

MESA POLICE DEPARTMENT FIELD TRAINING PROGRAM
DAILY OBSERVATION REPORT NO. _____ PHASE _____

OIT'S LAST NAME, FIRST INITIAL _____ EMP# _____ FTO'S LAST NAME, FIRST INITIAL _____ EMP# _____ DATE _____

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 2. 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. [To move between boxes, point your mouse and click, use the tab key, or use the arrow keys. To place an X in the N.O. and N.R.T. boxes, point the mouse and click the left mouse button or put the cursor in the box and hit the space bar. To leave an area blank, tab through it.]

Reason for no evaluation:

BELOW SOLO OFFICER STANDARDS		ACCEPTABLE LEVEL		SUPERIOR BY FTO PROGRAM STANDARDS		
1	2	3	4	5	6	7
Grade		N.O.	N.R.T.	Remedial Training Time		

APPEARANCE

1. GENERAL APPEARANCE

ATTITUDE

2. ACCEPTANCE OF FEEDBACK FTO/FTO PROGRAM

3. ATTITUDE TOWARD THE JOB

KNOWLEDGE - Reflected in Field Performance

4. DEPT. ADMINISTRATIVE/FIELD MANUALS

5. CRIMINAL, TRAFFIC, & CITY STATUTES

6. CODES OF CRIMINAL PROCEDURE

PERFORMANCE

7. DRIVING SKILL: normal & stress conditions

8. ORIENTATION/RESPONSE TIME TO CALLS

9. ROUTINE FORMS: accuracy/completeness

10. REPORT WRITING: organization/details

11. REPORT WRITING: grammar/spelling/neat

12. REPORT WRITING: appropriate time used

13. FIELD PERFORMANCE

14. INVESTIGATIVE SKILL

15. INTERVIEW/INTERROGATION SKILL

16. SELF-INITIATED FIELD ACTIVITY

17. OFFICER SAFETY

18. CONTROL OF CONFLICT: voice command

19. CONTROL OF CONFLICT: physical control

20. DECISION MAKING

21. RADIO: appropriate use - codes/procedures/listens/comprehends

22. MOBILE COMPUTER: appropriate use and performance

COMMUNITY POLICING CATEGORIES

23. COMMUNITY POLICING / PROBLEM SOLVING

24. COURTESY / RELATIONSHIPS

Reviewed by Admin. Ofc. _____

Total Minutes of Remedial Training Time Today (Note Specific Remedial Plans on Page 2) _____

Comment [p1]: 1. GENERAL APPEARANCE - Evaluates the OIT's physical appearance, dress, demeanor, and equipment.

- (1)Below Solo Officer Standards:**
- Dirty shoes or wrinkled uniform.
 - Uniform fits poorly or is improperly worn.
 - Hair not groomed or in violation of department policy.
 - Dirty weapon or equipment is missing or inoperative.

- (4)Acceptable:**
- Uniform neat and clean.
 - Uniform fits and is properly worn.
 - Weapon, leather/nylon gear, and equipment are clean and operative.
 - Hair meets requirements in Administrative Orders, shoes are shined. ... [1]

Comment [p2]: ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM ... [2]

Comment [p3]: Evaluates how the OIT views the new career in terms of personal motivation, g... [3]

Comment [p4]: Evaluates OIT's knowledge of Department Administrative/Field Orders and ... [4]

Comment [p5]: Evaluates the OIT's knowledge of state statutes and city codes and his ability ... [5]

Comment [p6]: Evaluates OIT's knowledge of criminal procedures including laws of arrest, ... [6]

Comment [p7]: Evaluates OIT's skill in the operation of department vehicles under norma... [7]

Comment [p8]: Evaluates OIT's awareness of surroundings, ability to find locations, and ar... [8]

Comment [p9]: Evaluates OIT's ability to properly utilize the forms and RMS system th... [9]

Comment [p10]: Evaluates the OIT's ability to prepare reports accurately reflecting the situ... [10]

Comment [p11]: Evaluates the OIT's ability to use proper grammar, spell correctly, and pref... [11]

Comment [p12]: Evaluates the OIT's efficiency relative to the amount of time taken to accur... [12]

Comment [p13]: Evaluates the OIT's ability to perform routine and stressful police activity... [13]

Comment [p14]: Evaluates OIT's ability to conduct a proper investigation with an emph... [14]

Comment [p15]: Evaluates OIT's ability to use proper questioning techniques, to vary techn... [15]

Comment [p16]: Evaluates OIT's interest and ability to initiate police-related activity and... [16]

Comment [p17]: Evaluates OIT's ability to perform police activity without injuring him... [17]

