

## **PERFORMANCE CATEGORIES**

(Standardized Evaluation Guidelines)

The task of evaluating and rating a probationary officer's performance is based on the following "1", "3" and "5" scale value definitions. Place the *Performance Task Reference Number* (TRN) next to the rating given on the DOR. When using the [OTHER] (Task Reference), a written explanation **is required** on the DOR. As guidelines, these definitions serve as a means of program standardization and continuity. The *Performance Task Reference Numbers* serve to better explain each performance observed by the evaluator.

### **CRITICAL PERFORMANCE TASKS**

**1. Stress Control:** Verbal Communications / Physical Behavior: In conflict situations does the probationary officer use appropriate force skills necessary to affect an efficient and productive outcome? In stressful or potential conflict situations where voice commands were given, were the outcomes positive? Is the probationary officer able to give voice instructions?

- (1) Unacceptable: [0101] Uses too little or too much verbal force for the situation. [0102] Uses too much physical force for the situation. [0103] Is unable to maintain control on routine matter. [0104] Improper voice inflections, i.e. too soft, too loud. [0105] Confuses or angers listeners by what is said or how it is said. [0106] Indecisive. [0107] Poor officer bearing (aggressive posture / violates personal space of others). [0108] Outwardly emotional and unable to maintain order. [0109] Other.
- (3) Acceptable: [0110] Speaks with authority in a calm, clear voice. [0111] Proper selections of words and knowledge of when and how to use them. [0112] Obtains and maintains control through the use of proper amounts and techniques of force application. [0113] Maintains composure and bearing. [0114] Uses correct amount of physical force for the situation. [0115] Exhibits the ability to control the situation verbally. [0116] Other.
- (5) Superior: [0117] Excellent knowledge and ability in the use of restraining holds. [0118] Properly adjusts amount of force for the given situation. [0119] Prepared and able to use necessary force. [0120] Completely controls a situation with voice tone, word selection and voice inflection. [0121] Gives appearance of complete command even under highly stressful conditions. [0122] Other.

**2. Decision Making / Problem Solving:** To what degree of acceptability does the probationary officer possess and employ knowledge of the Department and good judgment in police situations? How capable is the probationary officer's ability to understand the problem and develop a course of action?

- (1) Unacceptable: [0201] Has difficulty making appropriate decisions. [0202] Too quick to act or indecisive, naive. [0203] Can not recall previous situations and apply them in like situations. [0204] Does not recognize or is unable to comprehend the problem. [0205] Is unable to make an independent decision on his/her own. [0206] Does not care about others. [0207] Takes

excessive amount of time to reach a decision. [0208] Unable to reason out a problem. [0209] Inflexible or demonstrates biased judgment. [0210] Other.

(3) Acceptable: [0211] Is able to reason out a problem, relate what is taught and experienced. [0212] Good perception and ability to make own decision. [0213] Is able to grasp the information, develop a solution and apply it in a timely manner. [0214] Maintains flexibility. [0215] Listen to all sides before making his/her decision. [0216] Solicits other opinions/views. [0217] Other.

(5) Superior: [0218] Excellent perception in foreseeing problems and arriving at advance solutions. [0219] Relates past solutions to present problems. [0220] Uses his/her training and experience to quickly understand the problem. [0221] Develops an appropriate course of action. [0222] Is able to make decisions correctly under normal and stressful conditions. [0223] Other.

**3. Driving Skill:** Moderate Stress/Emergency: Are the driving behaviors safe and prudent for the situation?

(1) Unacceptable: [0301] Misuses red lights and siren. [0302] Drives too fast for the situation. [0303] Drives too slow for the situation. [0304] Fails to slow for intersections, loses control of the vehicle. [0305] Disregards public safety while driving at times. [0306] Other.

(3) Acceptable: [0307] Maintains control of the vehicle. [0308] Evaluates driving situations and reacts properly, i.e. proper speed for conditions. [0309] Appropriate use of emergency equipment. [0310] Exercises appropriate responsibility to other traffic and traffic control devices. [0311] Other.

(5) Superior: [0312] High degree of reflex ability and competence in driving skills. [0313] Practices defensive driving techniques, anticipates driving situations in advance and acts accordingly. [0314] Responds very well relative to the degree of stress present. [0315] Other.

