

CHAPTER 6
THE DAILY OBSERVATION REPORT
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CHAPTER 6

THE DAILY OBSERVATION REPORT

1. PURPOSE. The purpose of this chapter is to provide instructions and guidelines which shall be adhered to when completing a CHP 115A, Daily Observation Report. All Field Training Officers (FTO) assigned to trainees will be responsible for understanding the requirements established in this chapter and adhering to the standards found herein.

2. INSTRUCTION.
 - a. The CHP 115A is available electronically to all FTOs via the CHP Intranet site under the Forms tab.

 - b. Enter the name (last, first, middle initial) and ID number of the trainee, the FTO, and the Field Training and Evaluation Program (FTEP) coordinator.

 - c. Enter the location code, date, shift start time, and shift end time utilizing military time. End of shift overtime is not included in training hours. Check the box which corresponds to the training phase or extension (i.e., Phase I, II, III, or IV; Extension I or II). Always ensure every box is filled in accurately.

 - d. In the box titled "DOR Number," enter the number (numbered consecutively) which corresponds to the appropriate training day. When determining the next consecutive number to assign, count only prior days in that phase or extension period for which a CHP 115A was completed.

 - e. All trainees shall complete an orientation at some point in Phase I, II, or III in their respective communications center. When a trainee completes this orientation, it shall be entered on page 2 of the CHP 115A in the "General/Noteworthy events" area. Additionally, the proper notation shall be made on the CHP 115C, End of Phase Report.

 - f. If a trainee resigns or is rejected during probation, the resignation or termination date shall be entered on page 2 of the CHP 115A in the General/Noteworthy events area. For further information regarding resignations and rejections during probation, refer to Chapter 5, Trainee Termination, of this manual.

 - g. The lower portion of page 1 of the CHP 115A contains the 37 performance categories utilized by the FTO to evaluate trainees. Trainees are rated using a seven-point rating system. Utilizing the "Rating Guidelines" (Annex A), the FTO selects a numeric rating (1 through 7) for each of the 37 categories in which the

trainee was observed. If any of the 37 performance categories are not observed during a shift, "Not Observed" shall be checked. A numeric rating of "0" will automatically appear in the far-left column of the CHP 115A, adjacent to the category. Otherwise, check the appropriate box corresponding to each performance category's numeric rating in the "Rating Scale." When properly completed, every box in the "Rating Scale" column should have a numeric entry. The only exception is when the "Limbo Day" box is checked. No entries are made in the Rating Scale column for limbo days.

(1) During an extension training phase, only the categories which were identified in the CHP 115G, Written Extension Training Plan, should be rated. Should a trainee digress in a performance category previously rated acceptable or higher, it should be documented in the "General/Noteworthy events" section on page 2.

h. If the FTO determines a trainee is not responding to training in a particular category, the box in the "Not Responding To Training" column is checked. Whenever "Not Responding To Training" is checked, the FTO shall document the problem on page 2 of the CHP 115A in the General/Noteworthy events section and shall make notification to the Area FTEP coordinator.

i. When remedial training exceeds 15 minutes for any of the 37 categories, the total number of minutes spent on remediation shall be entered in the "Remedial Training Time" column. If the remedial training lasts 15 minutes or less, an "R" shall be entered in the "Remedial Training Time" column.

j. When an FTO provides a rating of a 1 or a 7, the "Documented Situation" box shall be checked. The related event and justification for the rating shall be documented in the narrative section on page 3.

3. NARRATIVE.

a. Page 2 of the CHP 115A is used to document the FTO's narrative evaluations on specific ratings and entries. The Narrative section provides a comprehensive evaluation of the trainee and is very useful to the FTO when preparing the CHP 115C. When completing the Narrative section, FTOs should remember several key factors: narratives should always be clear, concise, complete, and accurate. Using quotes is often a clearer method for reporting what was said. An FTO should report **only the facts**, avoiding personal conclusions. In addition, the FTO shall focus on performance and discuss the act, not the person.

b. The FTO selects the performance category where the single most acceptable performance occurred. Enter the category number in the space provided. In the text box provided, reference specific verbiage provided in the "Rating Guidelines"

to substantiate the rating given to the trainee. The FTO will provide a description of the specific incident(s) which demonstrates the most acceptable performance category.

c. The FTO selects the performance category where the single least acceptable performance occurred. Enter the category number in the space provided. In the text box provided, reference specific verbiage in the "Rating Guidelines" to substantiate the rating given to the trainee. The FTO will provide a description of the specific incident(s) demonstrating the least acceptable performance category. The FTO shall document the remedial training utilized to correct the deficiency. If the remedial training will take place at a later time, the FTO shall document when the remedial training will take place and document the remedial training on the appropriate CHP 115A.

d. The "General/Noteworthy events" section shall be used to describe significant incidents that occurred during the shift and to document other relevant or required training observations, as well as remedial training efforts.

e. Any DOR rating of 1 or 7 shall be documented on page 3. The FTO will identify the event and enter the applicable category number(s) to reference their comments. The FTO shall explain how the rating was determined and document any additional or remedial training efforts to correct identified deficiencies.

