

CITIZENS ON PATROL



FORMS



CITIZENS ON PATROL FIELD TRAINING PROGRAM DAILY OBSERVATION REPORT



TRAINEE'S LAST NAME, FIRST INITIAL

FTO'S LAST NAME, FIRST INITIAL

DATE

WEEK	DAY	WATCH	PHASE
ASSIGNMENT OR REASON FOR NO EVALUATION			

RATING INSTRUCTIONS

- * Rate observed behavior with scale below.
- * Check N.O. box if behavior is not observed.
- * Comment on the most & least satisfactory performance.

RATING AREAS	RATING SCALE
---------------------	---------------------

	TRAINING	NOT ACCEPTABLE	ACCEPTABLE	SUPERIOR	N.O.	N.R.T.
TIME						
APPEARANCE						
1 GENERAL APPEARANCE	()	1 2 3	4 5 6	7	()	()
ATTITUDE						
2 ACCEPTANCE OF FEEDBACK	()	1 2 3	4 5 6	7	()	()
3 ATTITUDE TOWARD JOB	()	1 2 3	4 5 6	7	()	()
KNOWLEDGE						
4 POLICY	()	1 2 3	4 5 6	7	()	()
5 PROCEDURES	()	1 2 3	4 5 6	7	()	()
PERFORMANCE						
6 DRIVING SKILL, NORMAL CONDITIONS	()	1 2 3	4 5 6	7	()	()
7 DRIVING SKILL, MODERATE	()	1 2 3	4 5 6	7	()	()
8 CITY ORIENTATION	()	1 2 3	4 5 6	7	()	()
9 ROUTINE FORMS/ACCURACY	()	1 2 3	4 5 6	7	()	()
10 ROUTINE FORMS/COMPLETENESS	()	1 2 3	4 5 6	7	()	()
11 ROUTINE FORMS/SPELLING	()	1 2 3	4 5 6	7	()	()
12 ROUTINE FORMS/APPROPRIATE TIME	()	1 2 3	4 5 6	7	()	()
13 FIELD CONDITIONS/NON-STRESS	()	1 2 3	4 5 6	7	()	()
14 FIELD CONDITIONS/STRESS	()	1 2 3	4 5 6	7	()	()
15 SELF-INITIATED ACTIVITY	()	1 2 3	4 5 6	7	()	()
16 GENERAL SAFETY	()	1 2 3	4 5 6	7	()	()
17 PROBLEM SOLVING	()	1 2 3	4 5 6	7	()	()
18 RADIO/PROPER USE	()	1 2 3	4 5 6	7	()	()
19 RADIO/LISTENS & COMPREHENDS	()	1 2 3	4 5 6	7	()	()
20 RADIO/ARTICULATION	()	1 2 3	4 5 6	7	()	()
RELATIONSHIPS						
21 WITH CITIZENS	()	1 2 3	4 5 6	7	()	()
22 WITH DEPARTMENT MEMBERS	()	1 2 3	4 5 6	7	()	()

THE MOST SATISFACTORY PERFORMANCE OF THE DAY WAS IN CATEGORY _____. THE SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

THE LEAST SATISFACTORY PERFORMANCE OF THE DAY WAS IN CATEGORY _____ THE SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

CATEGORY# DOCUMENTATION OF PERFORMANCE AND COMMENTS:

CATEGORY#	DOCUMENTATION OF PERFORMANCE AND COMMENTS:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WRITE ANY FURTHER COMMENTS ON D O R NARRATIVE CONTINUATION FORM

TRAINEE'S SIGNATURE/DATE

FTO'S SIGNATURE/DATE

DISTRICT COMMANDER/DESIGNEE'S SIGNATURE/DATE

TEAM LEADER'S SIGNATURE/DATE



CITIZENS ON PATROL FIELD TRAINING PROGRAM EVALUATION WORKSHEET



TRAINEE'S LAST NAME, FIRST INITIAL

PHASE #

DATE

PROBLEM AREA: Define the specific problem area, giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT: Describe the specific assignment given the trainee to correct the above problem.

FOLLOW-UP:

Date Due: _____

Satisfactory Completion? Yes _____
No _____

Date Turned in: _____

Additional Assignment? Yes _____ No _____

COMMENTS:

TRAINEE'S SIGNATURE/DATE

FTO'S SIGNATURE/DATE

DISTRICT COMMANDER/DESIGNEE'S SIGNATURE/DATE

TEAM LEADER'S SIGNATURE/DATE



FIELD TRAINING PROGRAM CRITIQUE FORM



In an effort to ensure that the individual Field Training Officer maintains a high level of skill, performance and interest, this critique is routinely submitted to the trainee for completion. It is to the benefit of each FTO that they know the impression that they are making on those involved in the training process. It is our belief that a FTO who is truly interested in doing the best work possible welcomes this kind of objective feedback.

