DAILY OBSERVATION REPORT FORM

OIT'S Name: *(Last, First & ID #)*

FTO's Name: *(Last, First & ID#)*

Phase:

Date:

Ratings Instructions: rate observed behavior with reference to the standardized Evaluation Guidelines and numerically score below. Comment on any behavior you wish, but specific comments are required on ratings of"2" or less, and "6" and above. Check "**NO**" box if not observed. If student fails to respond to training then reference '**NRT**" section of Daily Observation Report - Note Taking Guide. Enter Training Time duration in the "**Time**" box.

	Rating Scale	NO	NRT	Time
Appearance				
1 General Appearance	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Attitude:				
2 Acceptance of Feedback	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
3 Attitude toward Police Work	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Knowledge: Reflected in Field performance				
4 Knowledge of Department Policies and procedures	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
5 Knowledge of Revised Code of Washington	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
5a. Knowledge of Traffic Laws and Procedures	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
6 Knowledge of Sumner municipal Code	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
7 Knowledge of Domestic Violence (DVPA) laws and Procedures	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
8 Knowledge in Basic Case Laws Regarding Detention, Arrest, Search and Seizure	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Performance:				
Driving				
9. Driving Skill: Normal Conditions	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
10 Driving Skill: Moderate and High Stress Conditions	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
11. Orientation/Response Time to Calls	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Reports and Forms:				
12. Routine Forms: Accuracy and Completeness	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
13. Report Writing: appropriate Time Used	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
14. Report Writing: Grammar/Spelling/Neatness	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
15. Report Writing: Organization/Details	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Field Performance/Interviews/Officer Safety/				
16. Field Performance: Non Stress	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
17. Field Performance: Stress Conditions	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
18. Interview/Interrogation Skill	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
19. Investigation Skill	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
20. Problem Solving/Decision Making	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
21. Officer Safety: General	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
22 Officer Safety: Suspects/Susp. Person/Prisoners	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
23. Control of incidents/Persons: Verbal	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
24. Control of Incidents/Person: Physical Skills	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
25. Self initiative and self motivation	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Communications: Radio and others:				
Radio				
26. Radio: Appropriate Use of procedure/codes	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
27. Radio: Listens/Comprehends/Transmissions	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
Relationship and communications				
28. Relationships: Other department personnel	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
29. Relationships: Suspects, Complainants, Witness, Victims	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
30. Relationships: General, Groups other than own	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
31 Ethical behavior and Work Performance	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	
32. General Progress of Student Officer	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐	☐	☐	

Daily Written Documentation:
To Support Field Trainer's Observations and Ratings for the Day

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

Category Numbers	**Documentation:** Enter Category Number/s in the left box; enter the associated Documentation in the right box. The boxes expand automatically to accommodate more text. The TAB key moves the cursor to the next box
Training Topic:	
Calls Taken:	