**4. Field Performance:** Non-Stress Conditions: How acceptable is the probationary officer's general field performance under non-stress conditions? Does probationary officer possess the necessary coordination skill for police work?

(1) Unacceptable: [0401] Seemingly confused and disoriented as to what action should be taken when confronted with a routine task. [0402] Takes wrong course of action. [0403] Avoids taking action. [0404] Lacks motivation or initiative, only reacts if required. [0405] Clumsy performing routine tasks. [0406] Has difficulty performing several associated actions. [0407] Unable to perform necessary physical tasks. [0408] Other.

(3) Acceptable: [0409] Properly assesses routine situations and takes appropriate action. [0410] Able to perform physical skills as needed. [0411] Performs several associated actions at a time. [0412] Other.

(5) Superior: [0413] Properly assesses aspects of routine situations including the more

complex ones. [0414] Is able to perform in unusual situations and takes appropriate action. [0415] Other.

**5. Field Performance:** Stress Conditions: How acceptable is the probationary officer's field performance under high and moderately high stress conditions?

- (1) Unacceptable: [0501] Performance deteriorates in stressful conditions, becomes emotional, panic stricken, loses temper, can not function, displays cowardice, under reacts or overreacts. [0502] Makes improper decisions. [0503] Has "tunnel vision" or gets caught up in the activity. [0504] Fails to protect crime scene. [0505] Other.
- (3) Acceptable: [0506] Exhibits calm and controlled attitude. [0507] Does not allow the situation to further deteriorate. [0508] Demonstrates acceptable reaction to the situation. [0509] Demonstrates good crime scene protection skills. [0510] Other.
- (5) Superior: [0511] Maintains calm and self control, even in the most extreme situations. [0512] Quickly restores control and takes command. [0513] Exceptional performance under stressful conditions. [0514] Uses better than average skills and thinks ahead. [0515] Other.

**6. Officer Safety:** Contact/Cover/Pat-down: To what degree of acceptability does the probationary officer employ the principles of Officer Safety? Does the new officer demonstrate the understanding and use of consistently utilizing principles of officer/public safety?

- (1) Unacceptable: [0601] Becomes paranoid or overconfident. [0602] Exposes weapons to suspect (during interview/booking). [0603] Fails to keep gun hand free during enforcement situations. [0604] Fails to control suspect's movements. [0605] Fails to keep suspect/violator in sight during investigation. [0606] Fails to use illumination properly or when necessary. [0607] Fails to advise Dispatch when leaving patrol vehicle. [0608] Fails to utilize or maintain personal safety equipment properly. [0609] Does not foresee potentially dangerous situations. [0610] Is careless or unsafe with handgun or other weapons. [0611] Stands in front of door when knocking. [0612] Fails to have weapon ready when appropriate. [0613] Fails to cover other officers. [0614] Fails to search police vehicle prior to duty or after transporting persons. [0615] Fails to check equipment. [0616] Fails to use seatbelt while in police vehicle. [0617] Cannot identify hazards. [0618] Actions create hazardous conditions. [0619] Conducts poor searches. [0620] Slow to handcuff when arresting. [0621] Other.
- (3) Acceptable: [0622] Utilizes good officer safety principles when in the "Contact" role [0623] Utilizes good officer safety techniques while in the "Cover" Role [0624] Performs searches and pat-downs [0625] Safely recovers evidence [0626] Safely writes citations and handles radio communications [0627] Responsible for surveillance and control of all other subjects. [0628] Neutralizes the possibility of assault and/or escape. [0629] Safely and

effectively conducts arrest situations, field interviews, and disturbances. [0630] Maintains a good defensive posture and consistently applies principles of officer safety. [0631] Properly uses safety training. [0632] Recognizes potential hazards and acts. [0633] Other.

- (5) Superior: [0634] Maintains a safe position in all circumstances, including chaotic and confusing ones. [0635] Watchful on approach to radio run and maintains same for partner. [0636] Utilizes survival tactics, cover and concealment. [0637] Tactical planning prior to call or exit of vehicle [0638] Exceptional use of cover when approaching unknown situations. [0639] Proper use of hand signals when necessary. [0640] Is able to foresee coming hazards and reacts. [0641] Other.

