

SAN DIEGO POLICE DEPARTMENT IN-SERVICE TRAINING MENU PROGRAM

CLASS DESCRIPTION AND STRATEGY

10440 BLACK MOUNTAIN ROAD

SAN DIEGO, CA 92126

Instructor: Michael R. Kellington

Revised: May 5, 2017

Course Goal: This course is intended to teach students how to use the Parole LEADS online database. The course will cover appropriate and inappropriate uses of the system, how to use the system to locate data pertaining to parolees, and how to interpret the information.

Module total time: 1 hours

Resources required for this module:

- Computer with PowerPoint Presentation
- Projection Screen
- Laptop Clicker
- Parole LEADS “cheat sheet” handout
- Parole LEADS End User Agreement (one per student)

Course content	Instructor Notes
<p>I <u>Introductions</u> A. Instructor and Student Introductions (5 min) 1. Student Expectations a. Learning topics b. Learning activities</p> <p>II. <u>Parole LEADS</u> A. Primary System Functions 1. Parolee Search 2. Photo Gallery 3. Mapping 4. PC290 Registrant Notification 5. PC290 Discharge Notification 6. Database Download (<i>defined group only</i>) B. Parolee Statuses 1. Pre-Parole (within 120 days of parole) 2. Active Parolees 3. Revoked Parolees 4. Suspended Parolees 5. Discharged (for up to 1 year) 6. Non-Revocable Parolees</p>	<p>Instructor introduces to class, listing experience and qualifications to present this topic. Instructor covers basic expectations of students.</p> <p>The instructor will hand out the Parole LEADS end user statement/agreement. This will need to be sent to CDCR so an account can be activated for the student upon completion of the class.</p> <p>The instructor will stress the importance of the integrity of the data. Users of the system are to safeguard a parolee’s data just like their CORI information.</p> <p>Talk about the status the parolees are categorized into.</p>

<ul style="list-style-type: none"> C. Use and Misuse <ul style="list-style-type: none"> 1. Right/Need to know 2. Investigation 3. POP project 4. Civil liability 5. Dismal 6. Prosecution 7. Trail audits D. Verification <ul style="list-style-type: none"> 1. Confirmation of data 2. Contact agent of record E. Pop Ups <ul style="list-style-type: none"> 1. Deported Parole 2. Non-revocable 3. PALs F. Registrant Information <ul style="list-style-type: none"> 1. Sex Offender 2. Arson 3. Narcotics 4. Violent Offender G. Special Conditions <ul style="list-style-type: none"> 1. Drug Testing 2. No Alcohol 3. Psychiatric Patient <p>III <u>Searches and Line Ups in LEADS</u></p> <ul style="list-style-type: none"> A. Searches <ul style="list-style-type: none"> 1. CDC Number 2. Name 3. Descriptor info B. Mapping <ul style="list-style-type: none"> 1. Location 4. Pins C. Photographs <ul style="list-style-type: none"> 1. Parole mugshots and tattoos 2. Photo Line Ups 	<p>Discuss appropriate and inappropriate use of the system and the ramifications of misuse.</p> <p>The instructor will discuss any registrant information and special conditions pertaining to a parolee's profile.</p> <p>The instructor will use the training Parole LEADS account to demonstrate how to conduct a search in Parole LEADS, show the parolee's LEADS profile, map parolees based on location, show mugshots, documented tattoos, and how to build a photo lineup in LEADS.</p>
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