

# STANDARDIZED EVALUATION GUIDELINES

## **1. DRIVING SKILL: STRESS CONDITIONS**

**1. Unacceptable:** Involved in accident(s). Unnecessary Code-3. Fails to activate Code-3 equipment when necessary. Excessive and unnecessary speed. Fails to slow for intersection and/or properly clear intersection lane-by-lane. Passes vehicles on the right. Loses control of the vehicle.

**4. Acceptable:** Maintains control of vehicle. Evaluates driving situations and reacts properly (i.e., proper speed for conditions). Adheres to department policies and procedures regarding Code-3 driving. Practices defensive driving techniques.

**7. Superior:** High degree of reflex ability and competence in driving skills. Anticipates driving situations in advance and reacts appropriately.

## **2. ORIENTATION SKILL: STRESS CONDITIONS**

**1. Unacceptable:** Becomes disoriented when responding to stressful situations. Is unable to relate his/her location to his/her destination. Is unable to use map or GPS under stress. Is unable to determine directions of the compass during stressful tactical situations.

**4. Acceptable:** Reasonably aware of his/her location. Is able to utilize map or GPS effectively under stressful conditions. Demonstrates good sense of direction in stressful situations.

**7. Superior:** Always responds quickly to stressful calls by the most appropriate route. Rarely has to refer to map or GPS. Never disoriented during stressful situations.

## **3. FIELD PERFORMANCE: STRESS CONDITIONS**

**1. Unacceptable:** Becomes emotional and panic-stricken, unable to function, loses temper, or displays cowardice. Over/under reacts.

**4. Acceptable:** Exhibits calm and controlled attitude, does not allow the situation to further deteriorate. Determines a proper course of action and takes it.

**7. Superior:** Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and brings order under any circumstances without assistance. Determines best course of action and takes it.

#### **4. OFFICER SAFETY: GENERAL**

**1. Unacceptable:** Frequently fails to exercise officer safety (although the category states “frequently,” some officer safety mistakes are so egregious that a score of “1” is warranted for even a single violation, i.e. AD of duty weapons):

- a. Exposes weapons to suspect
- b. Fails to keep gun hand free during enforcement situations; keeps hands in pockets.
- c. Stands directly in front of violator’s car door; stands between police and violator’s vehicle during stop.
- d. Fails to control suspect’s movements.
- e. Does not maintain sight of violator while writing citation.
- f. Failure to use illumination when necessary or uses it improperly.
- g. Fails to advise Communications when leaving a vehicle or update Communications when appropriate (i.e. updated location).
- h. Fails to utilize or maintain personal safety equip. properly; loses equipment; accidentally discharges duty weapon or Taser.
- i. Does not foresee potentially dangerous situations.
- j. Points gun at other officers.
- k. Stands in or too close to vehicle traffic.
- l. Stands in front of door when knocking.
- m. Fails to have weapon ready when appropriate.
- n. Fails to cover other officers; fails to practice contact & cover.
- o. Fails to search police vehicle prior to duty or after transporting.
- p. Fails to check equipment.

**4. Acceptable:** Understands principles of officer safety and generally applies same.

**7. Superior:** Foresees potential danger and eliminates or controls it. Always maintains a safe position. Always watchful on approach to a call or stop and able to do the same for his/her partner. Does not become paranoid or overconfident.

#### **5. OFFICER SAFETY: W/SUSPICIOUS Persons &Prisoners**

**1. Unacceptable:** Frequently violates officer safety standards as detailed in #4, Officer Safety-General, and in addition, fails to “pat search” or confronts suspicious persons while seated in police vehicle; fails to handcuff potentially hazardous prisoners or felons; and fails to thoroughly search prisoners or their vehicles. Fails to maintain position of advantage with prisoners to prevent attack or escape.

**4. Acceptable:** Generally displays awareness of potential danger from suspicious persons, suspects, and prisoners; maintains position of advantage.

**7. Superior:** Foresees potential danger and eliminates or controls it. Always maintains position of advantage. Alert to changing conditions and prevents opportunities for danger to develop.

## **6. CONTROL: VOICE COMMAND**

**1. Unacceptable:** Improper voice inflection (too soft, too loud, etc). Indecisive or confused voice commands or does not give commands when necessary. Resorts to profanity in an attempt to control situation. Poor officer bearing.

