




Arizona Peace Officer Standards and Training Board

LESSON PLAN COVER SHEET

COURSE TITLE: FTO/OIT Written Documentation		HOURS: 1.5	
DATE FIRST PREPARED: 07/22/1999		PREPARED BY: Sgt. Chris Hern, #7843, Mesa PD	
DATE REVISED: 04/08/2002		BY: Ofc. Everson, #4126, Mesa PD	
DATE REVISED/REVIEWED:		BY:	
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LIST ANY PREREQUISITIES: FTO Forms			
LEAD INSTRUCTOR: Ofc. Encinas, #11372, Mesa PD		BACK-UP INSTRUCTOR: Ofc. F. Smith, #7506, Mesa PD	
APPROVAL NUMBER:			
COURSE DESCRIPTION: Students will be shown how to properly set-up their documentation so that it flows well for the reader. They will also learn how to document those items that are necessary to show training strengths and weaknesses.			
INSTRUCTOR REFERENCES: Field Training, Evaluation and Concept Manual by Kaminsky & Assoc. Inc., 1991		TRAINING AIDES, EQUIPMENT, MATERIALS: Dry erase board	
		PRE-TEST: No	POST-TEST No
METHOD OF INSTRUCTION: Lecture Student Participation			
SUCCESS CRITERIA: Students are able to accurately and concisely document recruits' actions.			
PERFORMANCE OBJECTIVES: <ol style="list-style-type: none"> 1. Be able to document training issues in a clear and concise manner. 2. Be able to set-up written documentation so that it is easily understood. 3. Know what can be discussed in written documentation and what should not. 			
AGENCY APPROVAL	Name (Type or Print)	Signature	Date
AZPOST APPROVAL	Name (Type or Print) LYNDON A. "LYNN" LARSON Basic Training Administrator	Signature 	Date August 2, 2000

AZ POST Form LP (Revised 8/00)

OUTLINE

NOTES

A. INTRODUCTION

1. Instructor/s Background
2. Purpose and Motivator
 - a. In order to be a successful FTO, you must be able to demonstrate the ability to provide written documentation regarding your assigned OIT.
3. Performance Objectives
 - a. Be able to document training issues in a clear and concise manner.
 - b. Be able to set-up written documentation so that it is easily understood.
 - c. Know what can be discussed in written documentation and what should not.

TRANSITION: Lets start with the written documentation area of the Daily Observation Report (DOR).

B. DOCUMENTATION PORTION OF THE DOR

1. Setting up the documentation for each category.
 - a. List category number at the left.
 - b. Keep categories and thoughts separate. Start new block (paragraph) for each category.
2. Areas of documentation.
 - a. Document deficiencies and the training to correct those deficiencies.
 - b. Avoid slang, police radio codes, police jargon, and acronyms. Spell it out in plain and simple English.
 - c. Stay away from documenting “preference items”. Remember that there are always several ways to complete a task and the OIT may not use your way. If the job gets done, that way works.
 - d. Never use predictions. Don’t write:
 - 1) “With time and exposure to these types of calls his report writing should improve.”
 - 2) We cannot see into the future.
 - e. Avoid inappropriate comments:
 - 1) “Her actions on this call were too feminine.”
 - 2) “He approached the house as if he were sixty years old.”
 - f. Document strengths as well as weaknesses.
 - g. Documentation needs to support the ratings that were given per the SEGs.

Reminders listed on the back of the DOR:

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