

# SHERIDAN POLICE DEPARTMENT DAILY OBSERVATION REPORT



| Date:    | Shift:<br>Phase: | Total Hours Worked: |  |  |  |  |
|----------|------------------|---------------------|--|--|--|--|
| Trainee: | FTO:             | DOR:                |  |  |  |  |

A rating of 3 is the minimum acceptable score within each category to meet the standard for solo communication officers. Ratings of either 1 or 5 require an accompanying Narrative Evaluation (bottom of form). Check N/O if behavior is Not Observed or NRT if trainee is Not Responding to Training. Enter Remedial Training Minutes (R/T MIN) as minutes only (e.g., 1 hr, 30 min = 90 min). A completed and signed Narrative Evaluation must be attached.

#### APPEARANCE

|   | CATEGORY           | 1 | 2 | 3 | 4 | 5 | NO | NAR | NRT | REM | TIME |
|---|--------------------|---|---|---|---|---|----|-----|-----|-----|------|
| 1 | GENERAL APPEARANCE |   |   |   |   |   |    |     |     |     |      |

### **ATTITUDE / RELATIONSHIPS**

|    | CATEGORY  | 1 | 2 | 3 | 4 | 5 | NO | NAR | NRT | REM | TIME |
|----|---|---|---|---|---|---|----|-----|-----|-----|------|
| 2  | ATTITUDE & ACCEPTANCE OF FEEDBACK                       |   |   |   |   |   |    |     |     |     |      |
| 3. | PROFESSIONAL COMMUNICATIONS WITH<br>DEPARTMENT MEMBERS. |   |   |   |   |   |    |     |     |     |      |
| 4. | PROFESSIONAL COMMUNICATIONS WITH<br>CITIZENS.           |   |   |   |   |   |    |     |     |     |      |

### KNOWLEDGE

|    | CATEGORY                    | 1 | 2 | 3 | 4 | 5 | NO | NAR | NRT | REM | TIME |
|----|-----------------------------|---|---|---|---|---|----|-----|-----|-----|------|
| 5. | SPD POLICIES AND PROCEDURES |   |   |   |   |   |    |     |     |     |      |
| 6. | STATE AND MUNICIPAL LAWS    |   |   |   |   |   |    |     |     |     |      |
| 7. | GEOGRAPHY                   |   |   |   |   |   |    |     |     |     |      |
| 8. | SPD SYSTEMS                 |   |   |   |   |   |    |     |     |     |      |
| 9. | UNALLOCATED TIME MANAGEMENT |   |   |   |   |   |    |     |     |     |      |

## SKILLS

|     | CATEGORY                      | 1 | 2 | 3 | 4 | 5 | NO | NAR | NRT | REM | TIME |
|-----|-------------------------------|---|---|---|---|---|----|-----|-----|-----|------|
| 10. | RADIO COMMUNICATIONS          |   |   |   |   |   |    |     |     |     |      |
| 11. | VEHICLE OPERATIONS            |   |   |   |   |   |    |     |     |     |      |
| 12. | INVESTIGATIONS AND INTERVIEWS |   |   |   |   |   |    |     |     |     |      |
| 13. | USE OF FORCE / OFFICER SAFETY |   |   |   |   |   |    |     |     |     |      |
| 14. | EQUIPMENT / USE & MAINTENANCE |   |   |   |   |   |    |     |     |     |      |
| 15. | REPORT WRITING                |   |   |   |   |   |    |     |     |     |      |

| THE MOST ACCEPTABLE AREA OF PERFORMANCE WAS IN CATEGORY NUMBER<br>A specific incident which demonstrates today's performance in this area is: ( <i>Mandatory Area</i> ) |   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
|   |   |  |  |  |  |  |  |  |
| THE LEAS<br>NUMBER  | T ACCEPTABLE AREA OF PERFORMANCE TODAY WAS IN CATEGORY  |  |  |  |  |  |  |  |
| -   | cident which demonstrates today's performance in this area is: (Mandatory on shifts agg grade is earned. Leave blank on shifts when all ratings are passing.) |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |
|   | <b>CALCENTION OF PERFORMANCE AND COMMENTS</b><br>cumentation is required for ratings of 1, 2, 6, 7, REM, and NRT.   |  |  |  |  |  |  |  |
| CATEGORY#   | NARRATIVE/COMMENTS  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |
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|   |   |  |  |  |  |  |  |  |

Trainee Signature/Date

FTO Signature/Date