

TRAINING ACADEMY WORKBOOK  
LD 220 – TELEPHONE TECHNOLOGY AND PROCEDURES

PROPER DESCRIPTION

**NAME**  
**SEX**  
**RACE**  
**AGE**

Height and  
Weight

Hair  
EYES  
Complexion

CLOTHING  
HEAD TO FOOT  
OUTSIDE-IN

HAT

Shirt and Tie

COAT

PHYSICAL  
Marks, scars,  
limp, tattoos,  
glasses, facial  
hair, jewelry,  
etc.

PANTS

SHOES

