Standardized Evaluation Guidelines (SEGs)

The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. The SEGs are intended to provide a fair and uniform scoring method to assess each trainee's progress. It is through the use of these guidelines that the field training program achieves a recognized level of standard, competency, and credibility.

Overview

Throughout the Field Training Program, the FTO rates the trainee's performance. Each observed behavior is rated using the **Daily Observation Report (DOR)** described in Appendix 2 in the FTP Guide. The rating scales can be scored in two ways: the *Numeric Scale* (1–7) or the *NICS Scale* (NI–Needs Improvement/C–Competent/S–Superior). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. The NICS scale provides a more direct scoring method. Agencies decide which method best meets their particular training approach.

A rating of "1" or "N/I" indicates the observed behavior is *Unacceptable* or *Needs Improvement*, a rating of "4" or "C" meets the **minimal** standard of *Acceptable* or *Competent*, and "7" or "S" indicates the trainee's performance is at a *Superior* level.

Any rating of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale **requires** a Documented Situation (DS) to describe the event which resulted in the observed rating. The FTO fills out the **Narrative Evaluation** portion of the DOR to document the event (see Appendix 2).

The following SEGs correspond to the numbered observable behaviors listed in the DOR for each performance category. Use these value definitions when rating a trainee's level of performance.

Performance Categories

ATTITUDE

1. **Acceptance of Feedback/FTO/FTP**
    Evaluates the way the trainee accepts criticism, how the trainee interacts with the FTO, and how the trainee accepts the training program, including how the FTO's feedback is received and used to further learning and improve performance.

    1 or N/I   *Unacceptable* – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.

    4 or C   *Acceptable* – Accepts criticism in a positive manner and applies it to improve performance and further learning.

    7 or S   *Superior* – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

2. **Attitude toward Police Work**
    Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

    1 or N/I *Unacceptable* – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

    4 or C *Acceptable* – Demonstrates an active interest in new position and responsibilities.

    7 or S *Superior* – Strives to further professional knowledge by actively soliciting assistance from others to improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility. Exhibits a desire to complete Field Training and become a productive member of the organization.

3. **Integrity/Ethics**
    Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.

    1 or N/I *Unacceptable* – Accepts *and* employs a standard of mediocrity. Has little or no sense of accountability and/or responsibility to the department or community.

    4 or C *Acceptable* – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through planning, evaluation, and decision-making.

    7 or S *Superior* – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

4. **Leadership**
    Evaluates the trainee's ability to exercise influence among people using ethical values and goals for an intended change.

    1 or N/I *Unacceptable* – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.

    4 or C *Acceptable* – Understands the difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/ mediation, and compassion.

    7 or S *Superior* – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuine concern.

APPEARANCE

5. **General Appearance**
    Evaluates physical appearance, dress, demeanor, and equipment.

    1 or N/I *Unacceptable* **–** Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative.

    4 or C *Acceptable* – Uniform is neat/clean. Uniform fits and is properly worn. Weapon, leather, and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

    7 or S *Superior* – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

RELATIONSHIPS

6.   Relationship with Citizens/Community
Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.

1 or N/I   *Unacceptable* – Abrupt, belligerent, demeaning, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills. Communications are confusing to the public.

4 or C   *Acceptable* – Courteous, friendly, and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service-oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills. Communicates well when interacting with the public.

7 or S   *Superior* – Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Routinely exhibits strong communication skills when interacting with the public.

7.   Relationship with Other Department Members
Evaluates the trainee's ability to effectively interact with Department members of all ranks, capacities, and positions.

1 or N/I   *Unacceptable* – Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.

4 or C   *Acceptable* – Adheres to the Chain of Command. Good FTO, superior, and peer relationships. Demonstrates a teamwork attitude.

7 or S   *Superior* – Is at ease in contact with all members of the organization while displaying professionalism. Understands supervisors' responsibilities and their positions. Actively assists others.

8.   Community Organizing and Problem-solving
Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

1 or N/I   *Unacceptable* – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as "sole authority" and does not include the public in problem-solving process.

4 or C   *Acceptable* – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.