Comment [p18]: Evaluates the OIT's ability to gain and maintain control of situations throu... [18]

Comment [p19]: Evaluates the OIT's ability to use the proper level of force for the given si... [19]

Comment [p20]: Evaluates the OIT's performance in terms of ability to perceive ... [20]

Comment [p21]: Evaluates the OIT's use of the police radio in accordance with Department ... [21]

Comment [p22]: Evaluates OIT's ability to communicate with others via the mobile con... [22]

Comment [p23]: Evaluates OIT's ability to recognize problems and generate possible sq... [23]

Comment [p24]: Evaluates the OIT's ability to interact with city employees, citizens, susped... [24]

DOR NO. _____ PHASE _____

OIT'S LAST NAME, FIRST INITIAL

EMP#

**DAILY WRITTEN DOCUMENTATION TO SUPPORT FIELD TRAINER'S
OBSERVATIONS AND RATINGS FOR THE DAY:**

- | | | |
|-----------------------------|------------------------------------|---------------------------|
| 1. SET THE STAGE/SCENE | 4. USE LISTS AS APPROPRIATE | 7. THINK REMEDIAL |
| 2. CONSIDER VERBATIM QUOTES | 5. REPORT FACTS, AVOID CONCLUSIONS | 8. CONSIDER YOUR AUDIENCE |
| 3. CRITIQUE PERFORMANCE | 6. CHECK SPELLING, GRAMMAR, ETC. | 9. DON'T PREDICT |

**CATEGORY
NUMBER/S**

DOCUMENTATION: Enter Category Number/s 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.

TRAINEE'S SIGNATURE
MPD #239

DATE

FTO'S SIGNATURE

H:\FTO ACADEMY\MPD239-DOR.DOC

DATE

PATROL SERGEANT'S SIGNATURE

DATE

Revised 01/05/2007

1. **GENERAL APPEARANCE** - Evaluates the OIT's physical appearance, dress, demeanor, and equipment.

(1) **Below Solo Officer Standards:**

- Dirty shoes or wrinkled uniform.
- Uniform fits poorly or is improperly worn.
- Hair not groomed or in violation of department policy.
- Dirty weapon or equipment is missing or inoperative.

(4) **Acceptable:**

- Uniform neat and clean.
- Uniform fits and is properly worn.
- Weapon, leather/nylon gear, and equipment are clean and operative.
- Hair meets requirements in Administrative Orders, shoes are shined.

(7) **Superior:**

- Uniform is neat, clean and tailored.
- Leather gear is shined.
- Nylon gear is clean.
- Shoes are spit-shined.
- Brass is polished.
- Displays command bearing.

ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM - Evaluates the way an OIT accepts criticism and how that feedback is used to further learning and improve performance.

(1) **Below Solo Officer Standards:**

- Rationalizes mistakes.
- Denies that errors were made.
- Argumentative.
- Refuses to, or does not attempt to, make corrections.
- Fails to follow directions.
- Considers criticism personal.

(4) **Acceptable:**

- Accepts criticism in a positive way and applies it to improve performance and further learning.

(7) **Superior:**

- Actively solicits criticism and feedback in order to further learning and improve performance.

Does not argue, make excuses, or blame other persons, things or circumstances for errors.

Evaluates how the OIT views the new career in terms of personal motivation, goals, and his acceptance of the job's responsibilities.

- Demonstrates little dedication to the principles of the profession.
- Appears disinterested or lacks motivation.

(4) Acceptable:

- Demonstrates an active interest in the new career and in law enforcement responsibilities.

(7) Superior:

- Utilizes off-duty time to further professional knowledge.
- Actively solicits assistance from others to increase knowledge and improve skills.
- Demonstrates concern for the fair and equitable enforcement of the law.

Maintains high ideals in terms of professional responsibilities.

Page 1: [4] Comment [p4]

p12609

Evaluates OIT's knowledge of Department Administrative/Field Orders and ability to apply this knowledge under field conditions.

(1) Below Solo Officer Standards:

- Fails to display knowledge of or violates Department Administrative/Field Orders.

(4) Acceptable:

- Familiar and complies with most commonly applied Administrative/Field Orders.

(7) Superior:

- Has an excellent working knowledge of Department Administrative/Field Orders, including those seldom used.

Page 1: [5] Comment [p5]

p12609

Evaluates the OIT's knowledge of state statues and city codes and his ability to apply them properly in field situations.

(1) Below Solo Officer Standards:

- Does not know the elements of basic sections of the codes.
- Does not recognize offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.