4. JOURNALING. Journaling has a lasting effect on the adult learning process. Journaling allows the trainee to record their observations, opinions, and insights on the events that transpired during their training day, which in turn allows them to reflect on their growth as new officers. Page 4 of the CHP 115A shall be completed by the trainee at the completion of each training day. Written thoughts recorded on page 4 are not necessarily to be critiqued by the FTO or the Area FTEP coordinator.

a. Page 4 of the CHP 115A shall be completed by the trainee at the conclusion of their training day. It is to be filled out **after** the FTO and the trainee have discussed the ratings for that training day. Both the FTO and the trainee shall initial the bottom of each page, in the space provided, as they discuss each page. When completing the narrative sections, trainees should remember to be clear, concise, complete, and accurate.

b. In the first and second sections, the trainee will explain the daily briefing scenario put forth during the Solid, Realistic, Ongoing, Verifiable Training, and how that knowledge can be applied in the field. This will ensure the trainee takes time to internalize the training scenario and learn from it.

c. In the third and fourth sections, the trainee will have an opportunity to grade their own performance for the day. The trainee shall identify a strength and a

weakness for the day. Also, the trainee should pick a performance category that corresponds to the ratings categories found on page 1 of the CHP 115A. This will give the trainee the occasion to examine events that took place and how they responded utilizing the knowledge, skills, and abilities acquired to date.

d. The final section is “General comments” in which the trainee can record any additional thoughts or observations they have regarding the training day.

5. SIGNATURES. After a CHP 115A has been completed, the trainee, the FTO, and the Area FTEP coordinator sign, date, and enter their ID number on page 4. If the FTO or the trainee is unable to sign the CHP 115A at the end of the work shift, the reason should be documented in the “General/Noteworthy events” section on page 2, and both the FTO and the trainee should initial next to the comment.

a. If the trainee refuses to sign the CHP 115A, the FTEP coordinator shall note “refused to sign” in the signature block and the FTO will document the refusal in the “General/Noteworthy events” section on page 2.

6. RATING GUIDELINES. Annex A provides Rating Guidelines which shall be used to match the trainee’s daily performance with the appropriate 1 through 7 rating for each of the 37 performance categories. These guidelines describe performance and behaviors that are characteristic of the 1, Unacceptable; 4, Acceptable; and 7, Superior rating levels for each category. For example, a trainee whose performance is representative of behaviors described under the level 7 performance would be assigned a rating of 7. A rating of 2 or 3 will be assigned to trainees who exhibit behavior that is better than 1, but poorer than 4. The same strategy shall apply for the rating of 5.

a. Strict adherence to the Rating Guidelines found in Annex A ensures evaluations are fair and objective, as well as maintains standardization of the FTEP and rating consistency throughout the Department.

ANNEX A

RATING GUIDELINES

The Rating Guidelines are utilized in the completion of the CHP 115A, Daily Observation Report, and are described herein according to each specific performance category and corresponding rating scale. The “Performance Category” section on the CHP 115A is comprised of five main categories: Professional Orientation, Appearance, Relationships, Performance, and Knowledge. The 1, 4, and 7 scale value definitions shall be utilized when rating a trainee’s behavior in each of the performance categories.

Strict adherence to the Rating Guidelines ensures evaluations are fair and objective, as well as maintains standardization of the Field Training and Evaluation Program and rating consistency throughout the Department.

PROFESSIONAL ORIENTATION (Numbers 1 through 4)

1. Acceptance of Feedback–Field Training and Evaluation Program. This category evaluates the way in which the trainee accepts criticism and how the trainee uses the feedback to improve performance and further learning.
 - a. A rating of 1 would indicate the trainee’s performance is unacceptable. The trainee rationalizes mistakes, denies that errors were made, and/or is argumentative. The trainee refuses to, or does not attempt to, make corrections. The trainee considers criticism a personal attack.
 - b. A rating of 4 would indicate the trainee’s performance is acceptable. The trainee accepts criticism in a positive manner and applies it to improve performance and further learning.
 - c. A rating of 7 would indicate the trainee’s performance is superior. The trainee actively solicits criticism/feedback in order to learn more and improve performance. The trainee does not argue or blame other persons/things for errors.

