

Daily Observation Report (DOR) Completion Instructions

Each trainee's progress, as he or she proceeds through the training program, is recorded by means of written evaluations entitled in Vermont as Daily Observation Reports (DORs). DORs are also known as form FTEP-1. The evaluation process is as important as the training process. One without the other is unworkable and makes the learning process impossible.

DORs have many purposes, to include:

- Recording and documenting a trainee's progress,
- Informing the trainee of his or her performance level at a particular point in time,
- Identifying training needs,
- Documenting training,
- Providing important documentation for litigation purposes, and
- To chronicle the skill and efforts of the FTO.

Collectively, over the duration of the program, evaluations tell a chronological story, category by category. They tell of a trainee's successes and failures, improvements and digression, and of the attempts to manage each of these occurrences. These documents are critical in the career of each new officer and should be treated as such. The trainee's evaluations must be honest and objective.

Each trainee will be evaluated in 38 categories. These categories cover much of each aspect of the police environment and responsibilities as can be expected.

A trainee's performance may be evaluated through actual performance of a particular skill or by verbal, written, or simulated testing.

DOR, page 1:

1. The "**DOR #**" must be filled out. DOR numbers must be sequential and any missing DORs (based on missing DOR numbers) will be questioned.
2. The DOR "**DATE**" must contain the month, day, and year (for example: 01/01/2012). When a work shift contains more than two dates, the date indicated need only be the date on which the trainee's work shift began.
3. The work "**SHIFT HOURS**" need to be documented (for example: 1600 – 2100).
4. The "**TOTAL HOURS WORKED**" also needs to be documented.

NOTE: Time worked should reflect actually hours. If the FTO and trainee are scheduled to work the 1600 – 2100 shift, but are held over because of an incident and to review the DOR... the "Shift Hours" and "Total Hours Worked" may be actually 1600 – 2145 and 5.75, respectively.

5. The names of the "**TRAINEE**" and the "**FTO**" or "**NON FTO**" should be written to include, at least, the first and last name (for example: John Smith). Rank of the FTO or NON FTO is not necessary.

When a FTO is unavailable, an agency may have a trainee ride with a NON FTO. A DOR should still be filled out to document the trainee's time. However the evaluation section of page 1 of the DOR should not be filled out as the NON FTO has not been trained how to do it properly.

The NON FTO may make comments regarding the trainee on page 2. The NON FTO may want to indicate what the trainee may have been exposed to while working.

The NON FTO will sign and date page 2 of the DOR, indicating that he or she is not a FTO.

6. **"ASSIGNMENT OR REASON FOR NO EVALUATION"**. The type of assignment for the work shift should be documented in this space, i.e. patrol, prisoner transport, court.

NOTE: If the trainee is assigned to "Patrol" for the work shift, then the productivity block on page 2 of the DOR **MUST** be filled out.

NOTE: If the trainee is in "Limbo" mode and thus no evaluation is being made, it should be noted in this space.

NOTE: It should be noted in this space if the trainee is with a NON FTO and thus the reason why there is no evaluation on page 1.

7. **"RATING SCALE"**. In each of the categories, the trainee's performance must be evaluated using the Standard Evaluation Guidelines (SEGs). SEGs are used to maintain the validity of the program (all trainees are evaluated on the same bases), maintain reliability, standardize the viewpoint of all the FTOs, and eliminate subjectivity and biases by the FTOs.

The SEGs are behavioral anchors, in other words, they are specific, easy-to-apply examples of behaviors that demonstrate a competency and proficiency level. They provide a definition, in behavioral terms, Unacceptable, Minimally Acceptable and Superior levels of performance that must be applied to all trainees, regardless of:

- their experience level,
- time in the Field Training and Evaluation Program, or
- other incidental factors.

The rating scale can be thought to mean:

- A 1 is totally unacceptable.
- A 2 is close to a 1 and is just a little better than totally unacceptable.
- A 3 is close to a 4, but not yet minimally acceptable.
- A 4 is the minimum acceptable level. It is an officer able to work a solo assignment in a safe, skillful, productive, and professional manner.
- A 5 and 6 is above acceptable and like a bonus score recognizing work that is above the minimum acceptable level.
- A 7 is a superior performance.

NOTE: Narrative comments are required on the reverse side of the DOR for any ratings less than "3" or more than "5".

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NOTE: The trainee, to successfully complete the FTEP, must receive a minimal acceptable score of 4 in all categories observed in their final DORs.

8. Indicate in the “**ATTACHMENTS**” box if any additional paperwork accompanies the DOR by marking “Yes” or “No”. Additional paperwork can be anything, to include, the DOR Narration Continuation Form (FTEP-1A), radio log history, a quiz the trainee took, a sample affidavit, or copies of VCVCs written.

