SPOT Proficiency/OJT Checklist

Name: _____ ID: _____ Airport: _____

Training Class Location: _____ Classroom Instructor: _____

OJT Dates: _____ OJT Monitor: _____

On-the-Job Training

- Each officer will perform a minimum of 24 hours of documented OJT with a SPOT OJT Monitor. At the completion of the 24 hours, the OJT Monitor will assess and document each officer's performance using the "OJT" column of the SPOT Proficiency/OJT Checklist. Written comments are required to support each section of the checklist.

- To become SPOT certified, officers must receive a rating of "Meets Standard" for each applicable task. Note that the public transportation facility location will determine whether demonstration of all SPOT steps is required.

Performance Objective: Demonstrate the SPOT process at a public transportation facility in accordance with the SPOT SOP

Note: All training records, inclusive of this checklist, once completed, will be transferred to the student's home airport Training Coordinator.

I. Preparation, Positioning, and General	Meets Standard	Does Not Meet Standard	Not Applicable
A. Communicates with BDO team member and other TSOs in a clear and respectful manner to develop initial strategy for SPOT activities			
B. Identifies self to screening checkpoint STSO and TDC			
C. Positions self in such a way that allows for unobstructed behavior observation and effective communication with partner			
D. Uses Quick Reference Sheet and Note Pad in a discreet manner			

Comments:

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II. Observation of Individuals	Meets Standard	Does Not Meet Standard	Not Applicable
A. Accurately establishes an environmental baseline			
B. Accurately establishes an initial score for individuals during behavior observation			
C. Identifies behaviors of individuals exhibiting SPOT behaviors based on SPOT Referral Report guidelines			
D. Assigns the appropriate point value to individuals exhibiting SPOT behaviors that deviate from the baseline			
E. Refers individuals with (b)(3) 49 USC 114(r) for SPOT Referral Screening			
F. Refers individuals with (b)(3) 49 USC 114(r) for SPOT Referral Screening and request			
G. Correctly identifies situations requiring automatic LEO response			

Comments:

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III. During SPOT Referral Screening - ID and Document Review	Meets Standard	Does Not Meet Standard	Not Applicable
A. Verifies that screening actions associated with TDC and Selectee markings are completed			
B. Examines passenger documentation for fraud, alterations, and inconsistencies			
C. Uses open-ended questioning techniques during casual conversation to resolve behaviors			
D. Accurately identifies any unusual items that are found during SPOT Referral Screening			

Comments:

IV. Customer Service	Meets Standard	Does Not Meet Standard	Not Applicable
A. Addresses public politely and courteously			
B. If requested, advises the individual that the officer is providing an additional layer of security without disclosing any specific information regarding the program			
C. Effectively communicates with colleagues			
D. When an STSO requests the BDO's assistance at a screening checkpoint, professionally and effectively communicates his or her inability to respond if the BDO is otherwise actively engaged in observing an individual who has exhibited SPOT-related behaviors			
E. Notifies the STSO when the observation is complete and offers recommendations			

Comments:

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V. SPOT Documentation	Meets Standard	Does Not Meet Standard	Not Applicable
A. Accurately completes and submits SPOT Referral Report and SPOT incident Report (if needed) at the end of shift			
B. Follows SPOT SOP reporting and notification procedures			

Comments:

OJT Monitor Signature: _____ Date: _____

Student Signature: _____ Date: _____