2. Attitude Toward Law Enforcement. This category evaluates the trainee in terms of personal motivation, goals, and self-acceptance of the job’s responsibilities.
 - a. A rating of 1 would indicate the trainee’s performance is unacceptable. The trainee sees the position as a job versus a career. The trainee uses the job as an ego boost, abuses authority, and/or demonstrates little dedication to the principles of

the profession. The trainee is disinterested and/or lacks motivation. The trainee does not attempt to improve their performance.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee demonstrates an active interest in their new career and the responsibilities that come with it. The trainee exhibits a desire to complete Field Training and become a productive member of the Department.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee utilizes off-duty time to enhance professional knowledge. The trainee actively solicits assistance from others to increase knowledge and improve skills. The trainee demonstrates concern for the fair and equitable enforcement of the law, and maintains high ideals in terms of professional responsibilities.

3. Integrity/Character. This category evaluates the manner in which the trainee understands, accepts, and demonstrates their integrity and character.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee accepts and employs a standard of mediocrity. The trainee has no sense of accountability and/or responsibility to the Department or community.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee demonstrates the ability to build/maintain public trust through honesty, community awareness, and professionalism. The trainee is able to resolve ethical situations through prior planning and decision-making.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently demonstrates a high degree of internal strength, courage, and character. The trainee exemplifies responsibility of service and enhances public trust.

4. Leadership. This category evaluates the trainee's ability to exercise influence among people utilizing ethical values and goals for an intended change.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee does not demonstrate strength of character by appropriate use of command presence. The trainee does not prevent/reduce conflict and fails to show empathy.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee understands the difference between influence and authority, and provides an expected level of competency to the community through effective collaboration, communication/mediation, and compassion.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee will not rationalize to compromise integrity. The trainee has the courage to be flexible and employ discretion. The trainee consistently demonstrates trust, respect, and genuineness.

APPEARANCE (Number 5)

5. General Appearance. This category evaluates physical appearance, dress, demeanor, and equipment.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to present a professional image. The trainee's uniform fits poorly or is improperly worn or wrinkled. The trainee's hair is not groomed and/or is in violation of Department regulation. The trainee has dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. The trainee has offensive body odor and/or breath.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee's uniform fits, is neat and clean, and is properly worn. The trainee's weapon, leather, and equipment are clean and operative. The trainee's hair is within regulations and their shoes and brass are shined.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee's uniform is neat, clean, and tailored. Leather gear is shined, shoes are polished, and the trainee displays excellent command presence.

RELATIONSHIPS (Numbers 6 through 9)

6. Relationships with the Public/Community. This category evaluates the trainee's ability to interact with people (including suspects) and diverse members of the community in an appropriate and efficient manner.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee is abrupt, belligerent, demanding, overbearing, arrogant, or uncommunicative. The trainee overlooks or avoids "service" aspects of the job, is inaccessible to the public, introverted, overly sympathetic, ineffective, prejudicial, or biased. The trainee fails to explain actions to members of the public, does not follow up on requests from members of the public, and/or has poor nonverbal skills. The trainee's communications are confusing to the public.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee is courteous, friendly, and empathetic to peoples' perceptions of problems. The trainee communicates in a professional, unbiased manner. The trainee fully

explains police actions to public contacts and follows up on public inquiries and requests. The trainee is service oriented, contacts the public in nonenforcement situations, and possesses good nonverbal skills. The trainee communicates well when interacting with the public. The trainee understands and embraces the principles of the Public Trust Initiative: Individual Evaluation, Respect and Dignity, and a Unified Vision.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee is very much at ease with public and suspect contacts. The trainee effectively manages time to allow increased community contact. The trainee quickly establishes rapport and leaves people with the feeling the officer is interested in serving them. The trainee is objective in all contacts and possesses excellent nonverbal skills. The trainee routinely exhibits strong communication skills when interacting with the public.

7. Relationship with Other Department Members. This category evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee patronizes their Field Training Officer (FTO), superiors, or peers, or is antagonistic towards them. The trainee gossips, is insubordinate, argumentative, and/or sarcastic. The trainee resists instruction, considers themselves superior, and belittles others. The trainee is not a "team player," and relies on others to carry the trainee's share of the work.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee adheres to the chain of command and accepts their role in the organization. The trainee establishes good relationships with their FTO, superiors, and peers and is accepted as a member of the group. The trainee demonstrates a teamwork attitude.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee is at ease when contacting all members of the organization while displaying proper consideration for their position. The trainee understands their superiors' responsibilities and respects their position. The trainee is a peer group leader and actively assists others.

