



PULLMAN POLICE DEPARTMENT

Field Training Program Standardized Evaluation Guidelines

The following 1, 4, and 7 anchor point definitions are to be used when rating a Trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

PERFORMANCE

1. **Driving Skill: Normal Conditions** - Evaluates trainee's skill in the operation of department vehicles under normal and routine driving conditions.
 - (1) Unacceptable - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow.
 - (4) Acceptable - Obeys traffic laws when appropriate. Maintains control of vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.
 - (7) Superior - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, radar, MDC, etc. Is a superior defensive driver.
2. **Driving Skill: Moderate and High Stress Conditions** - Evaluates trainee's skill in vehicle operation in emergency situations and in situations calling for other than normal driving skill.
 - (1) Unacceptable - Involved in chargeable accidents. Uses emergency lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of vehicle.
 - (4) Acceptable - Maintains control of vehicle and evaluates driving situations properly.
 - (7) Superior - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well relative to the degree of stress present.
3. **Orientation / Response Time to Calls** - Evaluates trainee's awareness of surroundings, ability to find locations and arrive at destination within an acceptable amount time
 - (1) Unacceptable - Unaware of location on patrol. Does not properly use map. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.
 - (4) Acceptable - Is aware of location while on patrol. Properly uses map. Can relate location to destination. Arrives within reasonable amount of time.
 - (7) Superior - Remembers locations from previous visits and seldom needs map. Is aware of shortcuts and utilizes them to save time. High level of orientation to the community.
4. **Field Performance: Non-stress conditions** - Evaluates the trainee's ability to perform routine, non-stress, police activity.
 - (1) Unacceptable - Becomes confused and disoriented when confronted with routine, non-stress, tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.
 - (4) Acceptable - Properly assesses aspects of routine situations, determines appropriate action and takes same.



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- (7) Superior - Properly assesses aspects of routine situations, including the more unusual and / or complex ones. Quickly determines appropriate course of action and takes same.
5. **Field Performance: Stress conditions** - Evaluates the trainee's ability to perform in high and moderately high stress situations.
- (1) Unacceptable - Becomes emotional, panic stricken, unable to function. Holds back, loses temper or displays cowardice. Over or under reacts.
- (4) Acceptable - Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow a situation to further deteriorate. Reaction is acceptable.
- (7) Superior - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.
6. **Officer Safety** - Evaluates trainee's ability to perform police activity without injuring him / herself or others. Assesses their ability to perform without exposing self or others to potential danger and / or unnecessary risk.
- (1) Unacceptable - Fails to follow acceptable safety procedures. Fails to exercise officer safety in the following, and other, situations:
- A. Exposes weapon to suspect (handgun, baton, mace, etc.)
 - B. Fails to keep weapon hand free in enforcement situations.
 - C. Stands in front of violator's vehicle door.
 - D. Fails to control suspect's movements.
 - E. Fails to use illumination when necessary or uses it improperly.
 - F. Does not keep violator / suspect in sight.
 - G. Fails to advise Communications when leaving vehicle.
 - H. Fails to maintain good physical condition.
 - I. Fails to properly maintain safety equipment and weapon.
 - J. Does not anticipate potentially dangerous situations.
 - K. Stands too close to passing vehicular traffic.
 - L. Fails to position vehicle properly on car stops.
 - M. Stands in front of door when making contact w/occupants.
 - N. Fails to cover other officers or maintain awareness of their activity.
 - O. Fails to search police vehicle prior to duty and after transporting prisoners.
 - P. Fails to pat search when appropriate.
 - Q. Fails to handcuff when appropriate.
 - R. Conducts poor searches.
- (4) Acceptable - Follows acceptable safety procedures. Understands and applies them.
- (7) Superior - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others without conveying a message of paranoia.
7. **Control of Conflict: Verbal Skills** - Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.
- (1) Unacceptable - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and / or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.
- (4) Acceptable - Speaks with authority in a calm, clear voice. Proper selection of words. Displays knowledge



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of how and when to speak. Commands usually result in compliance.

(7) Superior - Completely controls situations with voice tone, word selection, inflection and body language which supports what is said. Restores order in even the most trying situations through voice and language usage.

8. **Control of Conflict: Physical Skill** - Evaluates the trainee's ability to use the proper level of force for the given situation.

(1) Unacceptable - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.

(4) Acceptable - Obtains and maintains control through use of the proper degree of force application in routine situations. Uses restraints effectively. Unlikely to lose control.

(7) Superior - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation. Does not lose control regardless of conditions present.

9. **Radio: Comprehension and Usage** - Evaluates the trainee's use of the police radio in accordance with Department policy and procedure.

