

## Field Training and Evaluation Program manual (summary):

- General discussion, purpose, policy
- Departmental definitions
- Departmental policies and procedures
- Reporting structure

Descriptions of the responsibilities of:

- Department director
- Division director
- Field Training Supervisor (FTS)
- Field Training Officer (FTO)
- Training program phase rotation descriptions, to include timeline and extension opportunities.
- Orientation
- Phase 1
- Phase 2
- Phase 3 (and so on and so forth)
- Standardized Evaluation Guides:

The following scale value definitions are to be used as anchor points when rating a recruit's behavior in each of the performed categories on the Daily Observation Report:

- Knowledge:
  - Department policies, procedures, regulations
  - Criminal law/ ordinances
  - Animal handling
  - Reflected in verbal or written tests
  - Reflected in field performance tests
- Attitude:
  - Acceptance of Feedback: verbal and behavior
  - Attitude toward and relationship with members of the community
  - Attitude toward field work
  - Attitude toward animal care work
  - Relations with field training officer (FTO) and supervisor
- Communication skills:
  - Oral
  - Written: form selection, organization, accuracy
  - Written: organization, accuracy, detail
  - Written: grammar, spelling
  - Radio: listens and comprehends transmissions

- Radio: articulation of transmissions, appropriate use of communication codes
- Performance:
  - Driving Skill
  - Field performance: stress conditions
  - Field performance: non-stress conditions
  - Officer safety: general
  - Officer safety: aggressive animals
  - Quarantine of bite animals
  - Control of conflict: command presence (verbal and non-verbal)
  - Control of animals: physical skill
  - Self-initiated field activity
  - Investigative procedures
  - Problem solving and decision-making ability
  - Remedial training required
- Appearance:
  - General appearance
- Forms:
  - Equipment Checklist
  - Field Training Checklist
  - Field Report Log
  - Daily Observation Report
  - Weekly Observation Report
  - Recommendation Report
  - Remedial Training Worksheet
  - Training and Orientation Phase Summary