



# CLEVELAND DIVISION OF POLICE

## END OF PHASE OBSERVATION REPORT



### PART I - ADMINISTRATIVE DATA

(PPO) NAME OF PROBATIONARY POLICE OFFICER (LAST, FIRST, M.I.)		BADGE	SIGNATURE	DATE				
(FTO) NAME OF FIELD TRAINING OFFICER (LAST, FIRST, M.I.)		BADGE	SIGNATURE	DATE				
DISTRICT	SHIFT	Z/C #	V-CLASS	PHASE: (CHECK ONE) <table style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td>PHASE 4 SR CAR</td> <td>PHASE 5 2PO CAR I</td> <td>PHASE 6 2PO CAR II</td> <td>PHASE 7 SHADOW</td> </tr> </table>	PHASE 4 SR CAR	PHASE 5 2PO CAR I	PHASE 6 2PO CAR II	PHASE 7 SHADOW
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### PART II - PHASE OBSERVATIONS

	1	2	3	4	5	6	7	SCORE
<b>CORE VALUES</b>	<input type="checkbox"/> Refuses to Work <input type="checkbox"/> Grooming <input type="checkbox"/> Belligerent <input type="checkbox"/> Not Team-Player <input type="checkbox"/> Sees Career as Job	<input type="checkbox"/> Argumentative <input type="checkbox"/> Dirty <input type="checkbox"/> Arrogant <input type="checkbox"/> Avoids Service <input type="checkbox"/> Antagonistic <input type="checkbox"/> Unprofessional	<input type="checkbox"/> Accepts Criticism <input type="checkbox"/> Grooming Within Regulations <input type="checkbox"/> Courteous <input type="checkbox"/> Follows Chain-of-Command <input type="checkbox"/> Active Interest in Career	<input type="checkbox"/> Applies Criticism in Making Corrections <input type="checkbox"/> Uniform / Equipment Clean <input type="checkbox"/> Friendly <input type="checkbox"/> Empathetic <input type="checkbox"/> Respects FTO/Superiors <input type="checkbox"/> Takes New Responsibility Serious	<input type="checkbox"/> Solicits Criticism to Improve Performance <input type="checkbox"/> Tailored Uniform <input type="checkbox"/> Rapport w/ Public <input type="checkbox"/> Peer Leadr <input type="checkbox"/> Furthers Knowledge Off-Duty	<input type="checkbox"/> Spit-Shined Shoes <input type="checkbox"/> Remains Objective <input type="checkbox"/> Supprtive <input type="checkbox"/> Assists Others <input type="checkbox"/> High Ideals		
<b>PATROL PROCEDURS</b>	<input type="checkbox"/> Improper Search <input type="checkbox"/> Contaminates Evidence <input type="checkbox"/> Cannot Read Map <input type="checkbox"/> Improper Equip Check <input type="checkbox"/> Unsafe Traffic Stop	<input type="checkbox"/> Not Control Suspect <input type="checkbox"/> Loses Evidence <input type="checkbox"/> Becomes Disoriented <input type="checkbox"/> Fails to Bad Order <input type="checkbox"/> Doesn't Notify Radio	<input type="checkbox"/> Proper Search <input type="checkbox"/> Properly Marks/Tags/Enters Evidence <input type="checkbox"/> Aware of Location <input type="checkbox"/> Complete Pre/Post Tour Inspections <input type="checkbox"/> Alerts Partner of Suspects/Contraband	<input type="checkbox"/> Checks Vehicle After Transport <input type="checkbox"/> Establishes Crime Scene <input type="checkbox"/> Good Sense of Direction <input type="checkbox"/> Documents Inspection Results <input type="checkbox"/> Stops Vehicle in Proper Area	<input type="checkbox"/> Completes Pre-Booker <input type="checkbox"/> Utilizes Map Effectively <input type="checkbox"/> Documents Inspection Results	<input type="checkbox"/> Catalogues Arrests <input type="checkbox"/> Uses Field Test Kit <input type="checkbox"/> Memorized Streets <input type="checkbox"/> Cleans Vehicle <input type="checkbox"/> Violator Thanks PO	<input type="checkbox"/> Keeps Arrest Files <input type="checkbox"/> Uses Evidence Tools <input type="checkbox"/> Uses Quickest Route <input type="checkbox"/> Checks Tire PSI <input type="checkbox"/> Assists Into Traffic	