9. The additional columns:

- “**NO**” is the abbreviation for “Not Observed” and refers to any activity listed on the front of the evaluation that the FTO did not observe sufficiently to rate. An “X” indicates that a category was not observed during a work shift.
- “**NAR**” is the abbreviation for “Narrative Comments” and indicates that the FTO has written something regarding this particular category on page 2 of the DOR.
- “**REM**” is the abbreviation for “Remedial Training”. When the trainee is having difficulty in a particular category, the FTO may elect to give the trainee a plan to address and hopefully overcome this difficulty.
- “**NRT**” is the abbreviation for “Not Responding to Training”. An “X” in the NRT column is made when a trainee, after having been instructed in a task enough times that improvement or accomplishment is expected, fails to improve or “fails to respond to training”.

A numerical rating is given in addition to the “X” in the NRT column for that particular category.

NOTE: This notation on a DOR is a red flag. It puts the trainee on notice that unless improvement is forthcoming, a final result may be a recommendation that a part-time nonprovisional certification not be granted. A NRT shall be preceded by remedial efforts.

- “**TIME**” refers to “Remedial Training Time”. If the trainee spends fifteen minutes or less engaging in remedial training, an “X” should be placed in the column for that particular category. In categories where greater than 15 minutes is spent in remedial training, the time in minutes shall be recorded.

10. The “**CHART**” column on the DOR is where the trainee records the rating number that the FTO gave the trainee in each category. In categories where the FTO indicated by an “X” in the “NO” column that he or she did not observe a particular activity during a work shift, the trainee will indicate this in the “CHART” column with the letters “NO”.

Charting assures that way the trainee has no doubt what scores he or she received during the work shift.

DOR, page 2:

11. “**THE MOST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS IN CATEGORY NUMBER ———>**”. It is mandatory that the FTO writes a category number or numbers in

the block provided which, according to the FTO's opinion, the trainee did his or her best performance.

Then below in the area given, the FTO must write about a specific incident which demonstrates the identified most satisfactory area of performance.

NOTE: This does not have to necessarily be the highest rating of the shift. It could be that a 3 level performance would be considered the "best" performance of the day if the trainee had been getting 1's and 2's until this point.

12. **"THE LEAST ACCEPTABLE AREA OF PERFORMANCE TODAY WAS IN CATEGORY NUMBER _____"** → ". It is mandatory that the FTO writes a category number or numbers in the block provided when a failing grade (1 – 3) is earned.

Then below in the area given, the FTO must write about a specific incident which demonstrates the identified least acceptable area of performance.

NOTE: When all ratings are passing, leave the block provided, and subsequent space below, blank.

13. In the area entitled **"DOCUMENTATION OF PERFORMANCE AND COMMENTS"**, the FTO is required to make a narrative documentation of how the trainee earned ratings of 1, 2, 6, 7, REM and NRT if they had not already been noted in the most or least acceptable blocks.

The FTO can note any other information in this area related to the trainee's work shift, such as role playing scenarios performed, quizzes taken, etc.

14. The trainee, if they wish, can make their own remarks on the DOR in the **"TRAINEE COMMENTS"**. Comments may include something they learned, how they addressed issues that have come up, etc. Check "Yes" or "No" if there is or is not an accompanying "DOR Narration Continuation Form (FTEP-1A).

15. The **"SHIFT DATA"** section is where the FTO records numerically what the trainee has done during their work shift. This section must be filled out if the trainee's worked patrol or during their work shift. , but it can assist the FTO, FTO supervisor, and/ or agency head to be able to quickly see, during the FTEP, if the trainee is getting exposure to all aspects of police work.

- **"Calls for Service"**: Means the number of complaints the trainee/FTO responds to as either the lead officer or in a backup capacity during the work shift. This category includes self-initiated complaints too.
- **"MV Stops"**: Means the number of self-initiated motor vehicle stops made by the trainee/FTO during the work shift.
- **"Arrests"**: Means the number of persons the trainee/FTO has arrested during the work shift. Arrests include citations and/or lodging.
- **"Viols"**: Is short for "violations" and documents any civil paperwork that the trainee may give to persons, such as VCVCs or Fish & Wildlife Violations.

16. **“Radio History Attached”**: Some agencies may choose to attach the trainee/FTO’s radio history to the DOR as further documentation of trainee’s exposure during the work shift. Check “Yes” or “No” if there is or is not an accompanying radio history printout.
17. The trainee is required to sign and date each DOR. The trainee’s signature indicates that the FTO has gone over the DOR and any accompanying documentation with the trainee and the trainee has had the opportunity to discuss the ratings and comments and ask questions. The trainee’s signature does not indicate that the trainee necessarily agrees with the DOR’s ratings and comments.
18. FTO signature and date is also required on each DOR. The FTO’s signature indicates that the FTO has gone over the DOR and any accompanying documentation with the trainee and the trainee has had the opportunity to discuss the ratings and comments and ask questions.