7 or S   *Superior* – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

PERFORMANCE

9. **Driving Skill: *Normal Conditions***
    Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

1 or N/I	*Unacceptable* –	Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
4 or C	*Acceptable* –	Obeys traffic laws. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.
7 or S	*Superior* –	Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking mobile computer terminals (MCTs), etc. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

10. **Driving Skill: Moderate/High Stress Conditions**
    Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

1 or N/I	*Unacceptable* –	Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.
4 or C	*Acceptable* –	Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.
7 or S	*Superior* –	Displays high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

11. **Use of Map Book/GPS: *Orientation/Response Time***
    Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

1 or N/I	*Unacceptable* –	Unaware of location on patrol. Does not properly use map book or GPS. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
4 or C	*Acceptable* **–**	Is aware of location while on patrol. Properly uses map book or GPS. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
7 or S	*Superior* –	Remembers locations from previous visits and seldom needs map book or GPS. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. **Routine Forms: *Accuracy/Completeness***
    Evaluates the trainee's ability to properly utilize departmental forms.

1 or N/I	*Unacceptable* –	Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
4 or C	*Acceptable* –	Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.
7 or S	*Superior* –	Consistently completes detailed forms rapidly and accurately with little or no assistance.

13. **Report Writing: *Organization/Details/Use of Time***

Evaluates the trainee's ability to organize reports, supply the necessary details for a good report, obtain all necessary information from reporting person and/or witnesses, and to complete a report in an appropriate amount of time.

1 or N/I   *Unacceptable* – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect. Routinely requires an excessive amount of time to complete a report.

4 or C   *Acceptable* – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.

7 or S   *Superior* – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.

14. **Report Writing: Grammar/Spelling/Neatness**

Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

1 or N/I   *Unacceptable* – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Reports are confusing and not easily understood by the reader/evaluator.

4 or C   *Acceptable* – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.

7 or S   *Superior* – Reports are *very* neat and legible. Contain no spelling or grammatical errors. Reports are thorough, complete, and easily understood by the reader/evaluator.

15. **Field Performance: *Non-stress Conditions***

Evaluates the trainee's ability to perform routine, non-stress police activities.

1 or N/I   *Unacceptable* – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.

4 or C   *Acceptable* – Properly assesses aspects of routine situations; determines appropriate action, and takes same.

7 or S   *Superior* – Properly assesses aspects of both routine and complex situations. Quickly determines and employs appropriate course of action.

16. **Field Performance: *Stress Conditions***

Evaluates the trainee's ability to perform in moderate to high stress conditions.

1 or N/I   *Unacceptable* – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts, or acts in unsafe or ineffective manner.

4 or C   *Acceptable* – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.

7 or S   *Superior* – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines and employs best course of action. Handles situations safely, efficiently, and effectively.

17. <u>**Investigative Skills**</u>

Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1 or N/I   *Unacceptable* – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow up obvious investigative leads.

4 or C   *Acceptable* – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects useable fingerprints from crime scenes, with little assistance, when conditions allow. Knows when to consult a supervisor, investigator, or crime scene technician when processing is needed at involved or unusual crime scenes.

7 or S   *Superior* – Consistently follows proper investigatory procedure and is routinely accurate in identifying the nature of the offense committed. Connects evidence with suspect even when not readily apparent. Collects useable fingerprints from crime scenes, with little to no assistance, when conditions allow. Actively seeks to improve evidence collection and processing skills.

18. <u>**Interview/Interrogation Skills**</u>

Evaluates the trainee's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

1 or N/I   *Unacceptable* – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda admonishment. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

4 or C   *Acceptable* – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.

7 or S   *Superior* – Consistently uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects. Fully understands the legalities associated with the Miranda admonishment, and administers the admonishment appropriately.

19. <u>**Self-initiated Field Activity**</u>

Evaluates the trainee's desire and ability to observe and act upon suspicious activity and to address situations where citizens may require law enforcement assistance.

1 or N/I   *Unacceptable* – Fails to observe and/or avoids suspicious activity. Does not investigate same. Rationalizes suspicious circumstances. Avoids or does not recognize situations where citizens may require law enforcement assistance.