<b>COMMUNCTN</b>	<input type="checkbox"/> Cannot Use Computer <input type="checkbox"/> Uses Incorrect Forms <input type="checkbox"/> Duty Rpt Contains Errors <input type="checkbox"/> Misses Call # <input type="checkbox"/> Omits RMS Report Detail	<input type="checkbox"/> Forget Passwords <input type="checkbox"/> Contains Errors <input type="checkbox"/> Needs Assist <input type="checkbox"/> Asks for Txmsn Repeat <input type="checkbox"/> Poor Spelling	<input type="checkbox"/> Navigates Databases <input type="checkbox"/> Completes Without Assist <input type="checkbox"/> Understands Most Radio Traffic <input type="checkbox"/> Report Contains Required Info	<input type="checkbox"/> Completes Log-On Procedures <input type="checkbox"/> Few (If Any) Errors <input type="checkbox"/> Clear <input type="checkbox"/> Legible	<input type="checkbox"/> Uses MDT <input type="checkbox"/> Completes Form Accurately <input type="checkbox"/> Duty Report Concise <input type="checkbox"/> Concise <input type="checkbox"/> Complete <input type="checkbox"/> Reasonable Completion Time	<input type="checkbox"/> Assists Others <input type="checkbox"/> Detailed Disposition <input type="checkbox"/> Clear Under Stress <input type="checkbox"/> Proofreads Report	<input type="checkbox"/> Troubleshoots Computer <input type="checkbox"/> Highly Accurate <input type="checkbox"/> Always Caught-Up <input type="checkbox"/> Txmsn Thought Out <input type="checkbox"/> Easy to Understand	
<b>PROF KNLDG</b>	<input type="checkbox"/> Cant Recall Case Law When Prompted <input type="checkbox"/> Cant Recall Common Criminal Codes <input type="checkbox"/> Cant Find GPO's	<input type="checkbox"/> Unaware of Policy	<input type="checkbox"/> Applies Case Law to Search & Seizure <input type="checkbox"/> Recognizes Common Codes <input type="checkbox"/> Knows Essential GPO's	<input type="checkbox"/> Applies Case Law to Arrest <input type="checkbox"/> Easily Locates Codes In ORC/MC Book <input type="checkbox"/> Easily Locates GPO	<input type="checkbox"/> Knows Essential Policy	<input type="checkbox"/> Self-Initiates Further Education of Case Law <input type="checkbox"/> Reviews Codes Daily <input type="checkbox"/> Reviews GPO's Daily	<input type="checkbox"/> Memorized Codes <input type="checkbox"/> Memorized GPO's	
<b>TACTICS</b>	<input type="checkbox"/> Enters Building Alone <input type="checkbox"/> Physically Weak <input type="checkbox"/> Involved in MVA <input type="checkbox"/> Tired <input type="checkbox"/> Poor Officer Safety <input type="checkbox"/> Cuffs In Front <input type="checkbox"/> Misses Weapons or Drugs During Search	<input type="checkbox"/> Muzzles Partner <input type="checkbox"/> Too Little/Much Force <input type="checkbox"/> Loses Control <input type="checkbox"/> Loses Focus <input type="checkbox"/> Distracted <input type="checkbox"/> Ignores Procedures <input type="checkbox"/> Cuffs Too Tight / Loose	<input type="checkbox"/> Notifies Radio of Building Search <input type="checkbox"/> Maintains Control <input type="checkbox"/> Maintains Control During Emergency Driving <input type="checkbox"/> Displays Mental Preparedness <input type="checkbox"/> Assesses Situation Accurately <input type="checkbox"/> Dbl Locks Cuffs <input type="checkbox"/> Proper Search Techniques	<input type="checkbox"/> Maintains Visual w/ Partner <input type="checkbox"/> Properly Uses Techniques <input type="checkbox"/> Reacts Properly <input type="checkbox"/> Well Rested <input type="checkbox"/> Follows Accepted Safe Procedures <input type="checkbox"/> Applies Cuffs Properly <input type="checkbox"/> Controls Suspect During Search	<input type="checkbox"/> Patient <input type="checkbox"/> Notifies Boss of UOF <input type="checkbox"/> Eager to Engage in Duty <input type="checkbox"/> Follows Accepted Safe Procedures <input type="checkbox"/> Cuffs Suspect Behind Back	<input type="checkbox"/> Uses Non-Stand Equip (Mirror, Rope, Etc) <input type="checkbox"/> Voice Controls <input type="checkbox"/> Abnormal Skills <input type="checkbox"/> Anticipates Actions of Others <input type="checkbox"/> Always Works Safely <input type="checkbox"/> Carries Spare Cuff/Key <input type="checkbox"/> Wears Protective Gloves	<input type="checkbox"/> Controlled Under Stress <input type="checkbox"/> Relaxed During Stress <input type="checkbox"/> Motivated <input type="checkbox"/> Foresees Problems <input type="checkbox"/> Key Hole "UP" <input type="checkbox"/> Systematic	