**7. Prisoner Control or Investigative Detention:** Verbal/Physical/Search: Does the probationary officer employ the principles and techniques of Officer Safety during encounters?

- (1) Unacceptable: [0701] Fails to "pat search". [0702] Confronts suspicious persons while seated in police vehicle. [0703] Fails to handcuff potentially hazardous persons, prisoners or felons. [0704] Fails to thoroughly search persons, prisoners or their vehicles when required. [0705] Fails to maintain position of advantage to prevent attack or escape. [0706] Poor handcuffing techniques. [0707] Incites prisoner. [0708] Poor or no search. [0709] Other.
- (3) Acceptable: [0710] Displays an awareness of potential danger from prisoners, suspicious persons, suspects, etc. [0711] Follows accepted safety principles. [0712] Maintains a position of advantage/stance. [0713] Conducts visual and physical searches. [0714] Proper handcuffing is used. [0715] Uses proper transportation for suspect and citizens. [0716] Other.
- (5) Superior: [0717] Foresees potential danger and takes steps to eliminate or control it. [0718] Is alert to changing conditions. [0719] Always maintains a position of advantage. [0720] Evaluates need for cover officer. [0721] Encourages prisoner to willingly cooperate. [0722] Recognizes evidence during search. [0723] Other.

**8. Location:** Response time/Route/Map: Does the probationary officer know where he is? Can the probationary officer use a street guide and map? Can the probationary officer respond to a location within a reasonable length of time?

- (1) Unacceptable: [0801] Unaware of location while on patrol. [0802] Does not understand proper use or does not use street guide or map when appropriate. [0803] Unable to relate location to destination. [0804] Gets lost. [0805] Not familiar with major streets in the city. [0806] Expend too much time to reach destination. [0807] Becomes disoriented when responding under stress. [0808] Does not know sector or beat. [0809] Other.
- (3) Acceptable: [0810] Is aware of location while on patrol. [0811] Properly uses the street guide or map. [0812] Can relate location to destination. [0813] Arrives

within reasonable amount of time. [0814] Can provide others, directions to his location. [0815] Provides needed directions under stress conditions. [0816] Knows sector and beat area. [0817] Other.

(5) Superior: [0818] Remembers location from prior runs. [0819] Rarely needs to use street guide or map. [0820] Is aware of shortcuts and utilizes them to save time. [0821] Knows locations by name of business or land mark. [0822] Considerations are made in directions when in a tactical situation. [0823] Other.

**9. Self-Initiated Field Activity:** Without benefit of direct instruction from the FTO, does the probationary officer initiate field activity, recognize problems and generate action, which may cause a possible solution? When it is apparent that some action has to be taken, does the probationary officer delay in initiating this problem solving action for no apparent reason? Is time used well by a self-motivated probationary officer?

(1) Unacceptable: [0901] Does not see or avoids activity. [0902] Does not follow-up on situations. [0903] Rationalizes suspicious activity or circumstances. [0904] Does not take action unless FTO directed. [0905] Avoids problems (drives around without locating any activity or relies upon other officers to handle the activity). [0906] Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively given the opportunity. [0907] Other.

(3) Acceptable: [0908] Recognizes, initiates and investigates suspicious activities and law violations. [0909] Displays inquisitiveness. [0910] Develops cases from routine activity. [0911] Is Independently Motivated. [0912] Has initiated activities during all available time. [0914] Generally able to choose a solution, and analyzes response for further action by student, other officers or other agencies. [0915] Stays up-dated on current criminal information, such as wants and warrants lists or vehicle theft hot sheets. [0916] Other.

(5) Superior: [0917] Continuous productivity throughout the shift. [0918] Makes quality arrests from observed activity. [0919] Catalogs, maintains and uses information given at roll call and briefings for reasonable cause to stop vehicles and persons. [0920] Is always looking for new ways to complete his/her patrol activity more effectively. [0921] When confronted with a problem is able to identify root causes and not just symptoms, takes control and acts. [0922] Other.

**10. Vehicle/Pedestrian Stops:** Tactics/Techniques: When coming in contact with subjects does the probationary officer use necessary skills as instructed by the FTO? Uses Officer Safety techniques?

