

CSU NORTHRIDGE
POLICE DEPARTMENT
FIELD TRAINING PROGRAM

PART IV
APPENDICES

APPENDIX I

DAILY OBSERVATION REPORT

DAILY OBSERVATION REPORT NO. _____

TRAINEE'S LAST NAME

BADGE #

FTO'S LAST NAME

BADGE #

DATE

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

WATCH:

PHASE:

RATING SCALE

NOT ACCEPTABLE
BY FTO PROGRAM
STANDARDS

ACCEPTABLE
LEVEL

SUPERIOR BY
FTO PROGRAM
STANDARDS

ASSIGNMENT OR REASON FOR NO EVALUATION

		RATING SCALE								
		1	2	3	4	5	6	7	N.O.	N.R.T.
D.S.	1.	1	2	3	4	5	6	7		
	2.	1	2	3	4	5	6	7		
	3.	1	2	3	4	5	6	7		
	4.	1	2	3	4	5	6	7		
	5.	1	2	3	4	5	6	7		
	6.	1	2	3	4	5	6	7		
	7.	1	2	3	4	5	6	7		
	8.	1	2	3	4	5	6	7		
	9.	1	2	3	4	5	6	7		
	10.	1	2	3	4	5	6	7		
	11.	1	2	3	4	5	6	7		
	12.	1	2	3	4	5	6	7		
	13.	1	2	3	4	5	6	7		
	14.	1	2	3	4	5	6	7		
	15.	1	2	3	4	5	6	7		
	16.	1	2	3	4	5	6	7		
	17.	1	2	3	4	5	6	7		
	18.	1	2	3	4	5	6	7		
	19.	1	2	3	4	5	6	7		
	20.	1	2	3	4	5	6	7		
	21.	1	2	3	4	5	6	7		
	22.	1	2	3	4	5	6	7		
	23.	1	2	3	4	5	6	7		
	24.	1	2	3	4	5	6	7		
	25.	1	2	3	4	5	6	7		
	26.	1	2	3	4	5	6	7		
	27.	1	2	3	4	5	6	7		
	28.	1	2	3	4	5	6	7		
	29.	1	2	3	4	5	6	7		
	30.	1	2	3	4	5	6	7		
	31.	1	2	3	4	5	6	7		

APPEARANCE

1. GENERAL APPEARANCE

ATTITUDE

2. ACCEPTANCE OF FEEDBACK

3. ATTITUDE TOWARDS THE JOB

KNOWLEDGE

4. KNOWLEDGE: DEPT. POLICIES/PROCEDURES

VERBAL/WRITTEN/SIMULATED TESTING

FIELD PERFORMANCE

5. KNOWLEDGE: CRIMINAL STATUTES

VERBAL/WRITTEN/SIMULATED TESTING

FIELD PERFORMANCE

6. KNOWLEDGE: CITY ORDINANCES:

VERBAL/WRITTEN/SIMULATED TESTING

FIELD PERFORMANCE

7. KNOWLEDGE: TRAFFIC CODES

VERBAL/WRITTEN/SIMULATED TESTING

FIELD PERFORMANCE

8. KNOWLEDGE: CODES OF CRIMINAL PROCEDURE

VERBAL/WRITTEN/SIMULATED TESTING

FIELD PERFORMANCE

PERFORMANCE

9. DRIVING SKILL: NORMAL CONDITIONS

10. DRIVING SKILL: MODERATE/HIGH STRESS

11. ORIENTATION/RESPONSE TIME TO CALLS

12. ROUTINE FORMS: ACCURACY/COMPLETENESS

13. REPORT WRITING: ORGANIZATION/DETAILS

14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS

15. REPORT WRITING: APPROPRIATE TIME USED

16. FIELD PERFORMANCE: NON-STRESS CONDITIONS

17. FIELD PERFORMANCE: STRESS CONDITIONS

18. INVESTIGATIVE SKILL

19. INTERVIEW/INTERROGATION SKILL

20. SELF-INITIATED FIELD ACTIVITY

21. OFFICER SAFETY: GENERAL

22. OFFICER SAFETY: SUSPECTS/PRISONERS

23. CONTROL OF CONFLICT: VOICE COMMAND

24. CONTROL OF CONFLICT: PHYSICAL CONTROL

25. PROBLEM SOLVING/DECISION MAKING

26. RADIO: APPROPRIATE USE OF CODES/PROCEDURE

27. RADIO: LISTENS AND COMPREHENDS

28. RADIO: ARTICULATION OF TRANSMISSIONS

RELATIONSHIPS

29. WITH CITIZENS IN GENERAL

30. WITH ETHNIC/CULTURAL/SOCIAL GROUPS

31. WITH OTHER DEPARTMENT MEMBERS

TOTAL MINUTES OF REMEDIAL TRAINING TIME TODAY (Note Specific Remedial Plan)

SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

CATEGORY

[illegible]

 TRAINEE'S SIGNATURE

FTO SUPERVISOR'S SIGNATURE

THE STAGE/SCENE	4. USE LISTS AS APPROPRIATE	7. THINK REMEDIAL	10. DON'T PREDICT
2. CONSIDER VERBATIM QUOTES	5. REPORT FACTS/AVOID CONCLUSIONS	8. QUANTIFY WHEN APPROPRIATE	
3. CRITIQUE PERFORMANCE/NOT THE PERSON	6. CHECK SPELLING/GRAMMAR, ETC.	9. REMEMBER YOUR AUDIENCE	

DAILY OBSERVATION REPORT
NARRATIVE CONTINUATION FORM

DOR # _____
PAGE _____ of _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

 TRAINEE'S SIGNATURE
 (Name, Badge #, and Date)

FTO'S SIGNATURE
(Name, Badge #, and Date)

FT SUPERVISOR'S SIGNATURE
(Name, Badge #, and Date)

FTO COORDINATOR'S SIGNATURE
(Name, Badge #, and Date)

APPENDIX II

SUPERVISOR'S WEEKLY REPORT (SWR)

California State University, Northridge
Police Department Field Training Program
Supervisor's Weekly Report (SWR)

_____ Trainee	_____ Badge#	_____ Supervisor	_____ Badge#
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I have reviewed the above trainee's Daily Observation Reports for the week of _____ to _____. In addition, I have discussed his/her overall performance with _____, who served as the trainee's Field Training Officer during that time.

Furthermore, I have performed the following task regarding the trainee's performance:

I (have / have not) discussed the trainee's most significant strengths with him/her.
I (have / have not) discussed the trainee's most significant weaknesses with him/her.
The trainee's significant weaknesses (have / have not) required remedial training at this time.

Remedial training, if recommended, will consist of:

Comments regarding significant strengths, weaknesses and or progress to date:

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

DOR Review	_____	Report Review	_____	Radio Traffic	_____
Field Visit	_____	FTO's	_____	Conference	_____
Other (explain)	_____				

Trainee's Signature Date

Supervisor Signature Date

APPENDIX III

DAILY TRAINING NOTES

California State University, Northridge
Police Department Field Training Program
Daily Training Notes

Date

Trainee

Badge#

Field Training Officer

Badge#

Trainee's Signature

Date

FTO's Signature

Date

FTP Coordinator's Signature

Date

APPENDIX IV

WEEKLY TRAINING PROGRESS REPORTS

California State University, Northridge
Police Department Field Training Program
Weekly Training Progress Report

Week # _____ Evaluation Period From: _____ To: _____

Trainee Badge# Field Training Officer Badge#

This performance evaluation scale with ratings between 1 and 4 indicates the trainee's performance during this week. The following describes the value of the numerical rating:

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

3 – ACCEPTABLE: Performance meets the agency's standard

2 – IMPORVEMENT NEEDED: Performance is progressing toward acceptable but does not yet meet the agency's standard

1 – UNACCEPTABLE – Performance is not at an acceptable level

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

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.

PERFORMANCE AREAS	NRT	1	2	3	4

I have reviewed this Training Progress Report with my Filed Training Officer. I wish to discuss the evaluation with the FTP Coordinator: ____ Yes ____ No

Trainee's Signature Date

FTO's Signature Date

FTP Coordinator's Signature Date

APPENDIX V

STANDARDIZED EVALUATION GUIDELINES

STANDARDIZED EVALUATION GUIDELINES

The following "1", "4" and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

APPEARANCE

- 1. GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor and equipment.
 - (1) Unacceptable - Overweight (in comparison to hiring standard), dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of Department regulation. Dirty weapon and/or equipment. Equipment is missing or inoperative. Offensive body odor or breath.
 - (4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon leather, equipment is clean and operative. Hair within regulations, shoes and brass are shined.
 - (7) Superior - Uniform is neat, clean and tailored. Leather gear is shined, shoes are spit-shined. Displays command bearing.

