

SENSITIVE SECURITY INFORMATION**Report Writing****What types of reports do you complete?**

Answer: Answers should include SPOT Referral Reports entered in the Performance Management Information System (PMIS) and Incident Reports entered in the Performance and Results Information System (PARIS). If the BDO has received training, reports must also be entered in the Transportation Information Sharing System (TISS) database.

When do you need to write a SPOT Referral Report?

Answer: BDOs complete SPOT Referral Reports when an individual accrues four or more behavioral indicator points.

When do you need to write an Incident Report?

Answer: Incident Reports must be completed when a referral involves LEO notification.

What is the preferred documentation that may accompany an Incident Report?

Answer: Photographs, taken at the lowest fidelity possible to capture sufficient detail, are the preferred.

Mandatory New Referral Form Training – Action Required!

On April 29, the Program Office will introduce a new form, which , includes several important changes .In order to best prepare you and your local workforce for the new form, we recommend joining **two** of the following training presentations with as many of your BDOs as possible:

Date	Time
Monday 4/22	1000-1130 EDT
Tuesday 4/23	1600-1730 EDT
Wednesday 4/24	1100-1230 EDT
Thursday 4/25	1700-1830 EDT

For more information:

https://team.ishare.tsa.dhs.gov/sites/OpsNet/SPOT%20BDO/Documents/SPOT_Referral_Form_Updates_Summary.pdf

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