8. Community Engagement. This category evaluates the manner in which the trainee relates to members of the community while performing normal duties. This category deals with the trainee's efforts in community-oriented policing and community problem solving.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee has little or no understanding of the importance of public relations and community organizing to the Department. The trainee does not know the resources available to the Department and the community for problem solving. The trainee does not interact well with members of the community while performing normal duties.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee has a basic understanding of the importance of public relations and community organizing to the Department. The trainee has basic knowledge of the primary resources available to the Department and the community for problem solving. The trainee interacts well with members of the community while performing normal duties.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee has a strong understanding of the importance of public relations and community organizing to the Department. The trainee takes personal ownership by actively participating in community events. The trainee knows most resources available to the Department and the community for problem solving and actively ensures this knowledge is up to date. The trainee interacts well with members of the community and promotes the Department while performing normal duties.

9. Allied Agencies and/or Support Services. This category evaluates the manner in which the trainee interacts with members of allied agencies or other support services (e.g., fire departments, emergency medical services, tow operators).

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee displays poor interpersonal and/or communication skills. The trainee is condescending and/or demeaning toward support personnel. The trainee fails to assume a leadership role or becomes confrontational. The trainee is disruptive, unprofessional, and lacks poise.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee demonstrates average interpersonal skills and communicates adequately. The trainee is able to eliminate potentially conflicting situations. The trainee provides leadership, maintains self-control, and conducts themselves in a professional manner.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee is effective and completely at ease during all contacts. The trainee communicates very well, quickly assumes a leadership role, and establishes rapport with confidence. The trainee maintains an air of professionalism and sense of poise.

PERFORMANCE (Numbers 10 through 33)

10. Driving Skill: Routine Conditions. This category evaluates the trainee's skills in the operation of departmental vehicles under normal and routine driving conditions.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee frequently violates traffic laws. The trainee is involved in chargeable accidents. The trainee maintains a low visual horizon, fails to allow a safety cushion, and/or does not practice defensive driving techniques. The trainee fails to maintain control of the vehicle or displays poor manipulative skills in vehicle operation. The trainee drives too fast or too slow for existing conditions.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee obeys traffic laws when appropriate. The trainee maintains an adequate safety cushion and visual horizon. The trainee maintains control of the vehicle while operating equipment, drives defensively, and is alert to activity outside of the vehicle.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee sets an example for lawful, courteous driving. The trainee consistently maintains a high visual horizon and safety cushion, and is consistently alert to surrounding activity. The trainee maintains complete control of the vehicle while operating the radio and equipment. The trainee consistently demonstrates Situational-Appropriate, Focused, and Educated driving concepts. The trainee is a superior defensive driver.

11. Driving Skill: Moderate/High-Stress and Emergency Conditions. This category evaluates the trainee's skills in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skills.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee is involved in preventable accident(s). The trainee uses red lights and siren unnecessarily or improperly. The trainee drives too fast or too slow for conditions/situations. The trainee loses control of the vehicle.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee maintains control of the vehicle and evaluates driving conditions/situations properly. The trainee minimally disrupts traffic and utilizes proper speed enforcement techniques safely and effectively. The trainee practices defensive driving techniques and utilizes emergency lights and siren in a highly effective manner. The trainee adheres to departmental policies and procedures regarding Code 3 pursuit enforcement driving.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee displays a high degree of reflex ability and driving competence. The trainee

anticipates driving situations in advance and acts accordingly. The trainee responds well relative to the degree of stress present.

12. Orientation/Response Time: Use of Maps. This category evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destinations within an acceptable amount of time.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee is unaware of their location while on patrol, does not properly use maps, or is unable to relate location to destination. The trainee gets lost and/or spends too much time getting to destination.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee is aware of location while on patrol. The trainee properly uses maps and can relate location to destination. The trainee arrives within a reasonable amount of time using the most practical route to reach destination.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee remembers locations from previous visits and seldom needs maps. The trainee is aware of shortcuts and utilizes them to save time. The trainee possesses a high level of orientation to the beat and the community.