(4) Acceptable:

- Recognizes commonly encountered offenses and applies appropriate section of the code.
- Knows difference between criminal and non-criminal activity.

(7) Superior:

Has outstanding knowledge of the codes and applies that knowledge to normal and unusual activity.

Page 1: [6] Comment [p6]

p12609

Evaluates OIT's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures in field situations.

(1) Below Solo Officer Standards:

- Violates procedural requirements.

(4) Acceptable:

- Follows required procedure in commonly encountered situations.
- Conducts proper searches and seizes evidence legally.
- Arrests within guidelines.

(7) Superior:

Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and affecting arrests.

Page 1: [7] Comment [p7] p12609

Evaluates OIT's skill in the operation of department vehicles under normal and stress driving conditions.

(1) Below Solo Officer Standards:

- Frequently violates traffic laws.
- Involved in "at-fault" accidents.
- Fails to maintain control of vehicle or displays poor driving skills.
- Drives too fast or too slowly for conditions.
- Uses lights and siren improperly.

(4) Acceptable:

- Obeys traffic laws when appropriate.
- Maintains control of the vehicle.
- Performs vehicle operation while maintaining alertness to surrounding activity.
- Drives defensively.

(7) Superior:

- Sets an example for lawful, courteous, driving.
- Maintains complete control of the vehicle while operating radio, mobile computer, etc.
- Is a superior defensive driver.

Responds very well relative to the degree of stress present.

Page 1: [8] Comment [p8] p12609

Evaluates OIT's awareness of surroundings, ability to find locations, and arrive at destination in an acceptable amount of time.

(1) Below Solo Officer Standards:

- Unaware of location while on patrol.
- Does not properly use map/s.
- Unable to relate location to destination.
- Gets lost.
- Spends too much time getting to destination.

(4) Acceptable:

- Is aware of locations while on patrol.
- Properly uses map/s.
- Can relate location to destination.
- Arrives within reasonable amount of time.

Evaluates OIT's ability to properly utilize the forms and RMS system that Mesa PD uses to accomplish reporting obligations.

(1) Below Solo Officer Standards:

- Is unaware that a form must be completed or is unable to complete the proper form for the given situation.
- Forms are incomplete, inaccurate or improperly used.
- Cannot complete reports on the Record Management System without major assistance from FTO.

(4) Acceptable:

- Knows of the commonly used forms and understands their use.
- Completes forms with reasonable accuracy and thoroughness.
- Completes reports on the Record Management System with little assistance from FTO.

(7) Superior:

- Consistently makes accurate form selection and rapidly completes detailed forms without assistance.
- Displays high degree of accuracy in form completion.

Completes reports on the Record Management System without assistance from FTO

Evaluates the OIT's ability to prepare reports accurately reflecting the situation and in a detailed, organized manner.

(1) Below Solo Officer Standards:

- Unable to organize information and express it in written form.
- Leaves out pertinent details in report.
- Report is inaccurate or incorrect.

(4) Acceptable:

- Completes reports organizing information in a logical manner.
- Reports contain the required and necessary information and details.
- Reports are chronological, clear and concise.

(7) Superior:

- Reports are a complete and detailed accounting of events from beginning to end.

Written and organized so that any reader understands what occurred.

Evaluates the OIT's ability to use proper grammar, spell correctly, and prepare reports neatly and legibly.

(1) Below Solo Officer Standards:

- Reports are illegible.
- Reports contain an excessive number of misspelled words.
- Sentence structure or word usage is incorrect or incomplete.

(7) Superior:

- Reports are very neat and legible.

Contain no spelling or grammatical errors.

Page 1: [12] Comment [p12]

p12609

Evaluates the OIT's efficiency relative to the amount of time taken to accurately complete a report writing assignment.

(1) Below Solo Officer Standards:

- Requires an excessive amount of time to complete a report.
- Takes three or more times the amount of time the average solo officer would take for a similar report.

(4) Acceptable:

- Completes reports within a reasonable amount of time as compared to the amount of time the average solo officer would take for a similar report.

(7) Superior:

Completes reports as quickly as a skilled, veteran officer.

Page 1: [13] Comment [p13]

p12609

Evaluates the OIT's ability to perform routine and stressful police activity.

(1) Below Solo Officer Standards:

- Becomes confused and disoriented when confronted with tasks.
- Does not, or cannot, complete tasks.
- Takes wrong course of action or avoids taking action.
- Becomes emotional, panic stricken, or unable to function.
- Holds back, loses temper, or displays cowardice.
- Over or under reacts.

(4) Acceptable:

- Maintains calm and self-control in most situations.
- Determines proper course of action and takes it.
- Does not allow a situation to further deteriorate.

(7) Superior:

- Maintains calm and self-control in even the most extreme situations.
- Quickly establishes control of the situation and takes command.

Course of action taken is best possible.

Page 1: [14] Comment [p14]

p12609

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

(1) Below Solo Officer Standards:

- Does not conduct a basic investigation or conducts investigation improperly.
- Unable to accurately diagnose the offense committed.
- Fails to discern readily available evidence.

(4) Acceptable:

- Follows proper investigative procedure in routine cases.
- Is generally accurate in diagnosis of nature of offense committed.
- Collects, tags, logs, and submits evidence properly.
- Connects evidence with suspect when apparent.

(7) Superior:

- Always follows proper investigative procedure and always accurate in diagnosis of offense committed.
- Connects evidence with suspect even when not apparent.

Has "Evidence Technician" skill level in the preservation of evidence.

Page 1: [15] Comment [p15]

p12609

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

(1) Below Solo Officer Standards:

- Fails to use proper questioning techniques.
- Does not elicit or record available information.
- Does not establish appropriate rapport with subject or does not control interrogation of suspect.
- Fails to follow department/legal procedures.

(4) Acceptable:

- Administratively uses proper questioning techniques.
- Elicits and records most available information.
- Establishes proper rapport with most victims/witnesses.
- Controls the interrogation of most suspects.
- Follows procedure and issues a proper Miranda admonition at the correct time.

(7) Superior:

- Always uses proper questioning techniques.
- Establishes rapport with victims, witnesses, and suspects under the most difficult circumstances.
- Controls the interrogation of suspects.

Conducts successful interrogations.

Page 1: [16] Comment [p16]

p12609

Evaluates OIT's interest and ability to initiate police-related activity and to be able to recognize suspicious circumstances and to take action.

(1) Below Solo Officer Standards:

- Does not see or avoids police-related activity.
- Fails to follow up on situations.
- Rationalizes away suspicious circumstances.

(4) Acceptable:

- Recognizes and identifies police-related activity.
- Has a broad orientation to the job including activity with low priority.
- Develops cases from observed activity.
- Displays inquisitiveness.

Makes quality contacts or arrests from observed activity.

Page 1: [17] Comment [p17]

p12609

Evaluates OIT's ability to perform police activity without injuring himself or others. Assesses their ability to perform without exposing self or others to potential danger and/or unnecessary risk.

(1) Below Solo Officer Standards:

- Fails to follow acceptable safety procedures.
- Fails to exercise officer safety in the following and other situations:
 - A. Exposes weapon to suspect (handgun, baton, pepper spray, etc.)
 - B. Fails to keep weapon hand free in enforcement situations.
 - C. Stands in front of 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 safety equipment and weapon.
 - J. Does not see or anticipate potentially dangerous situations.
 - K. Stands too close to passing vehicular traffic.
 - L. Fails to position vehicle properly on car stops.
 - M. Stands in front of door when making contact with occupants.
 - N. Fails to cover other officers or maintain awareness of their activity.
 - O. Fails to search police vehicle prior to duty and after transporting individuals.
 - P. Fails to conduct Terry pat downs for weapons.
 - Q. Allow people to approach while seated in patrol vehicle.
 - R. Fails to handcuff when appropriate.
 - S. Conducts poor searches and fails to maintain a position that would prevent attack or escape.

(4) Acceptable:

- Follows acceptable safety procedures.
- Understands and applies them.

Page Break

(7) Superior:

- Always works safely.
- Foresees potential danger and eliminates or controls it.
- Keeps partner informed and determines best position for self and partner.
- Is not overconfident.
- Maintains position of advantage in even the most difficult situations.
- Is alert to changing situations and prevents opportunities for danger from developing.
- Serves as an "officer safety" role model without conveying a message of paranoia.

Page 1: [18] Comment [p18]

p12609

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

(1) Below Solo Officer Standards:

(4) Acceptable:

- Speaks with authority in a calm, clear voice.
- Proper selection of words.
- Displays knowledge of how and when to speak.
- Commands usually result in compliance.

(7) Superior:

- Completely controls situations with voice tone, word selection, inflection, and body language, which supports what is said.
- Restores order in even the most trying situations through voice and language usage.

Page 1: [19] Comment [p19]

p12609

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

(1) Below Solo Officer Standards:

- Fails to use any or uses too little or too much force for the given situation.
- Is physically unable to perform the task.
- Does not use proper restraints or is unable to properly use restraints.

(4) Acceptable:

- Obtains and maintains control through the proper use of force per the MPD Control Options Chart.
- Proper and effective use of restraints.

(7) Superior:

- Excellent knowledge and skill level in use of restraints and the MPD Control Options Chart.
- Extremely adept in the proper use of force for the given situation.
- Does not lose control regardless of conditions present.

Page 1: [20] Comment [p20]

p12609

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

(1) Below Solo Officer Standards:

- Acts without thought or good reason.
- Is indecisive or naive.
- Is unable to reason through a problem and come to a conclusion.
- Cannot recall previous solutions and apply them in like situations.

(4) Acceptable:

- Able to reason through a problem and come to an acceptable conclusion.
- Makes reasonable decisions based on information available.
- Perceives situations as they really are.
- Make decisions without assistance.
- Does not make hasty decisions.

(7) Superior:

- Able to reason through even the most complex situations.

Evaluates the OIT's use of the police radio in accordance with Department policy and procedure.

(1) Below Solo Officer Standards:

- Does not follow procedures or follows wrong procedure.
- Does not understand or use proper codes/language.
- 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.
- Does not preplan transmissions.
- Over or under-modulates.
- Improperly uses microphone.
- Speaks too rapidly/too slowly.

(4) Acceptable:

- Follows policy and accepted procedures.
- Has good working knowledge of most often used sections of the code/language.
- Copies own radio transmissions and is generally aware of radio traffic directed to other officers in adjoining beats.
- Uses proper procedure with clear, concise, and complete transmissions.
- Few complaints from communication center regarding articulation skill.

(7) Superior:

- Always follows proper procedure.
- Adheres to policy in every instance.
- Has superior working knowledge of all codes/language and applies that knowledge.
- Is aware of own traffic and what is occurring throughout the service area.
- Recalls previous transmissions and uses that information to advantage.

Transmits clearly, calmly, concisely, and completely in even the most stressful situations.

Evaluates OIT's ability to communicate with others via the mobile computer in police vehicles.

(1) Below Solo Officer Standards:

- Does not know how to use the mobile computer hardware.
- Does not know how to use the mobile computer software.
- Uses radio instead of mobile computer for simple, common communications.

(4) Acceptable:

- Uses the mobile computer for most communications, inquiries, status changes, setting the final type on cases, entering miscellaneous comments, clearing calls, and location changes.

(7) Superior:

Always uses the mobile computer to its fullest capabilities.

Evaluates OIT's ability to recognize problems and generate possible solutions by using community policing techniques.

- Is unable to choose alternative solutions.
- Does not assess a proper or effective response to the problem.

(4) Acceptable:

- Demonstrates familiarity with community policing philosophy.
- Actively applies community policing concepts to patrol duties.
- Utilizes other departmental resources in problem solving efforts (i.e. CAT Team, Bike Unit, Air Unit, etc.).
- Uses pro-active time to become familiar with and impact problem areas by working open POP projects and coordinating community policing efforts with the CAT and bike officers.

(7) Superior:

- When confronted with a problem, uses S.A.R.A. (Scan-Analyze-Respond-Assess) problem-solving model.
- Identifies root causes of problems, not just symptoms.
- Selects workable solution.

Properly assesses response and plans for follow-up.

Evaluates the OIT's ability to interact with city employees, citizens, suspects, and all ethnic/cultural/social groups in an appropriate, efficient manner.

(1) Below Solo Officer Standards:

- Abrupt, belligerent, overbearing, arrogant, uncommunicative.
- Overlooks or avoids "service" aspects of the job.
- Introverted, insensitive and uncaring.
- Poor non-verbal skills.
- Is hostile or overly sympathetic.
- Is prejudicial, subjective or biased.
- Violates department policies on "Conduct".
- Engages in conduct that may create liability issues for the department.
- Is ineffective when dealing with member/s of a group.
- Patronizes or is antagonistic to FTO/superiors/peers.
- Gossips.
- Is insubordinate, argumentative, or sarcastic.
- Resists instruction.
- Considers self as superior.
- Belittles others.
- Is not a "team player."

(4) Acceptable:

- Courteous, friendly and empathetic.
- Communicates in a professional, unbiased manner.
- Is service oriented.
- Good "non-verbal" skills.
- Is at ease with members of all ethnic/cultural/social groups.
- Serves all ethnic/cultural/social groups needs and requests objectively and with concern.
- Does not feel threatened when in the presence of ethnic/cultural/social groups.

interested in serving them.

- Is objective in all contacts.
- Excellent non-verbal skills.
- Understands the various ethnic/cultural/social groups.

Serves the needs and requests of ethnic/cultural/social groups with objectivity and concern.