

**CLEARS TRAINING MATRIX**  
**3/8/2012**

DATE	CHAPTER	TOPIC	PRESENTOR	COMMENTS	RATING	FEE	VIDEO
<b>2012</b>							
<b>JANUARY</b>							
January	Inland	<b>Evaluations</b>	James Nunn	A very knowledgeable speaker	Excellent	None	None
	Northern	Healty Fast Food - Clever Marketing OR Reality? Fitting in Fitness	Sharon Jenkins, MPA, MCHES	Exercise tips were great! Great topic. Met a personal need and can use tips w/staff. Speakers were great. Very good energy from instructors.	Excellent	\$400.00	None
<b>2011</b>							
<b>JANUARY</b>							
January 12, 2011	Superior	<b>CCPOR</b>	David Loo	Great to "see" the CCPOR will try to get our Sheriffs Office to cooperate. Info was worthwhile. Learned a new step that will save time. David good speaker, easy to understand and very willing to help. Could have been more time for presentation but very worthwhile. Very Excellent speaker. Very informative for novices. Total of 9 evaluations were received	Excellent	none	none
		<b>Leadership/Motivation</b>	Barbara Besana	This is a topic you can constantly learn new information & techniques. Did a very good job of changing the structure to be very applicable to the audience. Lots to think about & to take back & try to solve problems. 5 evaluations were received - 5's =20			
January 20, 2011	Northern	<b>DOJ Firearms</b>	Robin Brown - DOJ P.O.Box 903427 Sacramento, CA 94203-4270 robin.brown@doj.ca.gov	Informative Needed more time Great presentation	Excellent	None	None
<b>FEBRUARY</b>							
February 11, 2011	Central	<b>I.C.E. Secure Communities</b>  Trainer briefly explained the procedures law enforcement agencies should follow when taking a high priority non citizen into custody.	Malcom Boone 733 L Street Fresno CA 93721 559-443-6920  malcom.boone@dhs.gov	Training was extremely short. Handouts were very useful	Acceptable	None	None

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February 1, 2011	Southern	<b>Rap Sheet Interpretation</b>  Provided an overview of reading and understanding California RAP Sheets. Training gave an understanding of raps printout from the beginning to the end explaining each line in the process	Keith LeBrun Los Angeles County SD kalebrun@lasd.org	Great Speaker - really enjoyed his training Training was great! Very knowledgeable in his field. Explained everything clearly. Easy to understand. Answered all my questions. Excellent Training	Excellent	None	No
<b>MARCH</b>							
March 17, 2011	Northern	<b>Missing Person DNA Program</b>  Laws and Database systems to MUPS and CODIS. Info on DNA, how it works and how it is used.	Mike Case - DOJ 4949 Broadway Sacramento, CA 95820 916-227-5997  mike.case@doj.ca.gov	Informative Needed more time Great presentation	Excellent	None	None
March 24, 2011	Superior	<b>Background Checks and TRO's</b>	Joe Surges - Concord PD	Great Job! He is clear, concise, and patient with questions. He is very clear, knowledgeable in his field. Thank you for the class! I really like the way he included the code sections so they may be reviewed and referred to when the need arises. Joe is always a good speaker. Topics are right on target. I always learn new things that I may take back to my agency and share. Always excellent training when Joe is the instructor,	Excellent	None	None
March 24, 2011		<b>Leadership/Motivation</b>	Barbara Besana	Good Presentation Wonderful! Great job! I like being able to have open discussions with other Records Supervisors Enjoyed the interacton, lots of info was shared. Unknown if handout would have been useful, we didn't receive it until the end of the class. Unable to referene at all during the class.			

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<b>APRIL</b>							
April 15, 2011	Central	<p><b>Verbal Judo</b></p> <p>Training emphasized communication and being in control of your emotions. Explained 5 step process on how to utilize your words to deescalate a situation. When dealing w/customer svc he stated that "to accept a verbal challenge is to lose it!"</p>	<p>Tim Bos            Institue of Technology            Fresno location            timbox_1@hotmail.com</p>	<p>There were 16 people in attendance and 15 of the 16 summaries returned ranked this presentation as a 4 to 5 based on a 1-5 scale. Comments from attendees were "Great Presentation", "I learned a lot", "Excellent reminder of how important customer service is in our line of work"</p>	Very Good	No	No
April 00, 2011	Southern	<p><b>Establishing a Records Retention schedule</b></p> <p>Provided an overview of records that should be retained based on federal, state, and municipal laws. Spoke about the importance of establishing a retention schedule that authorizes destruction of records.</p>	<p>Diane R. Gladwell, MMC            Gladwell Governmental Svs, Inc.            909-337-3516            gladwell4@aol.com            www.gladwellgov.org</p>				
<b>MAY</b>							
<b>REGIONAL TRAINING MONTH</b>							
May 12, 2011	<p>Region I</p> <p>Superior/ Northern</p>	<p><b>Public Records Act</b></p> <p><b>Digital Reel</b></p> <p>Presentation showed the functionality of using the Digital Reel Co and how converting your microfilm into a digital format benefits your agency.</p>	<p>Joe Surges - Concord PD</p> <p>Mike Aufranc</p>	<p>Took the time to explain how it works and answered questions completely.</p>	Very Good	No	No