**4. Acceptable:** Speaks with authority in a calm, clear voice. Effectively uses voice commands to control subjects. Voice commands usually result in compliance.

**7. Superior:** Completely controls situations with voice inflection, appropriate word selection, and command bearing. Restores order in even the most trying situation through voice and language usage.

## **7. CONTROL: PHYSICAL SKILL**

**1. Unacceptable:** Cowardly, uses too little or too much force for given situation. Does not attempt physical control when situation calls for it. Unable to use the proper physical restraints. Physically weak.

**4. Acceptable:** Maintains control through the proper use of force. Not afraid to confront a potential conflict. Able to use the proper physical restraints effectively, including control holds and/or handcuffing. Good physical condition.

**7. Superior:** Excellent knowledge and ability to use physical restraining holds. Always prepared to use appropriate and necessary force. Above average physical condition.

## **8. DRIVING SKILL: NON-STRESS CONDITIONS**

**1. Unacceptable:** Frequently violates traffic laws (red light, stop signs, etc). Involved in preventable accidents, drives too fast for conditions, lacks dexterity and coordination during vehicle operation. Unable to operate vehicle safely while performing tasks necessary for a beat officer (i.e. radio operations and comprehension and an awareness of surroundings).

**4. Acceptable:** Obeys traffic laws during normal vehicle operations. Maintains control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.

**7. Superior:** Sets good example of lawful, courteous driving while exhibiting good manipulative skill required of officer (i.e. operating radio, utilizing GPS or APBs).

## **9. ORIENTATION SKILL: NON-STRESS CONDITIONS**

**1. Unacceptable:** Unaware of location while on patrol. Does not understand proper use of map or GPS. Unable to relate location to destination. Spends too much time getting to destination and/or gets lost. Not familiar with the district and/or beat. Does not understand block numbering system and/or “SEE/NOW.”

**4. Acceptable:** Reasonable knowledge of location in most situations. Is able to use map or GPS effectively and in a timely manner. Can relate location to destination. Arrives at locations within reasonable amount of time utilizing a practical route.

**7. Superior:** Remembers locations from previous visits and seldom needs to consult a map or GPS to find a location. Is aware of the most efficient routes to destinations and utilizes them to save time. High level of orientation to the district and beat.

## **10. PROPER FORM SELECTION: Accuracy/Completeness**

**1. Unacceptable:** Unable to determine proper form for given situations; forms incomplete or inaccurate. Citations provide incorrect information (violation section, court assignments/dates, etc).

**4. Acceptable:** Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness. Citations contain accurate information.

**7. Superior:** Consistently and rapidly completes forms without assistance and maintains a high degree of accuracy.

## **11. REPORT WRITING: ORGANIZATION/DETAILS**

**1. Unacceptable:** Incapable of organizing events into written form. Omits pertinent details in the report.

**4. Acceptable:** Writes complete reports, organizing information in a logical manner. Reports contain the required information and details and accurately reflect the incident.

**7. Superior:** A complete and detailed account of what occurred from beginning to end; written and organized so as to assist any reader in comprehending the incident.

## **12. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS**

**1. Unacceptable:** Reports are illegible. Excessive misspelled words, incomplete/poor sentence structure, word usage is incorrect.

**4. Acceptable:** Reports are legible. Grammar, spelling, and neatness are satisfactory, errors are rare and do not impair understanding.

**7. Superior:** Reports are typed and very neat; no spelling mistakes and excellent grammar.

### **13. REPORT WRITING: APPROPRIATE TIME USED?**

**1. Unacceptable:** Requires excessive amount of time to complete a report (vs. a solo beat officer).

**4. Acceptable:** Completes reports within a reasonable amount of time.

**7. Superior:** Completes complex reports very quickly and efficiently without assistance from FTO.

### **14. FIELD PERFORMANCE: NON-STRESS CONDITIONS**

**1. Unacceptable:** Seemingly confused and disoriented as to what action should be taken in a given situation. Does not or cannot complete tasks.

**4. Acceptable:** Able to assess situation and take proper action. Able to complete routine patrol tasks.

**7. Superior:** Properly assesses routine situations, including unusual or complex ones. Requires no assistance in determining the best course of action and taking it. Able to complete even the most complex tasks.