(1) Unacceptable: [1001] Does not log or call-off contacts. [1002] Takes actions that lead to believe the vehicle/pedestrian is not a risk. [1003] Does not request assistance from others when it is needed. [1004] Loses control of the stop. [1005] Fails to use all Standardized Procedure safety practices. [1006] Fails

to spot-check for movement with vehicle/pedestrian during encounter. [1007] Other.

- (3) Acceptable: [1008] Chooses the proper location for the contact. [1009] Notifies dispatch of the location, license/pedestrian in question, year / race-gender-age of the subject and reason for stop when necessary. [1010] Records information on his/her log. [1011] Takes a position of advantage behind the vehicle/pedestrian. [1012] Uses all lighting to his/her advantage. [1013] Maintains visual contact. [1014] Uses proper approach. [1015] Other.
- (5) Superior: [1016] Recognizes a dangerous situation when it develops and takes necessary action to remove him/her or citizens from the danger. [1017] Knows the location of cover and/or concealment and uses it if needed. [1018] Is able to for-see a dangerous situation and is able to overcome the danger and complete his/her goal. [1019] Other.

**11. Interview/Interrogator Skills:** Does the probationary officer obtain the necessary information at the time of the initial contact? Is he/she able to ask pertinent questions relating to the contact? Does the questioning follow a logical plan?

- (1) Unacceptable: [1101] Fails to recognize or take advantage of the opportunity to develop necessary or complete information regarding his/her inquiry. [1102] Must have facts repeated 1 or 2 times to understand. [1103] Is unable to diagnose information timely. [1104] Does not conduct a basic investigation or conducts investigation improperly or completely. [1105] Other.
- (3) Acceptable: [1106] Recognizes and investigates the incident by obtaining a complete understanding of the facts. [1107] Separates facts from opinions. [1108] Maintains control of the proceeding. [1109] Connects evidence with suspect when apparent. [1110] Elicits most available information and records same. [1111] Other.
- (5) Superior: [1112] Seldom misses an opportunity to develop complete information. [1113] Is able to develop relevant information regarding assigned cases through extensive use of his/her experience and skills as an investigator and interrogator. [1114] Demonstrates "Evidence Technician" skill level in the collection and identification of evidence. [1115] Is able to connect evidence with the suspect even when not apparent. [1116] Other.

#### FREQUENT PERFORMANCE TASKS

**12. Driving Skill:** Normal/Speed Control: Are the driving behaviors safe and prudent for the situation?

- (1) Unacceptable: [1201] Violates traffic laws (red lights, stop signs, etc.). [1202] Involved in chargeable accidents. [1203] Lacks dexterity and coordination during vehicle operation. [1204] Runs over curbing. [1205] Vandalizes police vehicle. [1206] Inappropriate use of lighting equipment. [1207] Excessive and inappropriate speed. [1208] Is a jerky driver. [1209] Other.

- (3) Acceptable: [1210] Ability to maintain control of vehicle while being alert to activity outside of vehicle. [1211] Practices good defensive driving techniques. [1212] Adherence to vehicle code. [1213] Maintains speed control for conditions. [1214] Other.
- (5) Superior: [1215] Sets good example of lawful, courteous driving. [1216] Displays dexterity and coordination while driving a police vehicle, i.e. operating radio, checking businesses and observing surrounding activity. [1217] Is not involved in accidents. [1218] Uses defense driving in emergencies and avoids what would have been an accident. [1219] Other.

**13. Radio: Transmission/Reception/Procedures/MDT:** How well does the probationary officer know and use radio procedures? Are the probationary officer's radio transmissions clear and understandable? How acceptable is the probationary officer's ability to listen to and comprehend radio transmissions? Is probationary officer able to use Mobile Data Terminal/Mobile Data Computer (MDT)? Is aware of the location of other officers in the Sector?