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May 26, 2011	Region III Border/Inland Southern	<b>Drivers License and Vehicle Registration</b>	DMV Craig Collins and Melissa Luna Communications Programs Div Justice & Liaison Branch PO Box 932345 Sacramento, CA 94232-3450  ccollins@dmv.ca.gov mluna@dmv.ca.gov	30 Surveys completed - Overall ratings were in the 4-5 range. Comments - "Veh reg and DL questions always arise between DMV Southern Calif training sessions. Great to have them back", "Enjoyed handouts - good resources", " Would go to any training with Craig Collins as the speaker, very knowledgeable and best informed. Truly enjoyed" - DMV Training had great info in handouts and what was discussed", "Melissa's voice was too soft and seems like she struggled with training, sometimes went to fast. Craig was great". "Need answers to handbook". Covered too quickly. Melissa needs more exposure. Really enjoyed the DMV training.  Additional Training for DMV - Advanced Training where agencies bring examples for Craig to look at. Or send to him in advance to make examples for the class.	Excellent	No - for Training 1/2 Flt for Trainer	Power Point
May 26, 2011	Region III Border/Inland Southern	<b>Missing Person DNA Program</b>  Laws and Database systems to MUPS and OODIS. Info on DNA, how it works and how it is used.	Mike Case - DOJ 4949 Broadway Sacramento, CA 95820 916-227-5997  mike.case@doj.ca.gov	29 Surveys completed - Overall ratings were in the 3 - 5 range. Comments - Great Info on DNA and MP useful information but tough after lunch. Trainer had the task of keeping attention after lunch Humor & wit along with knowledge & expertise kept everyone alert and participating. Good Info 2 request for PP and updated PC requirements. Great Info not related to current duties. Interesting topic, to bad he had to hurry on his tape. Speaker very knowledgeable, however very dry subject, very interesting, some info more than needed to know, however enjoyed Interesting class, would have liked more info on MP and laws pertained to CLETS entries - do's & don'ts; liked learning how DNA is extracted and submitted as samples to DOJ. Good speaker and enjoyable; very educational but not very relevant to Records staff.	Very Good to Excellent	No	Yes
		<b>COPLink</b>	ARJIS - Barbara Montgomery & Eileen Madigan ARJIS Program Manager 619-533-4206	11 Surveys completed - ratings ranged from 1-5. Comments: Great information to see what our Detectives use to get information or link things together. Always Excellent; very relevant info; need more in depth hans on exposure. But good overview.	Very good to Excellent	No	No Used live system

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<b>JUNE</b>							
June 00, 2011	Southern	<b>Software Training</b>  Provided an overview of shortcuts to use w/Microsoft Word. Explained the importance of typing the entire document & using the shortcuts to make changes including formatting.	Tim Owens 310-625-7711 tim@timowens.com  www.30secondtraining.com  www.timowens.com	Excellent training, great speaker, these shortcuts are going to make my job easier. Outstanding. Great Information. Very informative. Thank you. The training was easy to follow and definitely will help me.	Excellent	No	No
June 10, 2011	Central	<b>Subpoenas</b>  Paralegal, Caren Curtiss presented on the topic of Subpoenas explaining the different types of subpoenas as well as provided reference handouts.	Caren Curtiss Dooley, Herr, Peltzer & Richardson, LLP 100 Willow Plaza, Ste. 300 Visalia, CA 93291 599-636-0200  ccurtiss@dhlaw.net	Presenter was very knowledgeable on topic, good training. Handouts were distributed out of order making it hard to follow along.	Very Good	No	No
<b>JULY</b>							
July 21st	Superior	<b>DNA &amp; Missing Persons</b>	Mike Case and Jeannine Willie DOJ 916-277-5906	Handouts were helpful during presentations showing codes for future referene. Very knowledgeable.	Excellent	No	No
July 21st	Northern	<b>Privacy in the Workplace</b>	Jack Hughes Liebert, Cassidy, Whitmore 153 Townsend St., Ste. 520 San Francisco, CA 94107  415-512-3000	Privacy issues. Informative, needed more time. Great presentation	Excellent	None	None
<b>AUGUST</b>							
	Central	<b>DMV Drivers License and Vehicela Registration</b>	DMV Craig Collins and Melissa Luna Communications Programs Div Justice & Liaison Branch PO Box 932345 Sacramento, CA 94232-3450  ccollins@dmv.ca.gov mluna@dmv.ca.gov	DMV Representatives presented on the topic of registration. Training included a detailed PowerPoint presentation and handouts explaining how to interpret DMV registrations and teletypes. Attendees felt this was great training and the topic was applicable to their duties. Presenters were very knowledgeable and allowed sufficient time for questions and answers.	Excellent	No	Yes

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<b>SEPTEMBER</b>							
Sept 23rd	Superior	State and Local CORI Backgrounds, Pitches Motions	Joe Surges - Concord PD 1350 Galindo St. Concord, CA 925-671-3005 josephs@cpd.ci.concord.ca.us	Information was very valuable - plan on using these resources in the future. Would love to attend another training; great information. Training was timely and informative to questions. Some info received from prior employee was incorrect so was really happ to get clarification and know proper info. Excellent Joe, you are always interesting and informative. Thanks for donating time and expertise with us.	Excellent	None	None
<b>NOVEMBER</b>							
18th	Central	<b>Records Purging, Sealing and Retention</b>  Presenter trained on the topic of records purging, sealing and retention. This was an overview of all areas and the presenter was extremely knowledgable and able to answer questions from attendees.	Joe Surges - Concord PD 1350 Galindo St. Concord, CA 925-671-3005 josephs@cpd.ci.concord.ca.us	13 or the 14 training surveys that were received were marked all "excellent". Some comments were I always learn when attending Joe's class and awesome; very helpful. A suggestion was to leave room on the power point handout for notes taking	Excellent	No	No