

CalEPA Basic Inspector Academy

Tuesday

Time	Presentation Title	Summary	Instructor
8:30	Registration	<ul style="list-style-type: none"> • Sign-in • Download course materials 	
9:00	Introduction and Overview	<ul style="list-style-type: none"> • Introduce course content • Instructor and student introductions • Class objectives 	
9:50	Break		
10:00	Access, Entry, and Warrants	<ul style="list-style-type: none"> • Gaining consent prior to entering inspection location • Criminal search warrants and civil inspection warrants 	
12:00	Lunch		
1:00	Elements of a Violation	<ul style="list-style-type: none"> • How to determine compliance • Identify key components needed to cite violations of a permit/regulation/statute 	
2:30	Break		
2:45	Interviewing Skills	<ul style="list-style-type: none"> • Preparation, and important questions to ask • 5 steps: identification, build rapport, ask questions, summarize, and closing 	
4:00	Mock Inspection Introduction	<ul style="list-style-type: none"> • Preparation for mock inspection on Wednesday 	
4:30	Adjourn		

Wednesday

Time	Presentation Title	Summary	Instructor
8:30	Evidence to Prove a Violation	<ul style="list-style-type: none"> • What is evidence, and how to collect it legally • Evidentiary standards • Photographs, samples, documentation as evidence 	
10:00	Note Taking	<ul style="list-style-type: none"> • The purpose of notes, and what to include in notes • Documents, and evidence collected 	
11:00	Mock Inspection Instructions	<ul style="list-style-type: none"> • Review mock inspection process including documents and materials 	
12:00	Lunch		
1:00	Mock Inspections	<ul style="list-style-type: none"> • Each group will conduct a mock inspection at the training location 	CalEPA Instructors
4:30	Adjourn		

Thursday

Time	Presentation Title	Summary	Instructor
8:00	Report Writing	<ul style="list-style-type: none"> • Identify your audience • Document inspection observations, and compliance status 	
9:30	Prepare Mock Inspection Reports	<ul style="list-style-type: none"> • Teams will break out into their groups to write a mock inspection report 	CalEPA Instructors
12:00	Lunch		
1:00	Discussion with Prosecutor and Enforcement Options	<ul style="list-style-type: none"> • Case preparation, referrals, and enforcement options • Roles and responsibilities of the inspector, agency, the city, county, and/or State 	
2:00	Testimony Skills and Mock Testimony	<ul style="list-style-type: none"> • Mock testimony conducted with each group based on inspection report 	
4:00	Adjourn		