

How to Read My Global Profile Sheet

Demographic Section: Contains name, race, sex, and reported education level.

Employment Section: Lists all sworn and instructor employments. Includes agency name, employment class, employment type, start date, separation date (if any), separation reason (if any), if the employment was entered under a Temporary Employment Authorization (TEA), and the date (FP Date) fingerprints were processed.

Employment Class: LE - Law Enforcement
Corr – Corrections
CPO - Correctional Probation
Con – Concurrent (certified in more than one discipline)
Inst – Instructor
Civ – Civilian (non-sworn breath test operator)

Employment Type: FT – Full-time
PT – Part-time
Aux – Auxiliary
SEA – Special Elected or Appointed Position

Salary Incentive Section: Lists salary incentive amount you are eligible for. Salary incentive will only be shown for full-time employed officers.

Basic LE: Incentive for officers certified prior to 1978. Max - \$25
Career Dev: Incentive for completing advanced training courses. Max - \$120
Education: Incentive for an associate or a bachelor degree. Max - \$80
Maximum Eligible: Combined maximum amount eligible. Max \$130

Mandatory Firearms Section: Lists the qualification date for the current 2 year cycle for officers who hold a law enforcement or auxiliary law enforcement certification. Each cycle starts on July 1 of each even numbered year.

Certification Section: Lists all sworn, instructor, and alcohol testing related certifications. Includes certification type, number, status, certification date, mandatory retraining due date, mandatory retraining completion date.

Type: LE – Law Enforcement
Corr – Corrections
CPO - Correctional Probation
Con – Concurrent (certified in more than one discipline)
ALE – Auxiliary Law Enforcement
ACorr – Auxiliary Corrections
Inst – Instructor
BTO – Breath Test Operator
AI – Agency Inspection
BTI – Breath Test Instructor

Topics Section: Lists all instructor topics you are certified in if you are a Commission-certified instructor, the date the topic was approved, the date of recertification, current status, and if the mandatory retraining requirements have been met for the current cycle.

Exam Section: Lists all Commission-approved examinations completed.

For each State Officer Certification Examination (SOCE), it lists the type, date of exam, form number taken, results, and an indication if the grade has been amended for some reason.

SOCE Exam Types: LE – Law Enforcement

Corr – Corrections

CP - Correctional Probation

LE_ABA – CMS Law Enforcement

*** The SOCE was not required prior to July 1, 1993.***

For each Basic Abilities Test (BAT), it lists the type, date of test, form number taken, vendor that provided the test, location (county) where the test was taken, results.

BAT Exam Types: BATLE – Basic Abilities Test for Law Enforcement

BATCORR – Basic Abilities Test for Corrections

BATCP – Basic Abilities Test for Correctional Probation

Equivalency Section: Lists all Equivalency of Training (EOT) requests. For each EOT, it lists the agency/selection center who submitted the EOT request, discipline, application date, decision date for approval/denial, who approved/denied the EOT, date the EOT applicant was notified, current status, and the date the EOT expires.

Discipline: LE – Law Enforcement

Corr – Corrections

CPO - Correctional Probation

Status: App – Approved

Den – Denied

With – Withdrawn

Training Section: Lists all Commission-approved Basic Recruit Training Program courses, Advanced Training Program courses taken for salary incentive, Specialized Instructor courses, and select Specialized Training Program Courses taken. For each course, it lists the start date, end date, course sequence number, version, title, grade, and the number of hours credited. **It is important to note that agency training and other courses that are not the Commission-approved course are not listed in ATMS.**

Sequence: SAMPLE - 48-2017-1190-3

48 – CJSTC-assigned training center number

2017 – Year the course was started

1190 – Assigned course number

3 – Training center-assigned session number

Training Section:

(Continued)

Grade: P – Pass

F – Fail

I – Incomplete

D – Dismissed

N – Not in good standing (historical use only)

WMD/ICS Section: Lists the completion dates for Weapons of Mass Destruction (WMD) and Incident Command System (ICS) training for law enforcement officers. The Commission no longer mandates this training, however, criminal justice employing agencies may require it.

What do I do if I believe there is an error in my Global Profile Sheet?

In most cases, any corrections must come from your employing agency or training center. If the error is the separation date and/or separation reason for an employment, the employing agency is the only entity that can authorize a change to the record. Please contact your employing agency regarding these changes.

Who do I contact with questions?

Contact the Officer Records Section at (850) 410-8600.