13. Routine Forms: Accuracy/Completeness. This category evaluates the trainee's ability to properly utilize departmental forms.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee consistently submits unacceptable forms which require major revisions. The trainee is unaware a form must be completed and/or is unable to complete the proper form for the given situation. The trainee's forms are incomplete, illegible, inaccurate, or improperly used.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee submits forms requiring minor or no revisions. The trainee has knowledge of commonly used forms, consistently makes accurate form selection, and understands their use. The trainee completes forms with accuracy and thoroughness.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently completes detailed forms without assistance. The trainee displays a high degree of accuracy, thoroughness, legibility, and neatness in form completion.

14. Report Writing: Organization/Details. This category evaluates the trainee's ability to organize reports, supply the necessary details for a good report, and obtain all necessary information from reporting persons and/or witnesses.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to elicit necessary information. The trainee is unable to organize information in a logical manner and translate it to a written format. The trainee omits pertinent details in the report. The trainee's report is inaccurate and/or incomplete.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee elicits most information, completes reports, and organizes information in a logical manner. The trainee's reports contain the required information and details. Minor revisions may be necessary to ensure proper interpretation.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee's reports are complete and detailed accounts of events, and include all relevant information. They are written and organized so that any reader understands what transpired.

15. Report Writing: Grammar/Spelling/Neatness. This category evaluates the trainee's ability to use proper grammar, spell correctly, and prepare reports that are neat and legible.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee's reports are illegible or contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Due to the grammar and spelling, the trainee's reports are confusing and not easily understood by the reader.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee's reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. The trainee's reports are neat and clean in appearance.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee's reports are very neat and legible. The trainee's reports contain no spelling or grammatical errors. The trainee's reports are thorough, complete, and easily understood by the reader.

16. Report Writing: Appropriate Time Used. This category evaluates the trainee's ability to complete a report in an appropriate amount of time.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee requires an excessive amount of time to complete a report.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee completes reports within a reasonable amount of time.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee completes complex reports very quickly and efficiently without assistance from the FTO.

17. Field Performance: Non-stressful Conditions. This category evaluates the trainee's ability to perform routine, nonstress law enforcement activities.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee becomes confused and disoriented when confronted with routine, nonstressful tasks. The trainee does not or cannot complete tasks. The trainee is unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee properly assesses aspects of routine situations, determines the appropriate response, and subsequently takes action.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee properly assesses aspects of routine situations, including the more unusual and/or complex issues. The trainee quickly ascertains the appropriate response and takes immediate action.

18. Field Performance: Stressful Conditions. This category evaluates the trainee's ability to perform under moderate to high stress conditions.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee becomes emotional, panic-stricken, and/or unable to function. The trainee holds back, loses their temper, or displays cowardice. The trainee overreacts or underreacts. The trainee acts in an unsafe or ineffective manner.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee remains calm and maintains self-control in most situations. The trainee determines the proper course of action and takes it. The trainee controls a situation and does not allow a situation to further deteriorate.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee remains calm and maintains self-control even in the most extreme situations. The

trainee quickly restores control of the situation and takes command. The trainee determines the best course of action and takes it. The trainee handles situations efficiently and effectively.

19. Investigative Skills. This category evaluates the trainee's ability to conduct a proper investigation.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee does not conduct a basic investigation or conducts the investigation improperly. The trainee is unable to accurately identify the offense(s) committed. The trainee fails to discern readily available evidence, and makes frequent mistakes when identifying, collecting, or submitting evidence and/or does not connect evidence with a suspect when apparent. The trainee does not protect the crime scene and/or fails to identify and follow up on obvious investigative leads.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee follows proper investigatory procedures in routine cases. The trainee is generally accurate in identifying the nature of offense(s) committed. The trainee collects, tags, logs, and submits evidence properly and connects evidence with a suspect when apparent.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee always follows proper investigatory procedures and is always accurate in identifying the nature of the offense(s) committed. The trainee always collects, tags, logs, and submits evidence properly. The trainee connects evidence with a suspect even when not apparent.

20. Interview/Interrogation Skills. This category evaluates the trainee's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed or interrogated, and to follow proper and lawful procedure.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to use proper questioning techniques. The trainee does not elicit and/or record available information. The trainee does not establish appropriate rapport with the subject and/or does not control the interrogation of the suspect. The trainee fails to give Miranda admonishment when required. The trainee fails to elicit enough information to determine what is occurring. The trainee fails to identify the individuals contacted during the course of the investigation.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee uses proper questioning techniques. The trainee elicits available information and records the same. The trainee establishes proper rapport with the

victims/witnesses, controls the interrogation of suspects, and properly conducts the Miranda admonishment.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee always uses proper investigative questioning techniques. The trainee establishes rapport with all victims/witnesses, controls the interrogation of even the most difficult suspects, and conducts successful interrogations of suspects. The trainee fully understands the legalities associated with the Miranda admonishment and administers the admonishment appropriately.

21. Self-Initiated Field Activity. This category evaluates the trainee's desire and ability to observe and initiate enforcement activity.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to observe or avoids suspicious activity. The trainee fails to seek out primary collision factor violations or provide service to the public. The trainee does not investigate possible criminal situations. The trainee rationalizes suspicious circumstances.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee recognizes and identifies enforcement-related activities and initiates the appropriate investigation. The trainee develops cases from observed activity. The trainee displays inquisitiveness.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee seldom misses observable enforcement-related activity. The trainee maintains information provided at briefings and utilizes the information as "probable cause" to initiate enforcement activity. The trainee is service-oriented and makes quality contacts and/or arrests from observed activity.

22. Officer Safety: General. This category evaluates the trainee's ability to perform police tasks without injuring themselves or others and without exposing themselves or others to unreasonable danger or risk.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to follow acceptable safety procedures and/or fails to exercise officer safety, including, but not limited to:

(1) Exposes weapons to suspect (handgun, Rapid Containment Baton, Aerosol Subject Restraint, etc.).

(2) Fails to keep weapon hand free in enforcement situations.

- (3) Fails to control suspect's movements.
- (4) Fails to use illumination when necessary or uses it improperly.
- (5) Does not keep violator/suspect in sight.
- (6) Fails to maintain good physical condition.
- (7) Fails to properly maintain personal safety equipment.
- (8) Does not anticipate potentially dangerous situations.
- (9) Stands too close to passing vehicular traffic.
- (10) Is careless with gun and/or other weapons.
- (11) Fails to position patrol vehicle properly on enforcement stops.
- (12) Stands in front of the door of a residence while attempting to make contact.
- (13) Makes poor choice of which weapon to use and when to use it.
- (14) Cannot articulate why a particular force option was used.
- (15) Fails to cover other officers or have awareness of their activities.
- (16) Stands between vehicles on an enforcement stop.
- (17) Fails to search patrol vehicle prior to shift and after transporting anyone.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee follows acceptable safety procedures. The trainee understands and applies them.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee always works safely. The trainee foresees dangerous situations and prepares for them. The trainee keeps their partner informed and determines the best position for themselves and their partner. The trainee is not overconfident and serves as an "officer safety" model for others.

23. Officer Safety: Suspicious Person/Suspects/In-Custody. This category evaluates the trainee's ability to perform enforcement-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee violates officer safety practices as outlined in Highway Patrol Manual (HPM) 70.6, Officer Safety Manual. The trainee fails to "pat search," allows people to approach while seated in patrol vehicle, and/or fails to handcuff when appropriate. The trainee conducts poor searches and/or fails to maintain a position of advantage that could prevent attack or escape.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee follows acceptable safety procedures with suspicious persons, suspects, and prisoners as outlined in HPM 70.6. The trainee routinely works with an officer safety mindset.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee foresees potential danger and eliminates or controls it. The trainee maintains a position of advantage even in the most demanding situations. The trainee is alert to changing situations and prevents opportunities for danger to develop. The trainee serves as a model for officer safety.

24. Control of Conflict: Voice Command and Presence. This category evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee speaks too softly or timidly. The trainee speaks too loudly. The trainee confuses or angers the listener by what is said and/or how it is said. The trainee speaks when inappropriate. The trainee is unable to use a confident/commanding tone of voice.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee speaks with authority in a calm, clear voice. The trainee makes a proper selection of words and possesses the knowledge of how and when to use them. The trainee's commands usually result in compliance.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee completely controls situations with voice tone, word selection, inflection, and command bearing. The trainee restores order even in the most trying situations through voice, language usage, and presence.

25. Control of Conflict: Physical Control Methods. This category evaluates the trainee's ability to use the proper level of force for any given situation.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee uses too little or too much force for the situation. The trainee is physically

unable to perform the task, gain compliance, or effect the arrest. The trainee does not use proper restraints or is unable to properly use restraints.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee obtains and maintains control through use of the proper amount of force. The trainee uses restraints effectively.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee possesses an excellent knowledge and skill level in the use of restraints. The trainee is extremely adept in the proper use of force for the situation. The trainee understands the legalities involved in the use of force.

26. Problem Solving/Decision Making/Judgment. This category evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee acts without thought or good reason. The trainee is indecisive and/or immature. The trainee is unable to reason through a problem and come to a conclusion. The trainee cannot recall previous solutions and apply them in similar situations.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee is able to reason through a problem and come to an acceptable conclusion in routine situations. The trainee makes reasonable decisions based on information available. The trainee perceives situations as they really are. The trainee makes decisions without assistance.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee is able to reason through even the most complex situation and reaches the appropriate conclusions. The trainee has excellent perception. The trainee anticipates problems and prepares resolutions in advance. The trainee relates past solutions to present situations and selects workable solutions.

27. Traffic Management Skills. This category evaluates the trainee's ability to apply and perform proper traffic management techniques.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to recognize traffic hazards. The trainee does not detect or avoid taking action on observed violations or incidents. The trainee initiates unsafe enforcement stops. The trainee is unable to identify or utilize effective traffic control measures. The trainee fails to recognize the importance of providing assistance to disabled motorists.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee recognizes traffic hazards and initiates routine activity. The trainee is aware of the need for traffic stops and identifies and provides assistance to disabled motorists. The trainee effectively utilizes traffic control measures.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently demonstrates the ability to recognize traffic hazards and acts properly without assistance. The trainee demonstrates outstanding skill in detecting violations and takes appropriate enforcement action. Enforcement stops are initiated safely and efficiently. The trainee readily identifies disabled motorists and provides prompt assistance.

28. Emergency Incident Management Skills. This category evaluates the trainee's ability to respond to and handle emergency incidents.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee consistently fails to determine and prioritize needs during emergency incidents. The trainee fails to make proper notification and take command of the situation. The trainee fails to set up a command post and protect the scene. The trainee is unable to coordinate the efforts of support agency personnel. The trainee fails to evaluate resource requirements.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee determines and prioritizes needs during emergency incidents. The trainee sets up a command post, makes required notifications, and takes command of the incident. The trainee is able to coordinate and direct support agency personnel. The trainee properly evaluates the incident. The trainee requests needed resources.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently demonstrates the ability to prioritize resources and personnel requirements during all emergency incidents. The trainee immediately establishes a perimeter, makes the necessary notifications, protects the scene, and assumes command responsibility. The trainee effectively coordinates the deployment of needed resources.

29. Emergency Medical Skills. This category evaluates the trainee's ability to provide emergency medical care.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee consistently fails to carry required emergency medical equipment. The trainee is unable to recognize urgent medical needs and is ineffective in providing emergency treatment. The trainee panics and/or becomes disorganized. The trainee fails to prioritize injuries and request appropriate resources.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee always carries required emergency medical equipment. The trainee recognizes medical needs and provides adequate emergency treatment. The trainee prioritizes injuries and requests appropriate resources.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee immediately recognizes medical needs and provides immediate emergency treatment skillfully and efficiently. The trainee prioritizes injuries and requests appropriate resources.

30. Radio: Use of Codes and Procedures. This category evaluates the trainee's use of communications equipment in accordance with departmental policy and procedure.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee violates departmental policy concerning use of communications equipment. The trainee does not follow procedures or follows wrong procedures. The trainee does not understand or use proper communication codes/language.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee follows departmental policy and accepted procedures. The trainee has good working knowledge of the most-often used codes/language and uses communication equipment appropriately.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee always follows proper procedure. The trainee adheres to departmental policy in every instance. The trainee has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.

31. Radio: Comprehension/Articulation. This category evaluates the trainee's ability to communicate with others via the telecommunications network, pay attention to radio traffic, and understand the information transmitted.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee repeatedly misses their own call sign and is unaware of traffic in adjoining beats. The trainee requires the dispatcher to repeat radio transmissions or does not accurately comprehend transmissions. The trainee does not preplan transmissions. The trainee over- or under-modulates, improperly uses microphone, and/or speaks too rapidly or too slowly.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee copies their own radio transmissions and is normally aware of radio traffic directed to adjoining beats. The trainee uses proper procedure with clear, concise,

and complete transmissions. The trainee receives few complaints from the communications center regarding articulation skills.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee is aware of their own radio transmissions and what is occurring throughout the service area. The trainee recalls previous transmissions and uses that information to their advantage. The trainee's transmissions are clear, calm, concise, and complete in even the most stressful situations. The trainee's transmissions are well thought-out and do not have to be repeated.

32. Mobile Digital Computer: Use/Comprehension/Articulation. This category evaluates the trainee's ability to operate the computer and receive and send clear communications via the Mobile Digital Computer.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee does not understand dispatch and/or message formats. The trainee does not recognize messages addressed to their unit. The trainee fails to properly update the status of the unit. The trainee is unfamiliar with formats necessary for routine operation and inquiries. The trainee is unable to compose understandable text, does not recognize officer safety issues involved in dispatch calls, or violates Federal Communications Commission (FCC) regulations and/or Department policy.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee understands the operation and formats required for all function and status keys. The trainee can communicate by administrative message. The trainee understands message, dispatch, and database formats used daily by officers. The trainee properly updates status. The trainee readily recognizes officer safety issues involved in the disposition of calls. The trainee is clear and brief in transmissions and adheres to FCC regulations and Department policy.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently recalls dispatch information without running summaries. The trainee can make rarely used free-format inquiries from memory. The trainee understands Computer Aided Dispatch, Department of Motor Vehicles, and California Law Enforcement Telecommunications System error messages. The trainee is proficient in the use of all function keys, multiple administrative messages, and be-on-the-lookout bulletin retrieval.

KNOWLEDGE (Numbers 34 through 38)

33. Knowledge of Department Policies and Procedures. This category evaluates the trainee's knowledge of departmental policies/procedures (e.g., pursuit policy, shooting

policy, forcible stops, occupational safety, sick leave, tardiness) and the ability to apply this knowledge under field conditions.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee fails to display knowledge of Department policies, regulations, and/or procedures, or violates same.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee is familiar with most commonly applied Department policies, regulations, and procedures and complies with same.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee has excellent working knowledge of Department policies, regulations, and procedures, including those less known and seldom used.

34. Knowledge of Area Policies and Procedures. This category evaluates the trainee's knowledge of Area policies and procedures, including standard operating procedures (e.g., supervisory notification, beat responsibility, booking procedures, court policy).

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee consistently demonstrates a lack of the requisite working knowledge of even the most basic Area policies, regulations, and procedures.
- b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee displays reasonable working knowledge of most Area policies, regulations, and procedures. The trainee complies with same.
- c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently demonstrates superior working knowledge of Area policies, regulations, and procedures. The trainee complies with same.

35. Knowledge of Criminal Statutes. This category evaluates the trainee's knowledge of criminal statutes (e.g., Penal, Vehicle, Welfare and Institutions, Business and Professions, Health and Safety, and all city/county codes) and their ability to apply that knowledge to field situations.

- a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee does not know the elements of basic code sections. The trainee does not recognize criminal offenses when encountered or makes mistakes relative to whether crimes have been committed, and if so, which crimes. The trainee incorrectly identifies violation(s) and provides incorrect court assignments or dates.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee recognizes commonly encountered criminal offenses and applies appropriate code sections. The trainee recognizes differences between criminal and noncriminal activity. The trainee correctly identifies violations and/or provides correct court assignments and dates.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. The trainee is able to consistently locate lesser known code sections in reference material.

36. Knowledge of Criminal Procedure. This category evaluates the trainee's knowledge of criminal procedures, including laws of arrest, search and seizure, warrants, and juvenile law. It also evaluates the trainee's ability to apply those procedures to field situations.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee violates procedural requirements. The trainee attempts to conduct illegal searches and/or fails to search when appropriate. The trainee attempts to seize evidence illegally and/or arrest unlawfully.

b. A rating of 4 would indicate the trainee's performance is acceptable. The trainee follows required procedures in commonly encountered situations. The trainee conducts proper searches and seizes evidence legally. The trainee makes arrests within guidelines.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee follows required procedures in all cases, accurately applying law relative to searching, seizing evidence, releasing information, and effecting arrests.

37. Knowledge of Vehicle Code. This category evaluates the trainee's knowledge of the California Vehicle Code (CVC), including Divisions 10 and 11. It also evaluates the trainee's ability to distinguish between "may take" and "shall take" violations, and the ability to locate information and to apply knowledge in field situations.

a. A rating of 1 would indicate the trainee's performance is unacceptable. The trainee consistently demonstrates a lack of knowledge of even the most basic vehicle code violations. The trainee is unable to locate information when necessary. The trainee does not recognize or incorrectly identifies violations when committed.

b. A rating of 5 would indicate the trainee's performance is acceptable. The trainee knows commonly used sections of the CVC and recognizes violations of same.

c. A rating of 7 would indicate the trainee's performance is superior. The trainee consistently displays superior knowledge of traffic codes, including lesser known or seldom used CVC sections and is quick to recognize violations of same. The trainee effectively applies appropriate sections based upon observations.