With this in mind, the trainee is requested to honestly appraise and evaluate each FTO to which they were assigned to. Although you are asked to sign your name at the end of this critique, every effort is made to insure your anonymity. The information that you provide will be edited by the District Commander/designee, where necessary, and condensed with the comments of trainees regarding each FTO for which a critique is received. Only the final edited version of comments for each FTO will be provided to the individual FTO.

The most important part of this critique is your comment under each category. Please take time to provide some detail about your rating of the FTO. The more information that you provide, the better picture that we can have of each FTO's level of skill and individual approach. Once this is completed, please submit the critique to your District Commander/designee.

This critique is for FTO _____

This was my FTO during Phase _____

1. The Field Training Program is primarily concerned with training and evaluation. What percent of the time that you spent with this FTO was dedicated to training and what percent to evaluation? For example, 50% on training and 50% on evaluation.

TRAINING _____ EVALUATION _____

REMARKS _____

2. How would you describe the general relationship between you and your FTO?

Circle one of the responses below that best answers each question, then write a brief explanation of your answer.

3. What kind of example did the FTO set for you?

POOR FAIR AVERAGE GOOD EXCELLENT

4. How interested was this FTO in delivering training material and information to you?

POOR FAIR AVERAGE GOOD EXCELLENT

5. How would you rate this FTO's knowledge of the training material covered?

POOR FAIR AVERAGE GOOD EXCELLENT

6. How would you describe this FTO's skill as instructor/teacher/trainer?

POOR FAIR AVERAGE GOOD EXCELLENT

7. What kind of communication skill did this FTO have?

POOR FAIR AVERAGE GOOD EXCELLENT

8. How would you rate this FTO's honesty, fairness and objectivity in rating you?

POOR FAIR AVERAGE GOOD EXCELLENT

9. How would describe this FTO's overall attitude in the work that they are doing?

POOR FAIR AVERAGE GOOD EXCELLENT

10. Describe the areas in which you think this FTO showed the greatest skill, ability or interest, and why. When was this FTO's teaching the most effective?

11. Describe the areas in which you think this FTO showed the greatest need for improvement and why. When was this FTO's teaching the least effective?

12. What other comments or suggestions would you like to make about the program? What ideas do you have on how to improve the program?

TRAINEE'S SIGNATURE

DATE



CITIZENS ON PATROL FIELD TRAINING PROGRAM DAILY CALL LOG



TRAINEE'S LAST NAME, FIRST INITIAL

FTO'S LAST NAME, FIRST INITIAL

DATE _____

PHASE _____

DAY _____

EVENT	TYPE	LOCATION	DISPO/CASE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

TRAINEE'S SIGNATURE

FTO'S SIGNATURE



**CITIZENS ON PATROL
FIELD TRAINING PROGRAM
END OF PHASE EVALUATION SUMMARY**



TRAINEE'S LAST NAME, FIRST INITIAL

FTO'S LAST NAME, FIRST INITIAL

PHASE # _____ DATE PHASE BEGAN: _____ DATE PHASE ENDS _____

SIGNIFICANT STRENGTHS _____

SIGNIFICANT WEAKNESSES _____

REMEDIAL EFFORTS _____

RECOMMENDATIONS _____

This trainee is recommended for:

ADVANCEMENT _____

**REMEDIAL
EXTENSION** _____

TRAINEE'S SIGNATURE/DATE

FTO'S SIGNATURE/DATE

DISTRICT COMMANDER/DESIGNEE'S SIGNATURE

TEAM LEADER'S SIGNATURE/DATE



CITIZENS ON PATROL BLOCK LESSONS



BLOCK 1

LESSON	INSTRUCTOR	TRAINEE
1.) Chain of Command - Chapter 1		
2.) Regulations - Chapter 3		
3.) District Station Parking/Station Tour		
4.) Care and Use of Vehicles		
5.) Inspection of Vehicles		
6.) Vehicle Trunk Inventory		
7.) City Geography	*****	*****
a.) CE Dressing Station (Broadway/Elizabeth)		
b.) NE Dressing Station (Bulldog/4th)		
c.) NW Dressing Station (Dakota/Hughes)		
d.) SE Dressing Station (Cedar/Heaton)		
e.) SW Dressing Station (Fresno/C)		
f.) Metro C.O.P. Office (Fresno/N)		
g.) NE Fashion Fair Office (Shaw/First)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 2

LESSON	INSTRUCTOR	TRAINEE
1.) Radio Communications - Chapter 12		
2.) Duty Logs/Time Sheets		
3.) Street Guide		
4.) Radio Log On/Off		
5.) Radio Communications		
6.) Detail Assignments		
7.) Phonetic Alphabet		
8.) City Geography	*****	*****
a.) California Highway Patrol (Olive/99)		
b.) District Attorney's Office (Tulare/M)		
c.) Fresno County Courthouse (1100 Van Ness)		
d.) Fresno County Juvenile Court (Ventura/10)		
e.) Fresno County Main Jail (Fresno/M)		
f.) Fresno Sheriff's Department (Fresno/L)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 3

LESSON	INSTRUCTOR	TRAINEE
1.) Team Structure - Chapter 4		
2.) Phonetic Alphabet		
3.) Dispo Codes		
4.) Radio Communications		
5.) Fueling Locations		
6.) Vehicle Problems		
7.) City Geography	*****	*****
a.) Child Protective Services (1404 L St.)		
b.) City Radio Shop (Divisadero/G St.)		
c.) P.D. Vehicle Shop (E St/El Dorado)		
d.) Sanctuary (1545 N. St.)		



