



# Spillman Pre-Training Checklist

This checklist ensures that all trainees are provided with the fundamental information regarding the very basics of the Spillman Program.

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: \_\_\_\_\_

**VCJTC Staff Use Only**

Approver: \_\_\_\_\_ Date reviewed/approved: \_\_\_\_\_

Form emailed to Instructor on: \_\_\_\_\_