



# CLEVELAND DIVISION OF POLICE



## RETURN TO DUTY PROGRAM OBSERVATION REPORT

### PART I - ADMINISTRATIVE DATA

NAME OF RTDP PARTICIPANT (LAST, FIRST, M.I.)		BADGE	SIGNATURE		DATE
(FTO) NAME OF FIELD TRAINING OFFICER (LAST, FIRST, M.I.)		BADGE	SIGNATURE		DATE
DISTRICT	SHIFT	Z/C or UNIT #	V-CLASS	PERIOD COVERED:	FROM THRU

### PART II - DAILY OBSERVATIONS

Complete a rating for each of the skill areas. When providing comments, indicate the number of the skill and then the comment(s)

E = Exceeds Expectations      M = Meets Expectations      N = Needs Improvement      U = Unobserved

Task	Date →	M:				T:				W:				Th:				F:				Sa:				Su:			
		E	M	N	U	E	M	N	U	E	M	N	U	E	M	N	U	E	M	N	U	E	M	N	U	E	M	N	U
		GENERAL	1	Acceptance of Constructive Criticism																									
2	Appearance & Personal Equipment																												
3	Building Searches																												
4	Control of Conflict: Use of Force																												
5	Control of Conflict: Verbal De-Escalation																												
6	Customer Service																												
7	Divisional Forms																												
8	Interaction with Police Personnel																												
9	Knowledge of GPO's & Policies																												
10	Mental Preparedness																												
11	Reports On-Time																												
12	Situational Assessment																												
13	Suspect Control / Cuffing																												
14	Work Ethic																												
DET. ONLY	15	Case Law & Legal Knowledge																											
	16	Case Preparation																											
SUPERVISOR ONLY	17	Case Law & Legal Knowledge																											
	18	Investigative Packets																											
	19	Knowledge of Municipal Codes																											
	20	Knowledge of ORC																											



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NAME OF RTDP PARTICIPANT (LAST, FIRST, M.I.)	BADGE	SIGNATURE	DATE
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### PART III - REVIEW & CORRECTIVE ACTION

<i>FIELD TRAINING OFFICER (FTO) REVIEW</i>	<i>SUPERVISOR TRAINING OFFICER (STO) REVIEW</i>				
Identify areas that <b>EXCEED EXPECTATIONS</b> (provide examples by task number & date)	Comments:				
Identify areas that <b>DO NOT MEET EXPECTATIONS</b> (provide examples by task number & date)	Identify any RE-TRAINING provided or recommended:				
Identify areas where <b>RETRAINING MAY BE NEEDED</b> (provide examples by task number & date and the type of retraining you feel is appropriate)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">STO Name / Badge</td> <td style="width: 50%;">STO Signature / Date</td> </tr> <tr> <td colspan="2" style="text-align: center;">RTDP Coordinator Signature/Date</td> </tr> </table>	STO Name / Badge	STO Signature / Date	RTDP Coordinator Signature/Date	
STO Name / Badge	STO Signature / Date				
RTDP Coordinator Signature/Date					

### PART IV - END OF RETURN TO DUTY PROGRAM SUMMARY

*THIS SECTION TO BE COMPLETED ONLY AT THE END OF THE RTD ASSIGNMENT*

<i>FIELD TRAINING OFFICER (FTO) REVIEW</i>	<i>SUPERVISOR TRAINING OFFICER (STO) REVIEW</i>				
FTO Comment(s):	STO Comment(s):				
FTO Recommendation <input type="checkbox"/> I Recommend Completion of the RTDP <input type="checkbox"/> I Recommend Addittional Training in the RTDP	STO Recommendation <input type="checkbox"/> I Recommend Completion of the RTDP <input type="checkbox"/> I Recommend Addittional Training in the RTDP				
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FTO Name / Badge	FTO Signature / Date				
STO Name / Badge	STO Signature / Date				
<i>COMMANDER'S ENDORSEMENT</i>	<i>RTDP Coordinator Review</i>				
Signature / Date	Signature / Date				