Program. Below you will find an explanation of the minimum training requirements that need to be explained to the trainee prior to them attending their Spillman Training Course.

Overview of Spillman Layout

In this portion of the training, the trainer should explain and demonstrate the layout of the Spillman screen.

- How to change the clock display from the 12 hour to the 24 hour format.
- What the command line is used for.
- Command Line History
 - Using the drop down button.
 - Using the recall button.
- Menu bar (File, View, etc.)
- Configuration area
 - Font Changes
 - CAD Color Changes (Dispatch Only)
 - Alert Sounds (Dispatch Only)
 - CAD Keypad (Dispatch Only)
- Tree Menu.
- Creating shortcut icons for tables.
 - Using the icon from the tree menu
 - Using the icon from the open table.
- Removing shortcut icons.
 - Right clicking on the icon.
 - Dragging the icon off the screen.
- Opening tables.
 - Typing the name of the table on the command line.
 - Clicking on the table in the tree menu.
 - Using a shortcut icon.
- Minimizing open tables.
- Closing open tables.
 - Clicking on the exit icon.
 - Click on the "x" in the upper right corner.
 - Clicking on File, and then closing.
 - Hitting the "E" key on the keyboard to highlight the Exit button, then hitting enter.

Names Table

- Explain all the fields of the names table.
- Demonstrate that by hovering over a field, the field name appears.
- Explain that the suffix is used for name suffixes such as Jr., Sr., III, etc. NOT PhD, etc.
- Explain that name information should be filled out as much as possible.

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Vehicle Table

- Explain all the fields in the vehicle table.
- Explain that there may be multiple vehicles in the system with the same license plate or the same VIN. This is because vehicles linked to criminal cases can only be used for that one case.
- Explain that the owner information box links the vehicle record to the names table.
- Explain the bottom section of a vehicle record is only filled out if the vehicle was involved in a criminal offense.

Property Table

- Explain all the fields in the property table.
- Explain that there will most likely be multiple pieces of property in the table that match the item you are looking for.
 - Example – for a gasoline drive-off case, the gasoline is added as stolen property so there are multiple records of gasoline in the system.
- Explain that the owner information box links the property record to the names table.
- Explain the bottom section of a property record is only filled out if the property was involved in a criminal offense.

Law Incident Table

- Explain all the fields in the law table.
- Explain that the complainant area links the law incident to the names table.
- Explain that the upper portion of the law incident is information on what and where the incident was reported as.
- Explain that the bottom section is what the officer fills out to complete their case.
- Explain that incidents are cleared out using codes.
- Explain that in order to fill out a law incident, most times, involvements need to be added to the case.
 - Bring up a completed law incident that has involvements added.
 - Explain that involvements can come from any table in Spillman.
 - For instance, a burglary case may have people, property, vehicles, arrests, bookings, etc. linked to the law incident.



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The trainee's sponsoring agency must provide this completed form to the Academy **PRIOR TO THE TRAINEE'S ATTENDANCE OF THE SPILLMAN TRAINING.**

This form is to be completed by either a Field Training Officer (FTO) or a Communications Training Officer (CTO) whenever possible. If your agency does not employ a CTO or FTO, this form is to be completed by a trainer at your agency that is familiar with the Spillman Program. The trainer must initial each task as it is presented to the trainee. The trainee must initial each task to indicate that he/she has been provided with and understands the information provided by the instructor. **ALL** items on this checklist must be covered/completed.

Upon completion, the trainer must sign this form indicating the trainee has received the training. The trainee must sign this form indicating that he/she understands all the information provided by the trainer and can perform all listed tasks.

This checklist reflects a minimum expectation of training.

Trainee's Name: _____ Agency: _____
(Please print)

Contact Information: _____

Trainer's Name: _____ Agency: _____
(Please print)

Contact Information: _____

Trainee (Initials)	Trainer (Initials)	
_____	_____	Overview of Spillman
_____	_____	Overview of Names Table Fields
_____	_____	Overview of Property Table Fields
_____	_____	Overview of Vehicle Table Fields
_____	_____	Overview of Law Incident Table Fields
_____	_____	Overview of Names Policy

Roughly, how long has the trainee been on Spillman? _____

Date of class they are attending: _____

Trainee's Signature: _____ Date: _____

Trainer's Signature: _____ Date: _____

<u>VCJTC Staff Use Only</u>	
Approver: _____	Date reviewed/approved: _____
Form emailed to Instructor on: _____	