|  |  |  |  |
| --- | --- | --- | --- |
| Description: 2011-UTSP-Patch | **THE UNIVERSITY OF TEXAS SYSTEM POLICE DEPARTMENT**  **FIELD TRAINING OFFICER PROGRAM**  **\* WEEKLY OBSERVATION REPORT \*** | | Description: 2011-UTSP-Patch |
|  | |  | |
| WEEKLY (1 Weekly/Week) | | PHASE/WEEK:  SHIFT: | |

|  |  |  |  |
| --- | --- | --- | --- |
| PROBATIONARY OFFICER: | | FTO: | DATE: |
| DISTRICT: | Assignment or Reason for No Evaluation: | | |

RATING INSTRUCTIONS: Rate observed behavior on the scale below using the numerical value definitions contained in the **standardized evaluation guidelines**. You **must** comment on the **most** and **least acceptable** performance of the day or week. Specific comments are required for all ratings below "3", above "6" and "N.R.T." (Not Responding to Training). Check the "N.O.” (Not Observed) box if a category is not observed. Check “N.R.T.” box if the Probationary Officer fails to respond to training.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Rating Scale: | **Unacceptable** |  |  | **Acceptable** |  |  | **Superior** |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERFORMANCE TASKS** | | | RATING | N.O. | N.R.T. |
|  | 1. | Driving Skills |  |  |  |
|  | 2. | Orientation/Response Time to Calls |  |  |  |
|  | 3. | Field Performance |  |  |  |
|  | 4. | Self-Initiated Field Activity |  |  |  |
|  | 5. | Officer Safety |  |  |  |
|  | 6. | Verbal Control |  |  |  |
|  | 7. | Physical Contact |  |  |  |
|  | 8. | Radio: Comprehension/Usage |  |  |  |
|  | 9. | Routine Forms: Accuracy Completeness |  |  |  |
|  | 10. | Report Writing: Organization and Detail |  |  |  |
|  | 11. | Report Writing: Appropriate Time Used |  |  |  |
|  | 12. | Report Writing: Grammar/Spelling |  |  |  |
|  | 13. | Investigation Skills |  |  |  |
|  | 14. | Interview/Interrogation Skills |  |  |  |
|  | 15. | Problem Solving/Decision Making |  |  |  |

**KNOWLEDGE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 16. | Departmental Policies/Procedures |  |  |  |
|  | 17. | Penal Code, Code of Criminal Procedures, ABC Code |  |  |  |
|  | 18. | Transportation Code |  |  |  |

**ATTITUDE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 19. | Acceptance of Feedback |  |  |  |
|  | 20. | Attitude Toward Police Work |  |  |  |
|  | 21. | Relationship with Public in General |  |  |  |
|  | 22. | Relationship with Ethnic Groups |  |  |  |
|  | 23. | Relationship with Officers and Supervisors |  |  |  |

**APPEARANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 24. | General Appearance |  |  |  |

(PO enters rating number in left column)

MINUTES OF REMEDIAL TRAINING/PHASE EXTENSION TIME:      (Day to Day RT – Explain under Narrative Comments)

DATE:

**NARRATIVE COMMENTS**

(Use category numbers (1-24) to reference your narrative comments)

|  |
| --- |
| **Most Acceptable Performance for the Week:** |
| **Least Acceptable Performance for the Week:** |
| **FTO Review (list case numbers, citation numbers, or other items completed):** |

**Shift Supervisor (PO weekly Interview / Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Probationary Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Training Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SEE ATTACHED SUPPLEMENT (IF BOX CHECKED)