### **15. SELF-INITIATED ACTIVITY**

**1. Unacceptable:** Does not regularly patrol beat and district. Avoids or fails to self-initiate activity. Rationalizes suspicious activity and fails to act on it. Patrol time does not result in stops or stops rarely result in citations, FIs or on-view arrests. Rarely conducts follow-up or searches when there is an opportunity to do so.

**4. Acceptable:** Actively patrols beat and district. Generally, recognizes suspicious activity and acts on it. Makes cases from routine activity. Stops generally result in citations, FIs, or arrests. Conducts follow-up or searches when there is an opportunity to do so.

**7. Superior:** Proactively patrols beat and district. Seeks out suspicious activity and acts on it. Recalls and uses information from briefings, APBs, or Watch Bulletins for probable cause in making stops and subsequent arrests and searches. Regularly makes quality cases from routine activity. Stops result in citations, FIs, or on-view arrests. Conducts follow-up or searches whenever there is an opportunity to do so.

## **16. PROBLEM SOLVING/DECISION MAKING**

**1. Unacceptable:** Acts without thought or is indecisive. Relies on others to make his/her decisions. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.

**4. Acceptable:** Is able to reason out problems and come to an acceptable decision in routine situations. Perceives situations as they are and makes reasonable decisions based on information available. Makes decisions without assistance. Relates past solutions to present situation.

**7. Superior:** Able to reason through even the most complex situations and make appropriate decisions. Excellent perception in foreseeing problems and arriving at advanced decisions.

## **17. RADIO: USE OF COMMUNICATION CODES/PROCEDURES**

**1. Unacceptable:** Misinterprets communication codes, definitions, or fails to use them in accordance with department policy and procedure. Does not understand or use proper codes/language.

**4. Acceptable:** Follows policy and procedure. Has good working knowledge of majority of communication code definitions.

**7. Superior:** Always follows proper procedure and policy. Superior knowledge of communication codes and uses same with ease in all receiving and sending situations.

## **18. RADIO: LISTENS & COMPREHENDS TRANSMISSIONS**

**1. Unacceptable:** Repeatedly misses his/her call sign and is unaware of traffic on adjoining beats. Frequently has to ask Radio to repeat transmission or does not comprehend message.

**4. Acceptable:** Copies most Radio transmissions directed to him/her and is generally aware of adjoining beat traffic.

**7. Superior.** Always comprehends Radio transmissions directed to him/her. Always aware of and quickly reacts to traffic on adjoining beats.

## **19. RADIO: ARTICULATION OF TRANSMISSIONS**

**1. Unacceptable:** Does not preplan before transmitting message. Over/under modulation, speaks too rapidly or slowly, resulting in operator constantly asking for repeat.

**4. Acceptable:** Uses proper procedure with short, concise transmissions.

**7. Superior:** Always uses proper procedure with clear, calm voice, even under stress situations. Transmissions are well thought out.

**20. & 21. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES REFLECTED IN FIELD PERFORMANCE AND/OR VERBAL TESTING**

**1. Unacceptable:** Fails to display knowledge of Department policies and procedures. Unable to answer FTO's questions.

**4. Acceptable:** Familiar with most commonly applied departmental policies and procedures and complies with same. Able to answer most of FTO's questions.

**7. Superior:** Exceptional working knowledge of departmental policies and procedures, including those seldom used. Able to answer all of FTO's questions.

**22. & 23. KNOWLEDGE OF CRIMINAL STATUTES AND PROCEDURES REFLECTED IN FIELD PERFORMANCE AND/OR VERBAL TESTING**

**1. Unacceptable:** Doesn't know elements of basic code sections. Does not recognize violation(s) when encountered in the field. Incorrectly identifies violation(s). Searches are not legal; evidence is seized illegally; arrests are unlawful. Unable to answer FTO's questions.

**4. Acceptable:** Recognizes elements of commonly used sections; relates elements to observed activity. Correctly identifies violation(s). Conducts proper searches; evidence seized legally; makes lawful arrests. Understands reasonable cause, probable cause and consent and properly all. Able to answer most of the FTO's questions.

