

CALEPA Basic Inspector Academy

Tuesday

Time	Presentation Title	Summary	Instructor
8:45	Sign-in	<ul style="list-style-type: none"> 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
9:00	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 	
10:45	Note Taking	<ul style="list-style-type: none"> The purpose of notes, and what to include in notes Documents, and evidence collected 	
12:00	Lunch		
1:00	Mock Inspection Instructions	<ul style="list-style-type: none"> Review mock inspection process including documents and materials 	
2:00	Mock Inspections	<ul style="list-style-type: none"> Each group will conduct a mock inspection at the training location 	
4:30	Adjourn		

Thursday

Time	Presentation Title	Summary	Instructor
8:30	Report Writing	<ul style="list-style-type: none"> Identify your audience Document inspection observations, and compliance status 	
9:15	Prepare Mock Inspection Reports	<ul style="list-style-type: none"> Teams will break out into their groups to write a mock inspection report 	
11:30	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		