4 or C   *Acceptable* – Recognizes and acts upon situations requiring law enforcement contact or attention. Develops cases from observed activity. Displays inquisitiveness.

7 or S   *Superior* – Routinely acts on situations requiring law enforcement contact. Maintains "Watch Bulletins" and information provided at roll call for later use in the field. Appropriately uses the information as reasonable suspicion to detain, or to develop probable cause to arrest. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious. Maintains vigilance for suspicious activity and/or situations where citizens may require law enforcement assistance.

20. **Officer Safety: *General***

Evaluates the trainee's ability to perform police tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

1 or N/I   *Unacceptable* – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:

      a)   Exposes weapons to suspect (handgun, baton, chemical agents, etc.).

      b)   Fails to keep weapon hand free in enforcement situations.

      c)   Stands in front of/next to violator's vehicle door.

      d)   Fails to control suspect's movements.

      e)   Fails to use illumination when necessary or uses it improperly.

      f)   Does not keep violator/suspect in sight.

      g)   Fails to advise Communications when leaving vehicle.

      h)   Fails to maintain good physical condition.

      i)   Fails to properly maintain personal safety equipment.

      j)   Does not anticipate potentially dangerous situations.

      k)   Stands too close to passing vehicular traffic.

      l)   Is careless with gun and/or other weapons.

      m)   Fails to position vehicle properly during traffic stops.

      n)   Stands in front of door when making contact with occupants.

      o)   Makes poor choice of which weapon to use and when to use it.

      p)   Cannot articulate why a particular weapon was employed.

      q)   Fails to cover other officers or maintain awareness of their activities.

      r)   Stands between police and violator's vehicle on a vehicle stop.

      s)   Fails to search police vehicle prior to duty and after transporting other than police personnel.

4 or C   *Acceptable* – Follows acceptable safety procedures. Understands and applies them.

7 or S   *Superior* – Consistently works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

21. **Officer Safety: *Suspicious Persons, Suspects, and Prisoners***

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

1 or N/I   *Unacceptable* – Violates officer safety practices as outlined in SEG 20 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.

4 or C   *Acceptable* – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners. Routinely works with an officer safety mindset.

7 or S   *Superior* – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts in the field. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.

22. <u>**Control of Conflict:** *Voice Command*</u>

    Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

    1 or N/I   *Unacceptable* – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.

    4 or C   *Acceptable* – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

    7 or S   *Superior* – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.

23. <u>**Control of Conflict:** *Physical Skill*</u>

    Evaluates the trainee's ability to use the proper level of force for the given situation.

    1 or N/I   *Unacceptable* – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

    4 or C   *Acceptable* – Obtains and maintains control through the proper use and amount of force. Uses restraints effectively.

    7 or S   *Superior* – Displays above average knowledge and skill in the use of restraints. Extremely adept in employing the proper use of force for a given situation. Understands the legalities involved in the use of force.

24. <u>**Problem-solving Techniques/Decision Making**</u>

    Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

    1 or N/I   *Unacceptable* – Acts without thought or good reason. Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive, naive. Cannot recall previous solutions and apply them in similar situations.

    4 or C   *Acceptable* – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.

    7 or S   *Superior* – Able to reason through most routine and complex situations and reach appropriate conclusions. When confronted with a problem, uses department-endorsed problem-solving approach/model. Has keen perception. Identifies root causes of problems, not just symptoms. Anticipates problems and prepares potential resolutions in advance. Relates past solutions to present situations, and selects workable solutions. Properly assesses response, adjusts accordingly, and plans for follow-up.

25.   **Communications: *Appropriate Use of Codes/Procedure***

Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

1 or N/I   *Unacceptable* – Violates policy concerning use of communications equipment. Does not follow correct procedures. Does not understand or use proper communication codes/language.

4 or C   *Acceptable* – Complies with policy and accepted procedures. Has good working knowledge of most common codes/language and uses communication equipment appropriately.

7 or S   *Superior* – Consistently adheres to department communications policies. Has superior working knowledge of codes/language used during communications, and properly applies that knowledge as appropriate.

26.   **Radio: *Listens and Comprehends***

Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

1 or N/I   *Unacceptable* – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

4 or C   *Acceptable* – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

7 or S   *Superior* – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

27.   **Radio: *Articulation of Transmissions***

Evaluates the trainee's ability to communicate with others via the law enforcement radio.

1 or N/I   *Unacceptable* – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly. Multiple complaints regarding trainee's use of the radio.

4 or C   *Acceptable* – Uses proper procedure with clear, concise, and complete transmissions. Few complaints regarding trainee's use of the radio.

7 or S   *Superior* – Transmits clearly, calmly, concisely, and completely, even in stressful situations. Transmissions are well thought out and do not have to be repeated. No complaints regarding trainee's use of the radio.

28.   **Mobile Computer Terminal (MCT): *Use/Comprehension/Articulation***

Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MCT.

1 or N/I   *Unacceptable* – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.

4 or C   *Acceptable* – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Types clear and brief messages. Adheres to FCC regulations and department policy.

7 or S   *Superior* – Consistently recalls dispatch information without running summaries. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys, administrative messages, and BOLO file retrieval.

KNOWLEDGE

29. <u>**Department Policies and Procedures**</u>
Evaluates the trainee's knowledge of department policies/ procedures and ability to apply this knowledge under field conditions.

    A. **Reflected by Verbal/Written/Simulated Testing:**

        1 or N/I   *Unacceptable* – When tested, answers with less than 70% accuracy.

        4 or C   *Acceptable* – When tested, answers with at least 70% accuracy.

        7 or S   *Superior* – When tested, answers with 100% accuracy.

    B. **Reflected in Field Performance:**

        1 or N/I   *Unacceptable* – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.

        4 or C   *Acceptable* – Familiar with most commonly applied department policies, regulations, procedures, and complies with same.

        7 or S   *Superior* – Has an excellent working knowledge of department policies, regulations, and procedures, including those less known and seldom used.

30. <u>**Criminal Statutes**</u>
Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Vehicle Code (VC), Welfare & Institutions (W&I), Business & Professions Code (B&P or BPC), Health & Safety Code (H&S or HSC), and all city/county codes] and his/her ability to apply that knowledge to field situations.

    A. **Reflected by Verbal/Written/Simulated Testing:**

        1 or N/I   *Unacceptable* – When tested, answers with less than 70% accuracy.

        4 or C   *Acceptable* – When tested, answers with at least 70% accuracy.

        7 or S   *Superior* – When tested, answers with 100% accuracy.

    B. **Reflected in Field Performance:**

        1 or N/I   *Unacceptable* – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.

        4 or C   *Acceptable* – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.

        7 or S   *Superior* – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

31. <u>**Criminal Procedure**</u>
Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

    A. **Reflected by Verbal/Written/Simulated Testing**

        1 or N/I   *Unacceptable* – When tested, answers with less than 70% accuracy.

        4 or C   *Acceptable* – When tested, answers with at least 70% accuracy.

        7 or S   *Superior* – When tested, answers with 100% accuracy.

B. Reflected in Field Performance

1 or N/I   *Unacceptable* – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.

4 or C   *Acceptable* – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.

7 or S   *Superior* – Follows required procedure in all cases, accurately applying the law relative to searching, seizing evidence, release of information, and effecting arrests.

AGENCY-SPECIFIC

32.   [To Be Filled in by Agency]
This performance category allows the agency to add a behavior that is of particular importance to their organization. If used, the agency MUST provide the applicable SEG descriptions for each rating:

1 or N/I   *Unacceptable* – [To be determined by agency.]

4 or C   *Acceptable* – [To be determined by agency.]

7 or S   *Superior* – [To be determined by agency.]

(SEGs adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department, and was further revised in 2011 by POST staff.)

APPENDIX 2

Daily Observation Report (DOR) and Narrative Evaluation

The Daily Observation Report (DOR) and Narrative Evaluation are key components of the Field Training Program. In combination, these forms document the trainee's level of performance for each required category and clearly identify areas of competency, outstanding performance, or the need for remedial training.

Numeric and NICS Rating Scales

In order to effectively track the trainee's progress, the FTO uses the DOR to rate each observed behavior using one of two rating scales: **Numeric** or **NICS**. The Numeric Scale measures performance on a sliding scale between *1 and 7*. The NICS Scale uses three ratings: *NI–Needs Improvement, C–Competent, and S–Superior*. Each observed behavior is rated according to POST's Standardized Evaluation Guidelines (SEGs) as described in Appendix 1 in the FTP Guide. Agencies decide which rating method best meets their particular needs.

A rating of "1" or "N/I" indicates the observed behavior is *Unacceptable* or *Needs Improvement*, a rating of "4" or "C" meets the **minimal** standard of *Acceptable* or *Competent*, and "7" or "S" indicates the trainee's performance is at a *Superior* level. The DOR also provides checkboxes if a behavior is not observed (N/O) or if the trainee is not responding to training (NRT). *The trainee, FTO, and FTO SAC are required to sign all DORs.*

Narrative Evaluation

Any ratings of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale **require** a documented situation (DS) to describe the event which resulted in either of those ratings. The FTO checks the DS box on the DOR and documents the event using the Narrative Evaluation form. *The trainee, FTO, and FTO SAC are required to sign all Narrative Evaluations.*

Both the DOR and Narrative Evaluation forms contain detailed instructions. They can be printed and filled in by hand or filled in electronically. The Narrative Evaluation form includes continuation pages for additional comments. *The trainee, FTO, and FTO SAC are required to initial all continuation pages.*

The following links will open the applicable files for the DOR and Narrative Evaluation form for either the Numeric or NICS rating scales:

DOR & Narrative Evaluation – Numeric Scale

DOR & Narrative Evaluation – NICS Scale

Supervisor's Weekly Report (SWR)

REPORT DATE _____ PHASE ____ WEEK ____

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. REVIEW OF TRAINING

☐ I have reviewed this Trainee's Daily Observation Reports (DORs) for this evaluation period: **Week of:** _____ **to:** _____.

☐ I have also discussed his/her overall performance with Field Training Officer (FTO):_____.

Additional method(s) by which the trainee's performance was evaluated:

☐ End of Phase Meetings   ☐ Citizen Contacts   ☐ Other FTOs   ☐ Conferences   ☐ Field Visit

☐ Radio Traffic   ☐ Report Review   ☐ Ride-a-long   ☐ Daily Briefing

☐ Other (explain): _____

PART B. TRAINEE'S PERFORMANCE: STRENGTHS / WEAKNESSES

☐ I have discussed the trainee's most significant **strengths** with him/her**.**

☐ I have discussed the trainee's most significant **weaknesses** with him/her.

PART C. REMEDIAL TRAINING (IF APPLICABLE)

☐ The following remedial training is required based on deficient performance *(see RT Assignment Worksheet)*:

PART D. SUPERVISOR'S COMMENTS REGARDING PROGRESS TO DATE

☐ The trainee's progress to date is **ACCEPTABLE** based on the above evaluation.

☐ The trainee's progress to date is **NOT ACCEPTABLE** based on the above evaluation.

PART E. REQUIRED SIGNATURES

☐ I have reviewed/discussed this Weekly Report with the FT Supervisor (FT SAC) and understand the evaluation given.

Trainee Signature   ▶ _____   Date _____

Print FTO SAC Name	Badge / ID	
		▶ _____ Date

End of Phase Report (EPR)

REPORT DATE: _____   PHASE: ____   START DATE: _____   END DATE: _____   Page 1 of

Trainee (Last, First MI)	Badge / ID	Evaluation Period	
		From:	To:

PART A.   SIGNIFICANT STRENGTHS / WEAKNESSES   *Use the following page for any additional comment(s).*

STRENGTHS:

1. _____

2. _____

3. _____

WEAKNESSES:

1. _____

2. _____

3. _____

PART B.   ADDITIONAL TRAINING / REMEDIAL EFFORTS

PART C.   ADDITIONAL COMMENTS (OPTIONAL)

PART D.   REQUIRED SIGNATURES

☐   I have reviewed/discussed this End of Phase Report with my Field Training Officer (FTO) and understand the evaluation given.

Trainee Signature   ▶ _____   **Date**

Print FTO Name	Badge / ID	
		▶ _____ **Date**
Print FT SAC Name	**Badge / ID**	
		▶ _____ **Date**

☐ Additional page(s) attached

REPORT DATE: _____   PHASE: ____   START DATE: _____   END DATE: _____   Page 2 of

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**	
		From:	To:

ADDITIONAL COMMENTS

Trainee Initials	
FTO Initials	
FT SAC Initials	

REPORT DATE: _____   PHASE: ____   START DATE: _____   END DATE: _____   Page __ of __

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**	
		From:	To:

COMMENTS CONTINUED

Trainee Initials [   ]   **FTO Initials** [   ]   **FT SAC Initials** [   ]

REPORT DATE: _____   PHASE: ____   START DATE: _____   END DATE: _____   Page __ of __

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**	
		From:	To:

COMMENTS CONTINUED

Trainee Initials [ ]   **FTO Initials** [ ]   **FT SAC Initials** [ ]

REPORT DATE: _____   PHASE: ____   START DATE: _____   END DATE: _____   Page __ of __

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**	
		From:	To:

COMMENTS CONTINUED

Trainee Initials [   ]   **FTO Initials** [   ]   **FT SAC Initials** [   ]

DATE _____   PHASE ____   WEEK ____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

Performance Area	Notes

Trainee Signature	FTO Signature
▶ Date:	▶ Date:

DATE _____   PHASE ____   WEEK ____

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

Performance Area *cont*	Notes *cont*

Trainee Initials [   ]   **FTO Initials** [   ]

Weekly Training Progress Report (TPR)

REPORT DATE _____   PHASE ____   WEEK ____   Page 1

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

- This Weekly Training Progress Report evaluates the trainee's performance during the week and identifies specific areas which are noteworthy.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

4 – **BETTER THAN ACCEPTABLE:** Performance exceeds agency's standard

3 – **ACCEPTABLE:** Performance meets agency's standard

2 – **NEEDS IMPROVEMENT:** Performance is progressing toward "acceptable" but does not yet meet agency's standard

1 – **UNACCEPTABLE:** Performance is not at an acceptable level

NRT – **NOT RESPONDING TO TRAINING:** Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

PART A. PERFORMANCE AREA	NRT	1	2	3	4
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐

The following areas are noteworthy (*see next page for additional comments*):

	NRT	1	2	3	4
1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Weekly Training Progress Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature   ▶ _____   Date

Print FTO Name	Badge / ID	
		▶ Date

Print FT SAC Name	Badge / ID	
		▶ Date

☐ **Additional page(s) attached**

A.6–1

REPORT DATE: _____   PHASE: ____   WEEK: ____   Comments Page 1 of _____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level ***must*** be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials [＿＿＿]   **FTO Initials** [＿＿＿]   **FT SAC Initials** [＿＿＿]

REPORT DATE: _____   PHASE: ____   WEEK: ____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

CONTINUATION PAGE

Comments Page ____ of ____

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐   **FTO Initials** ☐   **FT SAC Initials** ☐

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APPENDIX **7**

Phase Evaluation Report

REPORT DATE _____   PHASE ____   WEEK ____   Page 1

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

- This Phase Evaluation Report provides feedback to the trainee so that good performance continues and/or deficient performance improves.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

4 – **BETTER THAN ACCEPTABLE:** Performance exceeds agency's standard

3 – **ACCEPTABLE:** Performance meets agency's standard

2 – **NEEDS IMPROVEMENT:** Performance is progressing toward "acceptable" but does not yet meet agency's standard

1 – **UNACCEPTABLE:** Performance is not at an acceptable level

NRT – **NOT RESPONDING TO TRAINING:** Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

PART A. PERFORMANCE AREA	NRT	1	2	3	4
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐

The following areas are noteworthy (*see next page for additional comments*):

	NRT	1	2	3	4
1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Phase Evaluation Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature   ▶ _____   Date