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(FTO) NAME OF FIELD TRAINING OFFICER (LAST, FIRST, M.I.)	BADGE	PHASE: (CHECK ONE) <table style="display: inline-table; vertical-align: middle; margin-left: 20px;"> <tr> <td style="padding: 0 10px;">PHASE 4 SR CAR</td> <td style="padding: 0 10px;">PHASE 5 2PO CAR I</td> <td style="padding: 0 10px;">PHASE 6 2PO CAR II</td> <td style="padding: 0 10px;">PHASE 7 SHADOW</td> </tr> </table>			PHASE 4 SR CAR	PHASE 5 2PO CAR I	PHASE 6 2PO CAR II	PHASE 7 SHADOW
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### PART III - PHASE EVALUATION

**CIRCLE THE PERCENTAGE OF WORK ACCOMPLISHED WITHOUT ASSISTANCE**

10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<i>Relies Heavily on FTO for Guidance</i>		←————→						<i>Works Independently of FTO</i>	
<b>PHASE COMPLETED</b> →	<b>PHASE IV - SR CAR</b> <i>Minimum / Actual Scores</i>		<b>PHASE V - 2 PO CAR I</b> <i>Minimum / Actual Scores</i>		<b>PHASE VI - 2 PO CAR II</b> <i>Minimum / Actual Scores</i>		<b>PHASE VII - FINAL EVALUATION</b> <i>Minimum / Actual Scores</i>		
<b>% of Work Without Assistance</b>	30% / _____%		60% / _____%		80% / _____%		100% / _____%		
<b>Core Values Score</b>	3 / _____		4 / _____		4 / _____		5 / _____		
<b>Patrol Procedures Score</b>	2 / _____		3 / _____		4 / _____		5 / _____		
<b>Communication Score</b>	2 / _____		3 / _____		4 / _____		5 / _____		
<b>Professional Knowledge Score</b>	2 / _____		3 / _____		3 / _____		4 / _____		
<b>Tactics Score</b>	3 / _____		4 / _____		5 / _____		5 / _____		

<p style="text-align: center;"><b>FIELD TRAINING OFFICER (FTO) REVIEW</b></p> <p>The Probationary Officer <i>EXCEEDED</i> expectations in the following areas:</p>  <p>The Probationary Officer <i>DID NOT MEET</i> expectations in the following areas:</p>  <p><i>FTO Recommendation</i></p> <p><input type="checkbox"/> I Recommend Advancing the Probationary Officer to the Next Phase</p> <p><input type="checkbox"/> I Recommend Additional Training in the Current Phase</p> <p>FTO Name / Badge</p>	<p style="text-align: center;"><b>SUPERVISOR TRAINING OFFICER (STO) REVIEW</b></p> <p><i>STO Recommendation</i></p> <p><input type="checkbox"/> I Recommend Advancing the Probationary Officer to the Next Phase</p> <p><input type="checkbox"/> I Recommend Additional Training in the Current Phase</p> <p><i>STO Comment(s):</i></p> <p>STO Name / Badge</p> <p>STO Signature / Date</p> <p style="text-align: center;"><b>FIELD TRAINING COORDINATOR ENDORSEMENT</b></p> <p><input type="checkbox"/> Probationary Officer is Passed to Phase _____</p> <p><input type="checkbox"/> Probationary Officer is Retained in Current Phase for _____ Days</p> <p><input type="checkbox"/> Probationary Officer is Re-Assigned to the Academy for Further Training</p> <p><input type="checkbox"/> Termination is Recommended for Probationary Officer</p> <p><input type="checkbox"/> Other _____</p> <p>FTC Signature/Badge/Date</p> <p>Commander BSS/Signature/Date</p>
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