- (1) Unacceptable: [1301] Misinterprets information given by the dispatcher or fails to follow proper radio procedure. [1302] Does not preplan transmissions. [1303] Improper voice inflections (too soft/too loud). [1304] Repeatedly misses radio number. [1305] Is not aware of radio traffic in adjoining beats. [1306] Frequently has to ask for repeat transmissions or does not accurately comprehend transmissions. [1307] Is unable to use functions of the MDT. [1308] Fails to use computer to assist investigation or suspicions. [1309] Poor retention of radio transmissions. [1310] Other.
- (3) Acceptable: [1311] Follows policy and accepted procedure. [1312] Has good working knowledge of radio procedures. [1313] Uses short concise transmissions (proper voice control). [1314] Copies radio transmissions directed to him/her and is aware of traffic in adjoining beats. [1315] Rarely requires the dispatcher to repeat radio information. [1316] Knows and uses proper radio terms. [1317] Is able to use MDT in a timely manner. [1318] Is aware of the location of other officers in the Sector. [1319] Hears ATLs and Dispatches when busy. [1320] Other.
- (5) Superior: [1321] Always follows policy, direction and radio procedure. [1322] Uses radio with ease in all receiving and sending situations. [1323] Has clear voice even under stress situations. [1324] Transmissions are well planned and need not be repeated. [1325] Aware of, and reacts to, traffic in adjoining beats. [1326] Uses previously broadcast information to his/her advantage. [1327] Understands all functions of the MDT and uses it routinely. [1328] Rarely misses any radio traffic. [1329] Other.

**14. Report Writing: Accuracy / Organization:** To what degree of acceptability does the probationary officer prepare written/computerized reports/forms accurately and completely? Does the probationary officer expend an acceptable, appropriate amount of time in completing necessary forms / reports? Reference the probationary officers level of English usage, can he efficiently and clearly communicate in writing the events, which have occurred? Is the

probationary officer's grammar acceptable? Are the probationary officer's reports and completed forms neat and legible? How acceptable is the probationary officer's ability to organize his reports? Does the probationary officer obtain the details necessary to complete a proper report?

- (1) Unacceptable: [1401] Unable to determine proper form for given situation. [1402] Forms are incomplete or inaccurate. [1403] Requires an excessive amount of time to complete reports or other forms. [1404] Illegible. [1405] Misspelled words. [1406] Incomplete sentence structure. [1407] Unable to organize information and/or events into written form. [1408] Inaccurate. [1409] Unsigned reports are submitted. [1410] Elements of the crime missing or incomplete. [1411] Does not maintain written chain of evidence. [1412] Omission or misstatement of facts. [1413] Does not have needed forms or reports. [1414] Can not use computerized system in a timely manner. [1415] Other.
- (3) Acceptable: [1416] Knows most standard forms and understands format. [1417] Completes forms accurately and thoroughly with little assistance. [1418] Completes reports and forms in appropriate time. [1419] Level of usage of grammar, spelling, and neatness are satisfactory. [1420] Errors in this area are rare and do not impair understanding. [1421] Converts field situations into a logical sequence of thought with all required information. [1422] Uses computerized systems in a timely manner. [1423] Other.
- (5) Superior: [1424] Consistently completes even detailed forms without assistance and makes proper form selection. [1425] Completes reports or other forms in no more time than that of a skilled, veteran officer. [1426] Reports and forms are very neat and legible. [1427] No misspelling, excellent grammar. [1428] Prepares complete and detailed accounts of what occurred from beginning to end. [1429] Written and organized so that any reader understands what occurred. [1430] Other.

**15. Arrest:** Laws/P.C./Explanation/Disposition: Does the probationary officer have the ability to apply the laws, or probable cause for arrest to the situation?

- (1) Unacceptable: [1501] Student understands the knowledge required of a police officer, but is unable to apply this knowledge to the situation. [1502] He/she can not relate this knowledge to others or in a report. [1503] Is unable to relate all needed elements of probable cause for arrest. [1504] Other.
- (3) Acceptable: [1505] Has a good working knowledge of the law and applies probable cause to the situation, before an arrest is made. [1506] Can explain his/her action in a written or oral report. [1507] Is able to explain the disposition of the action, to the subject, dispatch or others. [1508] Applies the law in a fair manner. [1509] Other.
- (5) Superior: [1510] Has a working knowledge of most laws or codes and can apply them to the situation. [1511] Understands elements of search. [1512] Enhance the probable cause with field test or proper evidence collection at crime scenes.



[1513] Is able to explain actions in detail on paper or in court. [1514] Other.

**16. Accident Investigation: Procedures/Policies/Techniques:** Does the probationary officer have the ability to conduct a basic accident investigation? To what degree of acceptability does probationary officer complete the necessary paperwork? Is the probationary officer capable of completing the investigation in a timely manner?

- (1) Unacceptable: [1601] Probationary officer does not properly assess the situation and act accordingly. [1602] He/She fails to properly protect the scene using squad car or other means. [1603] Fails to recognize opportunities to develop complete and necessary information. [1604] Does not conduct a basic investigation, or improperly conducts investigation. [1605] Other
- (3) Acceptable: [1606] Probationary officer properly assesses the situation and acts accordingly. [1607] He/She utilizes squad car or other means to properly protect the scene. [1608] Obtains the necessary information for completing the investigation. [1609] Properly explains process to individuals and provides them with necessary paperwork [1610] Other
- (5) Superior: [1611] Probationary officer utilizes all necessary elements to properly control a major accident scene. [1612] He/She is capable of conduct investigation including photographs and measurements. [1613] Other

## KNOWLEDGE

**17. Of Departmental Policies and Procedures:** Does the probationary officer demonstrate an acceptable level of knowledge of policies and procedures?

- (1) Unacceptable: [1701] Fails to display a knowledge of department policies, regulations and procedures or violates same. [1702] Fails to review policies or procedures when given the time to do so. [1703] Other.
- (3) Acceptable: [1704] Familiar with most commonly applied department policies, regulations and procedures and complies with them. [1705] Is willing and able to look up unknown subjects or material. [1706] Other.
- (5) Superior: [1707] Exceptional working knowledge of department policies, regulations and procedures including ones seldom used. [1708] Other.

**18. Of Criminal Codes:** Does the probationary officer possess an acceptable level of knowledge of the Indiana Criminal Code or county/city ordinances?

- (1) Unacceptable: [1801] Lacks knowledge of elements of basic offenses. [1802] Does not recognize criminal offenses when encountered. [1803] Is uncertain if a crime has been committed and, if so, which type of crime. [1804] Other.
- (3) Acceptable: [1805] Has a working knowledge of commonly encountered criminal offenses. [1806] Relates elements to observed criminal activity. [1807] Other.

(5) Superior: [1808] Outstanding knowledge of criminal codes and ability to apply it to both normal and unusual criminal activity. [1809] Other.

**19. Of Vehicle Code:** Does the probationary officer possess an acceptable level of knowledge of the Indiana Vehicle Code? Can demonstrate minimal knowledge of basic sections and their elements? Does probationary officer relate elements to observed activity?

(1) Unacceptable: [1901] Does not recognize violations when committed and/or incorrectly identifies the violation. [1902] Lacks knowledge of the most commonly used traffic violations. [1903] Other.

(3) Acceptable: [1904] Has a working knowledge of commonly encountered offenses. [1905] Relates elements to observed traffic activity. [1906] Knows where to find lesser known violations. [1907] Other.

(5) Superior: [1908] Outstanding knowledge of commonly encountered offenses and lesser known offenses. [1909] Relates it and applies it to both normal and unusual traffic situations. [1910] Other.

**20. Of Patrol Procedures:** Does the probationary officer exhibit a working knowledge of patrol tactics and procedures?

(1) Unacceptable: [2001] Lacks knowledge of patrol procedures. [2002] Fails to observe suspicious persons or activity. [2003] Does not check business or neighborhoods. [2004] Sees suspicious things/acts but fails to react. [2005] Other

(3) Acceptable: [2006] Has knowledge of patrol procedures and tactics and applies knowledge to duties. [2007] Actively patrols his/her beat. [2008] Other.

(5) Superior: [2009] Has exceptional knowledge of patrol procedures and tactics. [2010] Does an exceptional job of patrolling area. [2011] Other.

## RELATIONSHIPS/ATTITUDES

**21. Acceptance of Criticism / Feedback:** Verbal/Behavior: Is criticism and correction accepted in the manner given? Is there resentment as a result of criticism? Is the behavior following criticism positive? Does the probationary officer respond to training?

(1) Unacceptable: [2101] Rationalizes mistakes, denies that errors were made. [2102] Fails to make corrections. [2103] Considers criticism as negative or as a personal attack. [2104] Argumentative, Hostile, Immature. [2105] Other.

(3) Acceptable: [2106] Accepts criticism in a positive manner. [2107] Applies criticism to further learning processes and to improve performance. [2108] Accepts responsibility for acts. [2109] Other.

(5) Superior: [2110] Seeks criticism/feedback in order to improve performance. [2111] Doesn't argue or blame others. [2112] Other.