(1) Unacceptable - Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. Does not understand or use proper codes/language. Fails to use radio when appropriate. Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission. Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

(4) Acceptable - Follows policy and accepted procedures. Has good working knowledge of most-often-used sections of the code / language. Copies radio transmissions and are generally aware of radio traffic directed to Pullman units. Uses proper procedure with clear, concise and complete transmissions. Few complaints from communication center re: articulation skill.

(7) Superior - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes / language and applies that knowledge. Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage. Is generally aware of radio traffic in neighboring agencies. Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

10. **Routine Forms: Accuracy and Completeness** - Evaluates trainee's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.

(1) Unacceptable - Is unaware that a form must be completed and / or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) Acceptable - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(7) Superior - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

11. **Report Writing: Organization / Details / Grammar / Spelling** - Evaluates the trainee's ability to prepare reports accurately reflecting the situation and in a detailed, organized manner using proper grammar and spelling.



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- (1) Unacceptable - Unable to organize information and reduce it to written form. Leaves out pertinent details in report. Report is inaccurate and / or incorrect. Reports contain an excessive number of misspelled words. Sentence structure and / or word usage is incorrect or incomplete.
- (4) Acceptable - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details. Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.
- (7) Superior - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred. Reports contain no spelling or grammatical errors.
- 12. Report Writing: Appropriate time used** - Evaluates the trainee's efficiency relative to the amount of time taken to accurately complete a report writing assignment.
- (1) Unacceptable - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured officer would take for a similar report.
- (4) Acceptable - Completes reports within a reasonable amount of time as compared to the amount of time the average tenured officer would take for a similar report.
- (7) Superior - Completes reports very quickly, as quickly as a skilled, veteran officer.
- 13. Self-initiated Field Activity** - Evaluates trainee's interest and ability to initiate police-related activity. Able to recognize same and to take action.
- (1) Unacceptable - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.
- (4) Acceptable - Recognizes and identifies police-related activity. Has a broad orientation to the job including activity with low priority. Develops cases from observed activity. Displays inquisitiveness.
- (7) Superior - Seldom misses observable, police-related activity. Maintains information provided at roll call. Uses that information as probable cause to initiate activity. Makes quality contacts and / or arrests from observed activity. "Sees" beyond the obvious.
- 14. Investigative Skill** - Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.
- (1) Unacceptable - Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.
- (4) Acceptable - Follows proper investigatory procedure in routine cases. Is generally accurate in diagnoses of nature of offense committed. Collects, tags, logs and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.



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(7) Superior - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

- 15. Interview / Interrogation Skill** - Evaluates trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed / interrogated; to follow proper and lawful procedure.

(1) Unacceptable - Fails to use proper questioning techniques. Does not elicit and / or record available information. Does not establish appropriate rapport with subject and / or does not control interrogation of suspect. Fails to follow department / legal procedures.

(4) Acceptable - Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims / witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.

(7) Superior - Always uses proper questioning techniques. Establishes rapport with victims / witnesses under the most difficult circumstances. Controls the interrogation of suspects. Conduct successful interrogations.

- 16. Problem Solving / Decision Making** - Evaluates the trainee's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) Unacceptable - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.

(4) Acceptable - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

(7) Superior - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.

KNOWLEDGE

- 17. Knowledge of Department Policies and Procedures** - Evaluates trainee's knowledge of department policies / procedures and ability to apply this knowledge under field conditions.

-A- Reflected by Testing -

(1) Unacceptable - When tested, verbally or in written form, answers with 25% or less accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 75% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-B- Reflected by Field Performance -

(1) Unacceptable - Fails to display knowledge of Department policies / procedures / or violates same.

(4) Acceptable - Familiar with most commonly applied Department policies / procedures and complies with same.



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(7) Superior - Has an excellent working knowledge of Department policies / procedures, including lesser known and those seldom used.

- 18. Knowledge of Criminal Statutes** - Evaluates trainee's knowledge of the criminal statutes and his / her ability to apply them in field situations.

-A- Reflected by Testing -

(1) Unacceptable - When tested, verbally or in written form, answers with less than 25% accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 75% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-B- Reflected by Field Performance -

(1) Unacceptable - Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.

(4) Acceptable - Recognizes commonly encountered criminal offenses and applies appropriate sections of the code. Knows the difference between criminal and non-criminal activity.

(7) Superior - Has an outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual activity.

- 19. Knowledge of City Ordinances** - Evaluates trainee's knowledge of local ordinances and ability to apply that knowledge to field situations.

-A- Reflected by Testing -

(1) Unacceptable - When tested, verbally or in written form, answers with 25% or less accuracy.

(4) Acceptable - When tested, verbally or in written form, answers with 75% accuracy.

(7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-B- Reflected by Field Performance -

(1) Unacceptable - Does not even know the most often used sections of the ordinances. Does not recognize offenses when committed.

(4) Acceptable - Knows and recognizes commonly encountered city ordinance violations. Applies appropriate sections.