ATTITUDE

- 2. ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM** - Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.
 - (1) Unacceptable - Rationalizes mistakes, denies that errors were made; is argumentative; refuses to, or does not attempt to, make corrections. 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/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

3. **ATTITUDE TOWARD THE JOB** - Evaluates how the trainee views the new career in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.
- (1) Unacceptable - Sees career only as a job, uses job to boost ego; abuses authority; demonstrates little dedication to the principles of the profession. Is disinterested; lacks motivation.
 - (4) Acceptable - Demonstrates an active interest in new career and in its responsibilities.
 - (7) Superior - Utilizes off-duty time to further professional knowledge, actively soliciting 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.

KNOWLEDGE

4. **KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** - Evaluates trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with less than 70% accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Fails to display knowledge of Department policies, regulations, and/or procedures or violates same.
- (4) Acceptable - Familiar with most commonly applied Department policies, regulations, procedures and complies with same.
- (7) Superior - Has an excellent working knowledge of Department policies, regulations, procedures, including those lesser known and seldom used.

5. **KNOWLEDGE OF CRIMINAL STATUTES** - Evaluates trainee's knowledge of the criminal statutes and his/her ability to apply them in field situations.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with less than 70% accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Does not know the elements of basic sections of the codes. Does not recognize criminal 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 criminal offenses and applies appropriate section of the code. Recognizes differences between criminal and non-criminal activity.
- (7) Superior - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual activity.

6. **KNOWLEDGE OF CITY/COUNTY ORDINANCES** - Evaluates trainee's knowledge of local ordinances and ability to apply that knowledge to field situations.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with less than 70% accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Does not know the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed. Makes assignments to wrong court.

- (4) Acceptable - Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections. Assigns to correct court.
- (7) Superior - Has outstanding knowledge of city/county codes and applies that knowledge to criminal and non-criminal activity.

7. KNOWLEDGE OF TRAFFIC CODES - Tests trainee's ability to apply Traffic related codes.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with less than 70% accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Does not know the most often used sections of the code. Does not recognize violations when committed and/or incorrectly identifies violation.
- (4) Acceptable - Knows and recognizes commonly used sections of the code. Applies appropriate sections. Locates lesser-known sections in reference material.
- (7) Superior - Displays outstanding knowledge of traffic codes including lesser known sections. Quickly and effectively applies codes.

8. KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE - Evaluates trainee'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.

-Reflected by Testing-

- (1) Unacceptable - When tested, verbally or in written form, answers with less than 70% accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 70% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-Reflected in Field Performance-

- (1) Unacceptable - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally and arrest unlawfully.
- (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.

PERFORMANCE

9. DRIVING SKILL: NORMAL CONDITIONS - Evaluates trainee's skill in the operation of department vehicles under normal and routine driving conditions.

- (1) 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 slowly for conditions.
- (4) Acceptable - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.
- (7) Superior - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

10. DRIVING SKILL: MODERATE AND HIGH STRESS CONDITIONS - Evaluates trainee's skill in vehicle operation in emergency situations and under conditions calling for other than normal driving skill.

- (1) 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 vehicle.
- (4) Acceptable - Maintains control of vehicle and evaluates driving conditions/situation properly.
- (7) Superior - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well relative to the degree of stress present.

- 11. ORIENTATION/RESPONSE TIME TO CALLS** - Evaluates trainee's awareness of surroundings, ability to find locations and arrive at destination within an acceptable amount of time.
- (1) Unacceptable - Unaware of location on patrol. Does not properly use beat map. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.
 - (4) Acceptable - Is aware of location while on patrol. Properly uses beat map. Can relate location to destination. Arrives within reasonable amount of time.
 - (7) Superior - Remembers locations from previous visits and seldom needs beat map. 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 trainee's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.
- (1) 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) Acceptable - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
 - (7) Superior - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.
- 13. REPORT WRITING: ORGANIZATION & DETAILS** - Evaluates the trainee's ability to prepare written/computerized reports accurately reflecting the situation and in a detailed, organized manner.
- (1) Unacceptable - Unable to organize information and reproduce it in the required format. Leaves out pertinent details. Report is inaccurate and/or incorrect.
 - (4) Acceptable - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details.
 - (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.

