



■ APPENDIX II

Daily Observation Report (DOR)

ALPHABETIC RATING SCALE

Standardized Evaluation Guidelines

POST FIELD TRAINING PROGRAM GUIDE



FIELD TRAINING PROGRAM
DAILY OBSERVATION REPORT (DOR)

TRAINEE: _____ FTO: _____

DATE: _____ PHASE: _____ DAY: _____

RATING INSTRUCTIONS: Rate observed performance of trainee in the following categories.
NI = Needs Improvement; **C** = Competent; **NO** = Not Observed

A. PERFORMANCE

- | | | | |
|--|----|---|----|
| 1. Report Writing/Dictation | NI | C | NO |
| 2. Driving Skills: Routine | NI | C | NO |
| 3. Driving Skills: Code 3 | NI | C | NO |
| 4. Self-initiated Activity | NI | C | NO |
| 5. Knowledge of locations | NI | C | NO |
| 6. Stress Control: Verbal/Behavior | NI | C | NO |
| 7. Officer Safety: Self/Covering | NI | C | NO |
| 8. Prisoner Control: Verbal/Physical | NI | C | NO |
| 9. Radio: Transmissions/Receptions/MDT | NI | C | NO |
| 10. Decision-Making/Problem-Solving | NI | C | NO |
| 11. Coordination: Multiple Tasks | NI | C | NO |

B. INTERPERSONAL SKILLS

- | | | | |
|-------------------------------------|----|---|----|
| 1. Communication Skills | NI | C | NO |
| 2. Acceptance of Criticism | NI | C | NO |
| 3. Behavior Toward Citizens | NI | C | NO |
| 4. Behavior Toward Police Personnel | NI | C | NO |
| 5. Self-Image/Confidence | NI | C | NO |

C. KNOWLEDGE

- | | | | |
|--------------------------------------|----|---|----|
| 1. Department Policies/Procedures | NI | C | NO |
| 2. Enforcement Codes | NI | C | NO |
| 3. Resources | NI | C | NO |
| 4. Enforcement Procedures/Techniques | NI | C | NO |

D. JOB READINESS

- | | | | |
|---|----|---|----|
| 1. General Appearance | NI | C | NO |
| 2. Forms/Equipment | NI | C | NO |
| 3. Informed on Crime/Traffic/Community Problems | NI | C | NO |

COMMENTS:

 TRAINEE SIGNATURE
 (Name, Badge #, and Date)

 FTO SIGNATURE
 (Name, Badge #, and Date)

 FTP SAC SIGNATURE
 (Name, Badge #, and Date)





DAILY OBSERVATION REPORT
STANDARDIZED EVALUATION GUIDELINES
(ANCHORS)

PERFORMANCE

1. REPORT WRITING/DICTATION

NEEDS IMPROVEMENT

General inability to accurately organize a concise, understandable report in a timely fashion:

- a. Omission or misstatement of facts
- b. Elements of crime missing/incomplete investigations
- c. Confusing or misleading narrative
- d. Continual spelling errors
- e. Consistent improper grammar
- f. Illegible
- g. Excessive time used in completion of necessary reports

COMPETENT

General ability to write reports accurately in a well-organized and timely fashion:

- a. Complete statements of facts
- b. Specific crime elements delineated/completes thorough investigations
- c. Legible
- d. Minimal spelling errors
- e. Correct grammar
- f. Concise, understandable language
- g. Reasonable time used in completion of necessary reports

2. DRIVING SKILLS: ROUTINE

NEEDS IMPROVEMENT

Incorrect evaluation of driving situations with loss of vehicle control:

- a. Continually violates Vehicle Code
- b. General disregard for public safety
- c. Involvement in preventable accidents
- d. Inappropriate use of lighting equipment
- e. Excessive and inappropriate speed
- f. Inability to exit vehicle safely

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COMPETENT

Correct evaluation of driving situations with proper corresponding vehicle control:

- a. Lawful, courteous, defensive driving
- b. Concern for public safety
- c. Control of vehicle at all times
- d. Appropriate use of lighting equipment
- e. Vehicle speed consistent with conditions
- f. Ability to properly exit vehicle

3. **DRIVING SKILLS: CODE 3**

NEEDS IMPROVEMENT

Incorrect evaluation of emergency situations with proper corresponding vehicle control:

- a. General disregard for public safety
- b. Excessive and inappropriate speed
- c. Poor judgment at intersections
- d. Improper lane usage
- e. Inability to communicate properly
- f. Unaware of manual sections governing Code-3 driving

COMPETENT

Correct evaluation of emergency situations with proper corresponding vehicle control:

- a. Concern for public safety
- b. Vehicle speed consistent with conditions
- c. Proper judgment/caution at intersections
- d. Proper lane usage
- e. Good radio communications
- f. Thorough knowledge of manual sections