(7) Superior - Has outstanding knowledge of city codes and applies that knowledge.

- 20. Knowledge of Traffic Codes** - Tests trainee's ability to apply traffic related codes.

-A- Reflected by Testing -

(1) Unacceptable - When tested, verbally or in written form, answers with 25% or less accuracy.



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- (4) Acceptable - When tested, verbally or in written form, answers with 75% accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-B- Reflected by Field Performance -

- (1) Unacceptable - Does not know even the most often used sections of the code. Does not recognize violations when committed and / or incorrectly identifies violation.
- (4) Acceptable - Knows and recognizes commonly used sections of the code. Applies appropriate sections. Can locate lesser-known sections.
- (7) Superior - Displays outstanding knowledge of traffic codes including lesser-known sections. Quickly and effectively applies codes.

- 21. Knowledge of Criminal Procedure** - Evaluates trainee's knowledge of criminal procedure including laws of arrest, search and seizure, warrants, juvenile law, etc.. Evaluates ability to apply these procedures in field situations.

-A- Reflected by Testing -

- (1) Unacceptable - When tested, verbally or in written form, answers with 25% or less accuracy.
- (4) Acceptable - When tested, verbally or in written form, answers with 75% or less accuracy.
- (7) Superior - When tested, verbally or in written form, answers with 100% accuracy.

-B- Reflected by Field Performance -

- (1) Unacceptable - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally and arrest unlawfully.
- (4) Acceptable - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within guidelines.
- (7) Superior - Follows required procedure in all cases, accurately applying law relative to searching, seizing, evidence, release of information and affecting arrests.

- 22. Use of Computers / Dictation / MDC** - Evaluates trainee in the operation of computers, dictation, and MDCs.

- (1) Unacceptable - Unable to operate basic functions of the computer including: e-mail, report writing / manipulation, record checks. Unable to use voice mail and functions of dictation equipment. Unable to use MDC.
- (4) Acceptable - Can access and comfortably use all computer / dictation equipment. Checks e-mail and voice mail each shift.
- (7) Superior - Can use advanced computer / dictation functions. Trainee assists others in operation of equipment.



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ATTITUDE

23. General Appearance - Evaluates physical appearance, dress, demeanor, and equipment.

(1) Unacceptable - Dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of Department regulation. Dirty weapon, equipment. Equipment is missing or inoperative. Offensive body odor, breath.

(4) Acceptable - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment is clean and operative. Hair within regulations. Shoes must be shined.

(7) Superior - Uniform is neat, clean, and tailored. Leather gear is shined, shoes are shined.

24. Acceptance of Feedback - Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.

(1) Unacceptable - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to or does not attempt to make corrections. Considers criticism personal.

(4) Acceptable - Accepts criticism in a positive way and applies it to improve performance and further learning.

(7) Superior - Actively solicits criticism / feedback in order to further learning and improve performance. Does not argue or blame other persons / things for errors.

25. Attitude Toward the Job - Evaluates how the trainee views the new career in terms of personal motivation, goals, and his / her acceptance of the job's responsibilities.

(1) Unacceptable - Sees career only as a job, uses job to boost ego; abuses authority; demonstrates little dedication to the principles of the profession. Appears disinterested; lacks motivation.

(4) Acceptable - Demonstrates an active interest in new career and in law enforcement responsibilities.

(7) Superior - Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

RELATIONSHIPS

26. Relationship with the Public - Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1) Unacceptable - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor non-verbal skills.

(4) Acceptable - Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good non-verbal skills.

(7) Superior - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in serving them. Is objective in all contacts. Excellent non-verbal skills.



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- 27. Relationship with Ethnic / Cultural / Social Groups other than His / Her Own** - Evaluates the trainee's ability to interact effectively and appropriately with members of ethnic / cultural / social groups other than their own.
- (1) Unacceptable - Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Violates policies re: treatment of said groups. Creates problems for the organization as a result of his/her treatment of group members. Is ineffective when dealing with member(s) of a group.
 - (4) Acceptable - Is at ease with members of other ethnic / cultural / social groups. Serves their needs and requests objectively and with concern. Does not feel threatened when in their presence.
 - (7) Superior - Understands the various ethnic / cultural / social differences and uses this understanding to competently resolve problems and issues. Is totally objective and communicates in a manner that further mutual understanding. Represents the agency and the agency's position well.
- 28. Relationship with Department Members** - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.
- (1) Unacceptable - Patronizes FTO / superiors / peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, or sarcastic. Resists instruction. Considers self superior. Belittles others. Is not a "team player." Fawns on others.
 - (4) Acceptable - Adheres to the Chain of Command and accepts his / her role in the organization. Good FTO, superior, peer relationships and is accepted as a member of the group.
 - (7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superior's responsibilities; respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency.