

Seneca County Sheriff's Office – Court Security Division

Supervised Field Training - - Daily Observation Report

Probationary Officer's Name: Date:

Field Training Officer's Name: Date:

Location of assignment: No. of hours:

RATING INSTRUCTIONS: Field training officers will rate observed behavior using a scale of 1 to 7. A rating of 4 indicates an acceptable level of performance. A rating of 7 indicates a superior level of performance. Written comment may be included for any category, but must be included for performance Levels 1, 2, 6 and 7. N/O must be noted if action(s) are not observed during daily observation period. A written description of any remedial training shall be noted in comments section at end of the Daily Observation Report, including amount of time spent and any additional pertinent information.

RATING REMARKS: NRT = Not responding to training
N/O – Not observed

RATING SCALE:	Poor	Acceptable Level	Excellent
	1 2	3 4 5	6 7

Categories:	N/O	Rating	Remedial	NRT
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Appearance:

General Appearance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acceptance of Feedback	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attitude toward work ethic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Performance:

Knowledge of responsibilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Security Control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Radio Skills	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forms: Accurate/Complete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Weapons Screening:

Metal Detectors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X-Ray Machine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mail Screening	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appropriate procedures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer Safety:

General	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suspects/Prisoners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Interaction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories:	N/O	Rating	Remedial		NRT
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Control of Conflict:

Voice Commands					
Physical Commands					

Field Performance:

Normal Conditions					
Stressful Conditions					
Self-Initiated Activity					

Court Preparation:

Set-up preparation					
Calendar					
Appropriate Procedures					

Public Interaction:

Citizens in General					
Department Members					
Other Public Service Agencies					

Documentation of Performance and Comments:

Probationary Officer's Signature

FTO 's Signature

Supervisor Signature