4. **SELF-INITIATED ACTIVITY**

NEEDS IMPROVEMENT

- a. Does not see suspicious activity
- b. Avoids suspicious activity
- c. Insufficient follow-up for circumstances encountered
- d. Rationalizes suspicious behavior
- e. Fails to use computer/resources

COMPETENT

- a. Recognizes and observes suspicious behavior
- b. Initiates the contact
- c. Sufficient follow-up for circumstances encountered
- d. Avoids rationalization
- e. Utilizes the computer/resources

5. **KNOWLEDGE OF LOCATIONS**

NEEDS IMPROVEMENT

- a. Unaware of location while on patrol
- b. Unable to use map book
- c. Unable to relate location to destination
- d. Unaware of beat

COMPETENT

- a. Knows location most of the time
- b. Ability to use map book
- c. Ability to get to destination by the quickest route
- d. Demonstrates knowledge of beat

6. **STRESS CONTROL: VERBAL/BEHAVIORAL**

NEEDS IMPROVEMENT

Outwardly emotional and unable to maintain order:

- a. Loses temper
- b. Visibly nervous and agitated
- c. Cannot control situation
- d. Unable to function on routine matter

COMPETENT

Exhibits a controlled attitude and able to maintain order.

- a. Control of temper
- b. Visibly calm
- c. Able to contain situation
- d. Able to resolve or defuse situations
- e. Able to coordinate actions of fellow officers

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7. **OFFICER SAFETY: SELF/COVERING**

NEEDS IMPROVEMENT

Does not demonstrate understanding of or consistently utilize principles of officer safety:

- a. Breakdown of safety training
- b. Cannot identify hazards
- c. Exposes partner to danger
- d. Creates hazardous conditions
- e. Fails to conduct or improperly conducts pat-downs

COMPETENT

Maintains a good defensive posture and consistently applies principles of officer safety:

- a. Proper use of safety training
- b. Recognition of potential hazards
- c. Adequately covers partner and self
- d. Effective use of pat-downs

8. **PRISONER CONTROL: VERBAL/PHYSICAL**

NEEDS IMPROVEMENT

- a. Unable to maintain physical control and position of advantage
- b. Poor handcuffing techniques
- c. No search or poor use of search techniques
- d. Incites prisoner with verbal abuse
- e. Behavior encourages resistance through lack of timely action
- f. Excessive use of force

COMPETENT

- a. Consistently maintains control and position of advantage
- b. Proper use of handcuffing techniques
- c. Good search techniques
- d. Behavior encourages prisoner to willingly cooperate
- e. Proper use of force

9. **RADIO TRANSMISSIONS/RECEPTIONS/MDT**

NEEDS IMPROVEMENT

- a. Repeatedly misses the call sign
- b. Unaware of traffic on adjoining beats

- c. Does not know radio/disposition codes
- d. Lack of voice control
- e. Failure to comprehend radio transmissions
- f. Poor retention of radio transmissions
- g. Failure to effectively operate MDT

COMPETENT

- a. Comprehends most radio transmissions
- b. Aware of adjoining beat's transmissions
- c. Proper use of radio/disposition codes
- d. Proper use of voice control
- e. Good retention of radio information
- f. Effective operation of MDT

10. DECISION-MAKING/PROBLEM-SOLVING

NEEDS IMPROVEMENT

- a. Unable to reason out a problem
- b. Unable to make an independent decision
- c. Easily deceived
- d. Failure to consider options/alternatives
- e. Fails to solicit other opinions/views
- f. Inflexible
- g. Biased judgment

COMPETENT

- a. Ability to reason out a problem
- b. Ability to make an independent decision
- c. Perceptive – not easily deceived
- d. Considers options/alternatives
- e. Solicits other opinions/views
- f. Flexible
- g. Acceptable use of time
- h. Rational/common sense judgments

11. COORDINATION: MULTIPLE TASKS

NEEDS IMPROVEMENT

Officer doesn't possess the necessary coordination skills for police work:

- a. Clumsy performing routine tasks
- b. Difficulty performing several associated actions
- c. Lack of manual dexterity

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- d. Unable to safely drive/write
- e. Unable to safely drive/use radio
- f. Unable to perform necessary physical tasks

COMPETENT

Officer possesses the necessary coordination skills for police work:

- a. Able to perform several associated actions
- b. Manually dexterous
- c. Can safely drive while using radio or writing

INTERPERSONAL SKILLS

1. COMMUNICATION SKILLS

NEEDS IMPROVEMENT

Verbal expression and physical cues inconsistent and inappropriate to the given situation:

- a. Overly aggressive posture
- b. Inappropriate and frequent violation of personal space
- c. Poor voice command and inflection

COMPETENT

Verbal expression consistent with physical cues; appropriate to the given situation:

- a. Use of body language projects control
- b. Respectful of personal space
- c. Controlled voice command and inflection