**7. Superior:** Outstanding knowledge of codes, and the ability to apply them to both normal and unusual activity. Able to identify and apply obscure violation(s). Searches, seizures, and arrests are always lawful and follow proper procedure. Always able to answer all the FTO's questions.

**24. & 25. KNOWLEDGE OF THE VEHICLE CODE REFLECTED IN FIELD PERFORMANCE AND/OR VERBAL TESTING**

**1. Unacceptable:** Doesn't know even the most often used sections in the code. Does not recognize violations when committed and/or incorrectly identifies violations. Unable to use reference material to identify appropriate violations. Unable to answer FTO's questions.

**4. Acceptable:** Working knowledge of commonly used sections; relates sections to observed traffic violations. Able to use reference material to identify appropriate violations. Able to answer most of the FTO's questions.

**7. Superior:** Outstanding knowledge of commonly used sections, including lesser known violations. Quickly and effectively applies codes to both normal and unusual traffic-related situations. Able to answer all of the FTO's questions.

## **26. ACCEPTANCE OF FEEDBACK: VERBAL/BEHAVIOR**

- 1. Unacceptable:** Rationalizing - argumentative - refuses to make corrections - considers critique negative and a personal attack. Blames prior training for his/her mistakes.
- 4. Acceptable:** Accepts critique in positive manner and applies it to improve performance and further learning.
- 7. Superior:** Solicits critique/feedback in order to improve performance and further learning. Does not argue or blame others for mistakes.

## **27. ATTITUDE TOWARD POLICE WORK**

- 1. Unacceptable:** Views police work as only a job (vs. a career). Uses job to boost ego. Abuses authority (“badge heavy”). Demonstrates little dedication to the principles of the profession. Lacks motivation and does not attempt to improve performance. Late for briefing, training, court, etc.
- 4. Acceptable:** Expresses active interest in new career and its responsibilities. Displays an eagerness to learn. Demonstrates fair and equitable enforcement of the law. On time and prepared for briefing, training, court, etc.
- 7. Superior:** Utilizes off-duty time to further professional knowledge; maintains high ideals toward professional responsibilities. Always arrives early and prepared for briefing, training, court, etc.

## **28. RELATIONSHIPS WITH COMMUNITY MEMBERS: SPECIFY**

- 1. Unacceptable:** Abrupt, belligerent and overbearing, introverted or uncommunicative. Overlooks or avoids “service” aspects of the job. Overly sympathetic, ineffective, prejudicial, or biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Fails to address community concerns in district and beat.
- 4. Acceptable:** Courteous, friendly and empathetic; communicates in a professional and unbiased manner. Fully explains police actions to public contacts and follows-up on public inquiries and requests. Is “service” oriented and contacts the public in non-enforcement situations. Addresses community concerns in district and beat.
- 7. Superior:** Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Leaves citizens feeling that the officer is interested in serving them. Solicits input from community members and proactively addresses their concerns.

### **29. OTHER RELATIONSHIPS: FTO/SGT./DEPT. MEMBERS**

**1. Unacceptable:** Constantly argues with FTO or other superior officers. Insubordinate. Fails to adhere to the chain of command. Criticizes other department members. Considers himself/herself superior. Is not a “team player.” Gossips. Resists instruction.

**4. Acceptable:** Is able to establish a good teacher-student relationship with FTO. Understands and adheres to the chain of command. Respects superior officers and other department members. Is a “team player.” Accepts critique with a mature attitude.

**7. Superior:** Establishes excellent teacher-student relationship with FTO. Understands the chain of command and always adheres to it. Actively assists other department members with their duties. Actively solicits critique of his/her performance.

### **30. GENERAL APPEARANCE: SPECIFY IF NECESSARY**

**1. Unacceptable:** Fails to present a professional image. Overweight, dirty shoes, unkempt uniform, hair not groomed/or in violation of department policy, offensive body odor. Equipment is missing/or not in working condition. No command bearing.

**4. Acceptable:** Presents a professional image. Neat, clean uniform, well-groomed hair, shined shoes. Equipment is clean and in good condition. Displays a command bearing.

**7. Superior:** Displays exceptional command bearing. Uniform is neat, tailored, and clean. Shoes and leather are shined and/or polished.