- 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) Unacceptable - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete.
 - (4) Acceptable - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.
 - (7) Superior - Reports are very neat and legible. Contain no spelling or grammatical errors.
- 15. REPORT WRITING: APPROPRIATE TIME USED** - Evaluates the trainee's efficiency relative to the amount of time taken to accurately complete a report writing assignment.
- (1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured 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 tenured officer would take for a similar report.
 - (7) Superior - Completes reports very quickly, as quickly as a skilled, veteran officer.
- 16. FIELD PERFORMANCE: NON-STRESS CONDITIONS** - Evaluates the trainee's ability to perform routine, non-stress, police activity.
- (1) Unacceptable - Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.
 - (4) Acceptable - Properly assesses aspects of routine situations, determines appropriate action and takes same.
 - (7) Superior - Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

17. FIELD PERFORMANCE: STRESS CONDITIONS - Evaluates the trainee's ability to perform in high and moderately high stress conditions.

- (1) Unacceptable - Becomes emotional, panic stricken, 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. Reaction is acceptable.
- (7) Superior - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.

18. INVESTIGATIVE SKILL - Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

- (1) Unacceptable - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose 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 scene.
- (4) Acceptable - Follows proper investigatory 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. Collects "readable" fingerprints from most surfaces when available.
- (7) Superior - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

19. INTERVIEW/INTERROGATION SKILL - Evaluates trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

- (1) 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 follow department/legal procedures.
- (4) Acceptable - Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most

victims/witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.

- (7) Superior - Always uses proper questioning techniques. Establishes rapport with victims/witnesses under the most difficult circumstances. Control the interrogation of suspects. Conducts stressful interrogations.

20. SELF-INITIATED FIELD ACTIVITY - Evaluates trainee's interest and ability to initiate police-related activity. Recognizes activity and takes action.

- (1) Unacceptable - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.
- (4) Acceptable - Recognizes and identifies police-related activities. Has a broad orientation to the job including activity with a low priority. Develops cases from observed activity. Displays inquisitiveness.
- (7) Superior - Seldom misses observable, police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

21. OFFICER SAFETY: GENERAL - Evaluates trainee's ability to perform police activity without injuring him/herself or others. Assesses their ability to perform without exposing self or others to potential danger and/or unnecessary risk.

- (1) Unacceptable - Fails to follow acceptable safety procedures. Fails to exercise officer safety in the following, and other, situations:
 - A. Exposes weapon to suspect (handgun, baton, O.C. 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 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 w/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 other than police personnel.

- (4) Acceptable - Follows acceptable safety procedures. Understands and applies them.
- (7) Superior - Always 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 without conveying a message of paranoia.

22. 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) Unacceptable - Violates office safety practices as outlined in SEG 21 (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 that would prevent attack or escape.
- (4) Acceptable - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
- (7) Superior - Foresees potential danger and eliminates or controls it. 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.

23. CONTROL OF CONFLICT: VOICE COMMAND - Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

- (1) Unacceptable - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.
- (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 situation through voice and language usage.

- 24. CONTROL OF CONFLICT: PHYSICAL SKILL** - Evaluates the trainee's ability to use the proper level of force for the given situation.
- (1) Unacceptable - 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 use of the proper degree of force application in routine situations. Uses restraints effectively. Unlikely to lose control.
 - (7) Superior - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation. Does not lose control regardless of conditions present.
- 25. PROBLEM SOLVING/DECISION MAKING** - Evaluates the trainee's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.
- (1) Unacceptable - Acts without thought or good reason. Is indecisive, 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 in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
 - (7) Superior - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.
- 26. COMMUNICATIONS: APPROPRIATE USE OF CODES/PROCEDURE** - Evaluates the trainee's use of communications equipment in accordance with Department policy and procedure.
- (1) Unacceptable - Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.
 - (4) Acceptable - Follows policy and accepted procedures. Has good working knowledge of most-often-used sections of the codes/language.