**22. Attitude Towards Police Work:** From what the probationary officer says and does, is his attitude toward police work positive? Is equipment and officer prepared to enter the field? How does the officer view the new career in terms of personal motivation, goals, and his/her acceptance of the profession responsibilities?

- (1) Unacceptable: [2201] Considers police work only as a job. [2202] Uses job for an ego trip. [2203] Abuses authority (badge heavy). [2204] Demonstrates little dedication to the principles of the profession. [2205] Uses working time to conduct personal business or relationships. [2206] Does not maintain necessary equipment or forms. [2207] Has dirty or unsafe weapon. [2208] Fails to record/retain roll call or briefing information. [2209] Fails to complete homework assignments. [2210] Fails to have weapon or flashlight. [2211] Other.
- (3) Acceptable: [2212] Expresses an active interest in law enforcement. [2213] Maintains clean equipment and necessary forms. [2214] Has resource material at hand when needed. [2215] Completes homework on time. [2216] Familiar with crime profiles. [2217] Other.
- (5) Superior: [2218] Utilizes off duty time to further professional knowledge through study. [2219] Maintains high ideals toward professional responsibilities (fair and equitable enforcement of law, personal conduct, etc.). [2222] Actively solicits assistance from others to improve skills. [2223] Does homework without being told to do so, by FTO. [2224] Other

**23. Relationship with Citizens:** To what degree of acceptability does the probationary officer relate with citizens in effecting efficient and productive outcomes? Does the probationary officer have any problems with any particular group, which precludes efficient and productive outcomes? Is probationary officer able to establish contemptuous interpersonal contacts? Does probationary officer problem solve with citizens?

- (1) Unacceptable: [2301] Inappropriate behavior regarding citizens: [2302] Abrupt, belligerent, overbearing, arrogant, uncommunicative, insensitive. [2303] Avoids "service" aspect of the job. [2304] Evidences hostility, prejudice, bias, subjectivity or is overly sympathetic towards persons of different cultural background. [2305] Does not know the resources available to the community for problem solving. [2306] Acts as sole authority on subject. [2307] Does not follow up on citizen valid request. [2308] Is abrupt or belligerent. [2309] Displays sexist or racist behavior. [2310] Other.
- (3) Acceptable: [2311] Courteous. [2312] Friendly and empathetic. [2313] Communicates in a professional and unbiased manner. [2314] "Service" oriented. [2314] At ease and does not feel threatened by presence of persons with different cultural background. [2315] Serves their needs objectively. [2316] Provides community resource lists when assisting a citizen. [2317] Aware and empathetic to citizens' perceptions of problems. [2318] Follows up on public inquires and request. [2319] Is impartial and Non-discriminatory while being objective. [2320] Other.

- (5) Superior: [2321] Quickly establishes a good rapport with citizens and is objective. [2322] Appears to be at ease in any person-to-person situation. [2323] Understands cultural differences and effects on relations. [2324] Reacts objectively and properly. [2325] Works with citizens to handle neighborhood issues. [2326] Gets back to the citizen after obtaining additional information. [2327] Includes the citizen as an equal participant. [2328] Establishes competent, courteous interpersonal contacts as a professional. [2329] Other.

**24. Relationship With Department Members:** Are the relationships with supervisors and officers productive and compatible with the mission of the department and training programs? Does probationary officer belittle, reject the duties, roles and responsibilities of the department personnel?

- (1) Unacceptable: [2401] Considers himself/herself superior to others. [2402] Rationalizes mistakes. [2403] Gossips about others to belittle them or play one against the other. [2404] Resists instruction. [2405] Unsociable. [2406] Sarcastic or gossips maliciously. [2407] Other.
- (3) Acceptable: [2408] Understands and maintains a good relationship with superiors and other officers. [2409] Is accepted as a group member. [2410] Shows respect towards the roles or duties of other department personnel. [2411] Is a "Team Player" [2412] Other.
- (5) Superior: [2413] Peer group leader. [2414] Understands and maintains excellent relationship with others. [2415] Actively assists others in the goals of the department and training programs. [2416] Supportive and Good listener. [2417] Other.

