

DAILY OBSERVATION REPORT

DATE:
 TRAINEE/ID#

PHASE:
 TRAINER/ID#

RATING SCALE

UNSATISFACTORY	1	ACCEPTABLE	3	NOT OBSERVED	N/O
NEEDS IMPROVEMENT	2	COMPETENT	4		

PERFORMANCE

1.	WRITTEN SKILLS	1	2	3	4	N/O
2.	VERBAL SKILLS	1	2	3	4	N/O
3.	LISTENING SKILLS	1	2	3	4	N/O
4.	USE OF CORRECT CALL TYPES	1	2	3	4	N/O
5.	TYPING SKILLS	1	2	3	4	N/O
6.	DATA BASE	1	2	3	4	N/O
7.	RETENTION OF INFORMATION	1	2	3	4	N/O
8.	DECISION MAKING/PROBLEM SOLVING	1	2	3	4	N/O
9.	STRESS MANAGEMENT	1	2	3	4	N/O
10.	OFFICER SAFETY	1	2	3	4	N/O

KNOWLEDGE

1.	CAD AND VESTA SKILLS	1	2	3	4	N/O
2.	GEOGRAPHY	1	2	3	4	N/O
3.	RESOURCES/EQUIPMENT	1	2	3	4	N/O

INTERPERSONAL SKILLS

1.	APPEARANCE	1	2	3	4	N/O
2.	RELIABILITY	1	2	3	4	N/O
3.	ACCEPTANCE OF FEEDBACK	1	2	3	4	N/O
4.	ATTITUDE TOWARDS CITIZENS	1	2	3	4	N/O
5.	RELATIONSHIP TOWARDS CO-WORKERS	1	2	3	4	N/O

TRAINEE'S SIGNATURE _____ TRAINER'S SIGNATURE _____

REVIEWERS INITIALS _____
DISP. SUPERVISOR
DISP. MANAGER
TRAINING COORDINATOR

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SUMMARY:

Anthony worked primary radio from 1100-1600 hrs. For training purposes, he preferred to run all records checks on Ch 1 in order to challenge himself with additional radio traffic. The basic Ch 1 radio traffic was steady, but not busy, so the additional records requests provided Anthony the opportunity to do more than just dispatch and field officer initiated calls.

Anthony is at a point in training where he has the basic skills necessary to work primary radio. When radio traffic is not busy, Anthony easily maintains his status monitor and appropriately responds to officers transmissions. I noticed, however, when transmissions are busier, Anthony tends to sit and wait for the officer to finish speaking before he starts typing in what was said. This delay can cause Anthony to get behind, especially when another officer starts speaking before Anthony is finished entering what was said before. Anthony and I discussed his need to start typing as soon as an officer starts speaking in order to be prepared to document what is being said.

One of Anthony's strengths today was regardless of his internal stress level, Anthony conveyed a sense of calm over the air. While listening to Anthony dispatch, I am not able to tell by his voice inflection that he has fallen behind on his CAD commands. This ability to maintain a calm radio voice will assist him when handling higher priority calls.

TRAINEE'S SIGNATURE _____ TRAINER'S SIGNATURE _____

REVIEWERS INITIALS
DISP. SUPERVISOR DISP. MANAGER TRAINING COORDINATOR