- (7) Superior - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge.
- 27. RADIO: LISTENS AND COMPREHENDS** - Evaluates the trainee's ability to pay attention to radio/MDT traffic and to understand the information transmitted.
- (1) 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) Acceptable - Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.
 - (7) Superior - Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.
- 28. RADIO: ARTICULATION OF TRANSMISSIONS** - Evaluates the trainee's ability to communicate with others via the telecommunications network.
- (1) Unacceptable - Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
 - (4) Acceptable - Uses proper procedure with clear, concise and complete transmissions. Few complaints from communication center re: articulation skill.
 - (7) Superior - Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

RELATIONSHIPS

- 29. RELATIONSHIP WITH CITIZENS: GENERAL** - Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.
- (1) Unacceptable - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.
 - (4) Acceptable - Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good "non-verbal" skills.

- (7) Superior - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in service them. Is objective in all contacts. Excellent "non-verbal" skills.

30. RELATIONSHIP WITH ETHNIC/CULTURAL/SOCIAL GROUPS OTHER THAN HIS/HER OWN - Evaluates the trainee's ability to interact effectively and appropriately with members of ethnic/cultural/social groups other than their own.

- (1) Unacceptable - Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Violates policies re: treatment of said groups. Creates problems for the organization as a result of his/her treatment of group members. Is ineffective when dealing with member(s) of a group.
- (4) Acceptable - Is at ease with members of other ethnic/cultural/social groups. Serves their needs and requests objectively and with concern. Does not feel threatened or intimidated when in their presence.
- (7) Superior - Understands the various ethnic/cultural/social differences and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that furthers mutual understanding and respect. Represents the agency and the agency's position well.

31. RELATIONSHIP WITH DEPARTMENT MEMBERS - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

- (1) Unacceptable - Patronizes FTO/Superiors/Peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, and sarcastic. Resists instruction. Considers self-superior. Belittles others. Is not a "team player."
- (4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, Peer, Superior, relationship and is accepted as a member of the group.
- (7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others. Loyal to the DEPARTMENT.

APPENDIX VI

FTO CRITIQUE FORM

California State University, Northridge
Police Department Field Training Program
FTO Critique Form

In an effort to ensure that the Field Training Officer maintains a high level of skill, performance and interest, this critique is to be completed by the trainee. The FTOs welcome objective feedback and it benefits the program and the FTO to know how well they are doing.

With this mind the trainee is requested to honestly appraise and evaluate each FTO to whom they were assigned. Although you were asked to sign your name on the critique form, every effort is made to keep this confidential. The FTO supervisor and administrator will utilize this information to improve the program.

This critique is for Field Training Officer _____ Weeks with FTO _____

Circle the response that best answers the question and comment.

1. What kind of example did the FTO set for you?
Poor Fair Average Good Excellent

2. Describe the FTO's knowledge of training material covered?
Poor Fair Average Good Excellent

3. How would you describe the FTO's skill as an instructor/trainer?
Poor Fair Average Good Excellent

4. Rate the FTO's ability to communicate with you.
Poor Fair Average Good Excellent

5. Describe the FTO's ability to pass on training material to you?
Poor Fair Average Good Excellent

6. Describe the FTO's overall attitude towards his/her role as a FTO.
Poor Fair Average Good Excellent

FTO Critique Form

7. Rate the FTO's honesty, fairness and objectivity in rating you.
Poor Fair Average Good Excellent

List the FTO's greatest strengths as a trainer. (skills, ability, interest, etc.)

List the area/s in which you believe the FTO may need improvement.

Does the FTO Program allow you sufficient time? If not, how much time is needed?

Please list any comments or suggestions on how to improve the Field Training Program.

Trainee Signature

Date

APPENDIX VII

FIELD TRAINING PROGRAM CRITIQUE FORM

California State University, Northridge
Police Department Field Training Program
Critique Form

The Field Training Program personnel are determined to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used 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. Once completed, please return the form to the FTP Coordinator.