## APPEARANCE

**25. General Appearance:** Uniform must be appropriate for varying situations, must be clean and pressed? Hygiene, offensive body odor and/or bad breath? Hair is neatly trimmed and cared for? Does grooming indicate professional pride? Condition of personal equipment?

- (1) Unacceptable: [2501] Dirty or unkempt shoes and uniform. [2502] Uniform fits poorly or is improperly worn. [2503] Hair poorly groomed and/or in violation of policy. [2504] Equipment dirty, missing or inoperative. [2505] Improper personal hygiene, offensive odors. [2506] Demonstrates annoying mannerisms. [2507] Other.
- (3) Acceptable: [2508] Uniform neat, clean. [2509] Uniform fits and is worn properly. [2510] Weapon, equipment and leather is clean and operative. [2511] Hair is within regulations. [2512] Shoes are shined. [2513] Other.
- (5) Superior: [2514] Tailored, clean uniform. [2515] Spit-shined shoes and leather. [2516] Brass well shined. [2517] Command bearing. [2518] Other.

# TASK FREQUENCY LIST

Probationary officers will have certain goals that must be accomplished during the *Field Training Program*. These goals are set by the FTOs to ensure that the probationary officer comprehends and demonstrates proficiency in the proscribed tasks emphasized during the program. The following is a list of tasks required to graduate from each phase and the number of each task that must be accomplished at an acceptable level. Each task must be completed by the probationary officer and recorded by the FTO on the Task Frequency List.

## Phase One Tasks

- |  |                             |    |
|--|-----------------------------|----|
| 1. Driving Skill: Moderate/Emergency (Sig-10 Runs) | í í í í í í í í í í í       | 2  |
| 2. Location/Orientation: Location/Map/Route        | í í í í í í í í í í í í í . | 12 |
| 3. Vehicle/Pedestrian Stops: Tactics/Techniques    | í í í í í í í í í í í í í . | 12 |
| 4. Radio: Transmission/Reception/Procedure/MDT     | í í í í í í í í í í í í í . | 12 |

## Phase Two Tasks

- |   |   |    |
|---|---|----|
| 1. Prisoner Control: Verbal/Physical/Search   | í í í í í í í í í í í í í í .           | 2  |
| 2. Self Initiated Field Activity              | í í í í í í í í í í í í í í í í í ..    | 12 |
| 3. Arrest: Laws/P.C./Explanation/Dispositions | í í í í í í í í í í í í í í í .         | 6  |
| 4. Knowledge of Vehicle Code                  | í í í í í í í í í í í í í í í í í í .   | 10 |
| 5. Interview Skills                           | í í í í í í í í í í í í í í í í í í í . | 10 |

## Phase Three Tasks

- |  |  |   |
|--|--|---|
| 1. Decision Making: Problem Solving                  | í í í í í í í í í í í í í í í .        | 5 |
| 2. Interrogation Skills                              | í í í í í í í í í í í í í í í í í í .. | 1 |
| 3. Knowledge of Departmental Policies and Procedures | í í í í í í í í í í .                  | 6 |

## Program Tasks (Must be completed anytime before the end of phase four)

- |   |   |    |
|---|---|----|
| 1. Loud Party/Disorderly Conduct Calls  | í í í í í í í í í í í í í .               | 6  |
| 2. Traffic Accidents (Including one PI) | í í í í í í í í í í í í í í ..í í .       | 6  |
| 3. Domestic Violence Calls              | í í í í í í í í í í í í í í í í í ..      | 6  |
| 4. Operating While Intoxicated          | í í í í í í í í í í í í í í í í í ..í í . | 2  |
| 5. Use of Dictaphone (calling in cases) | í í í í í í í í í í í í í í í í í í .     | 12 |

# PROFICIENCY LEVEL REQUIREMENT

(INCIDENT FREQUENCY)

The *Incident Frequency List* is a form used to document the number of times a student has been exposed to particular task. The student is responsible for insuring the Incident Frequency List is maintained properly and kept up to date.

The Field Training Officer shall enter his initials and date in the appropriate space on the Incident Frequency List after the student completes the task. If the Field Training Officer believes the student assisted or performed in a major portion of an investigation with another unit, the Training Officer should place the date and his initials in the appropriate location

- \* Assisted other officers, completed 50% or more of the task
- \* Student performed the task
- \* Student is able to completely explain the task to the FTO.