CITIZENS ON PATROL BLOCK LESSON



BLOCK 4

LESSON	INSTRUCTOR	TRAINEE
1.) Team Member Duties - Chapter 5		
2.) Traffic Enforcement	*****	*****
a.) Citations		
b.) Assisting Motorists		
c.) Towing and Impounding Vehicles		
d.) Traffic Collision Control		
e.) Vehicle Tow Sheets		
f.) 72 Hour Tags		
3.) Radio Communications		
4.) City Geography	*****	*****
a.) Clovis Community Hospital (2755 Herndon)		
b.) Fresno Community Hospital (Fresno/R)		
c.) Kaiser Hospital (Fresno/Alluvial)		
d.) Saint Agnes Hospital (Herndon/Millbrook)		
e.) Sierra Hospital (Dakota/Effie)		
f.) University Medical Center (Cedar/Kings (Cyn)		
g.) Valley Childrens Hospital (9300 Valley Childrens Pl. Madera		
h.) Veterans Admin. Hospital (Clinton/Fresno)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 5

LESSONS	INSTRUCTOR	TRAINEE
1.) Liability/Conduct - Chapter 6		
2.) Phonetic Alphabet		
3.) Dispo Codes		
4.) Radio Communications		
5.) Standing Order		
6.) Traffic Collision Control		
7.) City Geography	*****	*****
a.) City Hall (Fresno/P)		
b.) Convention Center (Ventura/P)		
c.) Federal Building (Fresno/O)		
d.) State Building (Mariposa/O)		
e.) U.S. Main Post Office (El Dorado/E)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 6

LESSONS	INSTRUCTOR	TRAINEE
1.) Discipline - Chapter 7		
2.) Operations - Chapter 8		
2.) Property Booking		
3.) Phonetic Alphabet		
4.) Radio Communications		
5.) Dispo Codes		
6.) Vehicle Tow Sheets		
7.) City Geography	*****	*****
a.) Amtrak Station (Tulare/Santa Fe)		
b.) Fresno Yosemite International (Gateway/Clinton)		
c.) Greyhound Bus Terminal (Broadway/Tulare)		
d.) Chandler Airfield (Thorne/Kearney)		



**CITIZENS ON PATROL
BLOCK LESSONS**

BLOCK 7



LESSONS	INSTRUCTOR	TRAINEE
1.) Vehicles - Chapter 9		
2.) Radio Communications		
3.) Dispo Codes		
4.) Patrol Techniques		
5.) Call Handling		
6.) City Geography	*****	*****
a.) Chinatown (Kern/F St.)		
b.) Rescue Mission (310 G St.)		
c.) Roeding Park (Belmont/Delno)		
d.) Woodward Park (Audubon/Friant)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 8

LESSON	INSTRUCTOR	TRAINEE
1.) Uniforms - Chapter 10		
2.) Missing/Found Persons		
3.) Radio Communications		
4.) Patrol Techniques		
5.) Traffic Collision Control		
6.) City Geography	*****	*****
a.) DMV (Olive/Weber)		
b.) Fairgrounds (Butler/Chance)		
c.) IRS Processing Center (Lane/Willow)		
d.) Welfare Department (Chance/Kings Cyn)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 9

LESSON	INSTRUCTOR	TRAINEE
1.) Patrol Procedures - Chapter 11		
2.) Participation Requirements - Chapter 2		
3.) Dispo Codes		
4.) Call Handling		
5.) City Geography	*****	*****
a.) Bulldog Stadium (Barstow/Cedar)		
b.) C.S.U.F. (Maple/Shaw)		
c.) Fresno City College (Van Ness/McKinley)		
d.) Fresno Pacific College (Butler/Chestnut)		
e.) Ratcliffe Stadium (Blackstone/Weldon)		



**CITIZENS ON PATROL
BLOCK LESSONS**



BLOCK 10

LESSON	INSTRUCTOR	TRAINEE
1.) Traffic Control - Chapter 13		
2.) Courtroom Testimony - Chapter 14		
3.) Call Handling		
4.) City Geography	*****	*****
a.) Fashion Fair (Shaw/First)		
b.) Fulton Mall (Fulton/Mariposa)		
c.) Manchester Center (Blackstone/Shields)		
d.) Tower District (Olive/Wishon)		