- | | | | |
|-----|----|----|---|
| YES | NO | 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: _____

_____ |
| YES | NO | 2. | Was the length of the program adequate?
Please comment: _____

_____ |
| YES | NO | 3. | Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?
Please comment: _____

_____ |
| YES | NO | 4. | Were there any areas of training you felt were ignored which should have been included or extended?
Please comment: _____

_____ |
| YES | NO | 5. | Was the instruction and training provided by the FTOs generally consistent with one another?
Please comment: _____

_____ |
| YES | NO | 6. | Do you feel the evaluations in the Field Training Program (DORs, Supervisor Weekly Reports, etc.) were necessary for your development as a police officer?
Please comment: _____

_____ |

YES NO 7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?
Please comment: _____

YES NO 8. Do you feel there was sufficient time available for special activities and/or other beat activities?
Please comment: _____

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

A. Department Policies and Procedures YES NO

B. Patrol Vehicle Operations YES NO

C. Officer Safety YES NO

D. Report Writing YES NO

E. Code and Law YES NO

F. Patrol Procedures YES NO

G. Handcuffing and Search Techniques YES NO

H. Use of Force YES NO

I. Traffic (including DUI & accident investigation) YES NO

J. Search and Seizure YES NO

K. Radio Procedures YES NO

L. Investigations and Evidence YES NO

M. Conflict Resolution YES NO

N. COPPS/POP YES NO

O. Courtroom Procedures YES NO

YES NO 10. Are there any changes that need to be made to improve the program?
Please comment: _____

YES NO

11.

Use the space below to add anything that may not have been covered above.

Trainee Signature

Date

APPENDIX VIII

FIELD TRAINING PROGRAM COMPLETION RECORD

**California State University, Northridge
Police Department Field Training Program
Completion Record**

_____ Trainee Name	_____ Badge#	_____ Date of Completion
Name of Field Training Officer	Assignment	Training Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in this Field Training Program.

_____ Signature of Trainee	_____ Date
-------------------------------	---------------

I certify that Officer _____ has received the basic instruction as outlined in the Field Training Manual and that the Officer understands and has satisfactorily performed in all functional areas or categories. I also certify that all tests have been completed in a satisfactory manner. I further certify that the Officer is now prepared to work as a solo patrol officer for this department, under close supervision.

_____ Primary FTO Signature	_____ Date
_____ FTO Supervisor/Sergeant	_____ Date

I confirm that the above officer/trainee has satisfactorily completed the prescribed Field Training Program at California State University, Northridge Police Department.

_____ Department Head	_____ Date
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APPENDIX IX

END OF PHASE REPORT (EPR)

California State University, Northridge
Police Department Field Training Program
End of Phase Report (EPR)

Trainee

FTO

Significant Strengths:

1. _____

2. _____

3. _____

Significant Weaknesses:

1. _____

2. _____

3. _____

Additional Training and or Remedial Efforts:

Additional Comments:

The trainee is in his/her _____ week of training. In my opinion, the trainee (is / is not) on schedule in terms of performance and or knowledge.

Trainee Signature/Date

FTO Signature/Date

FTS Signature/Date

APPENDIX X

REMEDIAL TRAINING ASSIGNMENT WORKSHEET

California State University, Northridge
Police Department Field Training Program
Remedial Training Assignment Worksheet

Trainee: _____ Date: _____ Week #: _____

Your FTO has identified one or more of performance difficulties that need your immediate attention for improvement. You will be expected to fully complete this training assignment listed below by _____.

PERFORMANCE DEFICIENCIES: Identify the problem or describe training already conducted.

TRAINING ASSIGNMENT: Describe specific training given to the trainee to correct problem.

ASSIGNMENT COMPLETION RECORD:

- | | | |
|--|-----------|----------|
| 1. Has the trainee satisfactorily completed the training assignment? | Yes _____ | No _____ |
| 2. Is the trainee now performing at a competent level? | Yes _____ | No _____ |
| 3. Has an additional assignment been given to the trainee? | Yes _____ | No _____ |

ADDITIONAL COMMENTS:

If the above training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the trainee's continued substandard performance. Additional **REMEDIAL TRAINING WORKSHEETS** will be generated, outlining a follow-up training plan.

*It is the responsibility of the prior FTO to ensure that this assignment is communicated to the trainee's next FTO so that the trainee's performance can be monitored and evaluated.

Trainee Signature	_____	Date	_____
FTO Signature	_____	Date	_____
FTO Supervisor Signature	_____	Date	_____