Print FTO Name	Badge / ID	
		▶ _____ Date

Print FT SAC Name	Badge / ID	
		▶ _____ Date

☐ **Additional page(s) attached**

REPORT DATE: _____   PHASE: ____   WEEK: ____   Comments Page 1 of _____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level **must** be documented.
Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐   **FTO Initials** ☐   **FT SAC Initials** ☐

REPORT DATE: _____   PHASE: ____   WEEK: ____   Comments Page ____ of ____

Trainee (Last, First MI)	Badge / ID	Evaluation Period
		From: To:

CONTINUATION PAGE

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials [____]   **FTO Initials** [____]   **FT SAC Initials** [____]

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Remedial Training Assignment Worksheet

REPORT DATE: _____ PHASE: ____ START DATE: _____ END DATE: _____ Page 1 of 1

Trainee (Last, First MI)	Badge / ID	Field Training Officer (FTO)	Badge / ID

PART A. PERFORMANCE DEFICIENCIES

Your FTO has identified one or more areas of deficient performance that require your immediate attention for improvement. You will be expected to fully complete this training assignment by this date: _____

Define the specific problem with example(s). Describe the training already conducted:

PART B. TRAINING ASSIGNMENT

Describe the specific assignment(s) given to the trainee to correct the above problem. The trainee will be expected to perform at a satisfactory level in identified area(s).

NOTE: Your FTO will describe the required assignment needed to improve your performance in terms of specific goals and objectives. *Example:* Trainee will practice self-initiated car stops daily for 4 shifts, resulting in a minimum of 4 field interviews and 2 citations per shift.

☐ I have reviewed/discussed the above training assignment with my FTO and understand the specific goals and objectives.

Trainee's Signature ▶ _____ Date _____

PART C. ASSIGNMENT COMPLETION

- Has the trainee completed this training assignment satisfactorily? .... ☐ Yes ☐ No
- Is the trainee now performing at a competent level?... ☐ Yes ☐ No
- Has an additional assignment been given? .... ☐ Yes ☐ No

NOTE: If the training plan was not completed satisfactorily, specific recommendations **must** be made regarding the trainee's continued substandard performance. Additional RT Assignment Worksheets should be generated outlining a follow-up training plan. **It is the responsibility of the** *originating* **FTO to ensure that RT assignment(s) are communicated to the trainee's next FTO so that follow-up can be monitored.**

Comments regarding completion of assignment:

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed all areas noted in this RT Assignment Worksheet and understand the evaluation given.

Trainee Signature ▶ _____ Date

FTO Signature ▶ _____ Date

Print FT SAC Name	Badge / ID	
		▶ _____ Date

Field Training Program Completion Record/ Competency Attestation

REPORT DATE _____

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)	
1				From:	To:
2				From:	To:
3				From:	To:
4				From:	To:

PART B. TRAINEE ATTESTATION

(ABOVE) WOULD AN ENTIRE PHASE BE DONE IN THE SHIFT/WATCH?

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature ▶ _____ Date _____

PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer/Deputy _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature ▶ _____ Date _____

Print FT SAC Name	Badge / ID	
		▶ _____ Date

PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Print Agency Head Name	Badge / ID	
		▶ _____ Date

Field Training Officer (FTO) Critique Form

DATE: _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART A. PURPOSE

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to continue to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your response to each item is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide the better we can determine each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content of the feedback *(not your identity)* will be relayed to the FTOs to assist with improving training methods.

PART B. FTO EVALUATION

1. The Field Training Program emphasizes two areas: Training **and** Evaluating Performance. Assign percentages (totaling 100%) to the amount of effort your FTO gave to each (*e.g.,* Training–50%, Evaluating Performance–50% / Training–70%, Evaluating Performance–30%)

    TRAINING: _____%   EVALUATING PERFORMANCE: _____%

On a scale of 1 to 5, rate the following:

2. Indicate how you perceived your FTO related to you:

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    I WAS JUST ONE OF A   INTERACTION   I WAS RECOGNIZED
    NUMBER OF RECRUITS   WAS ADEQUATE   AS AN INDIVIDUAL

3. What type of role model was the FTO for you?

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    POOR   FAIR   SATISFACTORY   GOOD   EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    NEVER   SELDOM   OFTEN   USUALLY   ALWAYS

5. Rate the FTO's knowledge of the training material covered:

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    POOR   FAIR   SATISFACTORY   GOOD   EXCELLENT

6. Describe the FTO's skill as a trainer and his/her training methods, such as handouts, visual aids, scenarios, role-play, etc.:

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    POOR   FAIR   SATISFACTORY   GOOD   EXCELLENT

7. Rate the FTO's ability to communicate with you:

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    POOR   FAIR   SATISFACTORY   GOOD   EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in evaluating you:

    ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
    POOR   FAIR   SATISFACTORY   GOOD   EXCELLENT

DATE: _____

Trainee (Last, First MI)	Badge / ID	This critique is for Field Training Officer	Badge / ID

PART B. FTO EVALUATION *continued*

9.   Describe the FTO's method of critiquing your performance (verbally or in writing):

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
TOO NEGATIVE /   SATISFACTORY /   VERY POSITIVE /
TOO CRITICAL / UNFAIR   FAIR   ENCOURAGING

10.   Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5
NEVER   SELDOM   OFTEN   USUALLY   ALWAYS

11.   List the area(s) you consider to be the FTO's greatest strengths (e.g., training skills, officer safety, codes and laws, report writing, etc.):

12.   List the area(s) in which you feel the FTO needs improvement:

13.   Were there any conflicts or inconsistencies with the FTO's training and your academy training?   ☐ YES   ☐ NO

If YES, explain:

14.   Did you experience any discrepancies between the FTOs?   ☐ YES   ☐ NO

If YES, explain:

15.   Please list any additional comments or suggestions here:

Trainee Signature   ▶_____   Date _____

Field Training Program (FTP) Critique Form

DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

PART A. PURPOSE

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated.

Return the completed and signed evaluation to the FTP SAC:

Supervisor (FTP SAC)

PART B. FTP evaluation

☐ Y ☐ N **1.** Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?
Please comment:

☐ Y ☐ N **2.** Was the length of the program adequate?
Please comment:

☐ Y ☐ N **3.** Do you feel that the program training you received was meaningful in relation to the job you are now doing?
Please comment:

☐ Y ☐ N **4.** Were there any areas of training you felt were ignored, or which should have been included or extended?
If YES, which area(s):

☐ Y ☐ N **5.** Was the instruction and training provided by the FTOs generally consistent with one another?
Please comment:

☐ Y ☐ N **6.** Do you feel the documented evaluations in the program (DORs, Supervisor Weekly Reports, etc.) were beneficial for your development as a police officer?
Please comment:

☐ Y ☐ N **7.** Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?
Please comment:

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

PART B. FTP EVALUATION *continued*

☐ Y ☐ N   **8.** Do you feel there was sufficient time available for community-oriented projects or specialized beat activities?
Please comment:

9. Upon completion of the Field Training Program, do you feel you are now proficient in each of the following areas?

A.	Department Policies and Procedures	☐ Y	☐ N
B.	Patrol Vehicle Operations	☐ Y	☐ N
C.	Officer Safety	☐ Y	☐ N
D.	Report Writing	☐ Y	☐ N
E.	Codes and Law	☐ Y	☐ N
F.	Patrol Procedures	☐ Y	☐ N
G.	Handcuffing and Searching Techniques	☐ Y	☐ N
H.	Use of Force	☐ Y	☐ N
I.	Traffic (including DUI and Accident Investigation)	☐ Y	☐ N
J.	Search and Seizure	☐ Y	☐ N
K.	Radio Procedures	☐ Y	☐ N
L.	Investigations and Evidence	☐ Y	☐ N
M.	Conflict Resolution	☐ Y	☐ N
N.	COPPS/POP	☐ Y	☐ N
O.	Courtroom Procedures	☐ Y	☐ N

☐ Y ☐ N   **10.** Are there any changes that need to be made to improve the program?
Please comment:

☐ Y ☐ N   **11.** Use the space below to add anything that may not have been covered above.

Trainee Signature ▶ _____ Date _____

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