2. ACCEPTANCE OF CRITICISM

NEEDS IMPROVEMENT

Unable to accept criticism in a positive manner:

- a. Argumentative
- b. Rationalizes
- c. Refuses to make correction
- d. Defensive
- e. Hostile
- f. Immature

COMPETENT

Able to accept criticism in a positive manner:

- a. Applies criticism in future efforts
- b. Mature
- c. Able to question without being argumentative, defensive
- d. Accepts responsibility for acts
- e. Confident

3. **BEHAVIOR TOWARDS CITIZENS**

NEEDS IMPROVEMENT

Unable to establish competent, courteous interpersonal contacts:

- a. Abrupt
- b. Belligerent
- c. Overbearing
- d. Racist
- e. Sexist
- f. Introverted

COMPETENT

Generally establishes competent, courteous interpersonal contacts:

- a. Friendly
- b. Empathetic
- c. Impartial
- d. Non-discriminatory
- e. Objective
- f. Professional

4. **BEHAVIOR TOWARD POLICE PERSONNEL**

NEEDS IMPROVEMENT

Belittles and rejects the duties, roles, and responsibilities of other department personnel:

- a. Unsociable
- b. Insubordinate
- c. Sarcastic
- d. Gossips maliciously

COMPETENT

Respects and supports the duties, roles, and responsibilities of other department personnel:

- a. Considerate
- b. Sincere

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- c. "Team Player"
- d. Follows the chain of command
- e. Supportive
- f. Good listener

5. **SELF-IMAGE/CONFIDENCE**

NEEDS IMPROVEMENT

Behavior indicates negative self-image:

- a. Timid
- b. Lack of confidence
- c. Negative
- d. Overly aggressive
- e. Extremely critical of others
- f. Follows or shadows FTO
- g. Avoids others

COMPETENT

Behavior indicates positive self-image:

- a. Demonstrates self-confidence
- b. Self-reliant
- c. Self-motivated
- d. Self-starter
- e. Positive interaction with others
- f. Decisive

KNOWLEDGE

1. **DEPARTMENT POLICES/PROCEDURES**

NEEDS IMPROVEMENT

Unfamiliar with Department policies and procedures and how to apply them.

COMPETENT

Working knowledge and ability to apply Department polices and procedures.

2. **ENFORCEMENT CODES**

NEEDS IMPROVEMENT

Demonstrates minimal knowledge of basic sections and their elements; unable to relate elements to observed activity.

COMPETENT

Demonstrates working knowledge of commonly used sections; is able to relate elements to observed activity.

3. **RESOURCES**

NEEDS IMPROVEMENT

Officer cannot locate and/or does not use information resources available:

- a. Computer
- b. Other law enforcement agencies
- c. Community resource agency
- d. Investigative units
- e. Crime reports

COMPETENT

Officer can locate and use information resources available:

- a. Computer
- b. Other law enforcement agencies
- c. Community resource agencies
- d. Investigative units
- e. Crime reports

4. **ENFORCEMENT PROCEDURES/TECHNIQUES**

NEEDS IMPROVEMENT

Officer cannot follow through from point of arrest to booking:

- a. Does not maintain chain of evidence
- b. Improper marking/booking of evidence
- c. Does not utilize all possible arrest dispositions
- d. Incorrect booking procedures

COMPETENT

Officer can follow through from point of arrest to booking:

- a. Maintains chain of evidence
- b. Marks evidence properly
- c. Utilizes the various arrest dispositions
- d. Proper booking procedure

JOB READINESS

1. GENERAL APPEARANCE

NEEDS IMPROVEMENT

Grooming indicates lack of professional pride:

- a. Shoes and uniform dirty or in disrepair
- b. Unkempt hair
- c. Lack of personal hygiene
- d. Poor posture/annoying mannerisms

COMPETENT

Grooming indicates sense of professional pride:

- a. Neat clean uniform
- b. Well groomed hair
- c. Good personal hygiene

2. FORMS/EQUIPMENT

NEEDS IMPROVEMENT

Does not have required equipment and not prepared to enter the field:

- a. Does not maintain resource material
- b. Does not maintain supply of forms/reports
- c. Lacks necessary equipment
- d. Dirty gun
- e. Unpolished leather and clean uniforms

COMPETENT

Has required equipment and is prepared to enter the field:

- a. Maintains necessary equipment and forms
- b. Maintains resource material
- c. Clean hardware

3. INFORMED ON CRIME/TRAFFIC/COMMUNITY PROBLEMS

NEEDS IMPROVEMENT

- a. Unfamiliar with patrol crime profile
- b. Unfamiliar with traffic index
- c. Unfamiliar with community events, meetings, or problems
- d. Fails to record/retain briefing information

COMPETENT

- a. Familiar with patrol crime profile
- b. Familiar with traffic index
- c. Aware of community events, meetings, and problems
- d. Properly records and retains briefing information



