Weekly Observation Report

DAILY OBSERVATION REPORT No. ____

Report #:	Date:
Trainee's Name:	FTO's Name:
Post (s) Worked:	Shift Worked:

RATING INSTRUCTIONS: Rate observed behavior using the scale below per the Standard Evaluation Guidelines. Comment on the satisfactory and unsatisfactory performances of the day on page 3. Comment on any behavior you wish, but a specific comment is required for ratings of "1" or "7". Check "N.O." box if not observed. If trainee fails to respond to training, check "N.R.T." box and comment.

RATING SCALE: DOES NOT MEET STANDARDS: 1, 2, 3 MEETS STANDARDS: 4, 5 EXCEEDS STANDARDS: 6, 7

APPEARANCE	<u>Grade</u>	<u>N.O.</u>	<u>NRT</u>	Remedial Training Time
General appearance				
ATTITUDE				
2. Acceptance of feedback FTO/FTO				
Program				
3. Attitude toward the job				
KNOWLEDGE				
4. Agency Policies/Procedures/FMs				
5. Acts Constituting a Rule Violation				
6. Conflict resolution/De-escalation				
PERFORMANCE				
7. Report writing:				
Organization/details				
8. Report writing:				
Grammar/spelling				
9. Report writing:				
Appropriate time used				
10. Orientation/response Time				
11. Routine forms				
accuracy/completeness				
12. Field performance				
13. Officer safety				
14. Control of conflict:	·			
Voice command				
15. Control of conflict:	·			
Physical control				
16. Decision making	·			
17. Radio: Appropriate use	<u> </u>			
18. Investigative skills				
COMMUNICATION				
19. Interaction with staff and inmates				
20. Interview/interrogation techniques				
Total minutes of Remedial training time	today (Note	Specific F	Remedial F	Plans on Page 2)

DOR No			
Trainee Name:		Employee No	
RATINGS FOR T 1. SET THE STA 2. CONSIDER VI 3. CRITIQUE PE 4. USE LISTS AS	THE DAY: GE/SCENE ERBATIM QUOTES RFORMANCE	JPPORT FIELD TRAINER'S OBSERVATIONS AND 6. CHECK SPELLING/GRAMMAR 7. THINK REMEDIAL 8. CONSIDER YOUR AUDIENCE 9. DO NOT PREDICT	
CATEGORY NUMBER/S DOCUMENTATION: Enter category numbers in the left box; enter the associated documentation in the right box. The boxes expand automatically to accommodate more text. The TAB key moves the cursor to the next box			
Category No.		Documentation	

Category No.	Documentation