

Georgia Department of Juvenile Justice

Juvenile Correctional Officer

Field Training Officer Daily Progress Report (Day __)

1. Name of Cadet	2. Facility	3. Report Date											
4. Post Assignment(s) a. _____ From _____ (AM/PM) to _____ (AM/PM) b. _____ From _____ (AM/PM) to _____ (AM/PM) c. _____ From _____ (AM/PM) to _____ (AM/PM) d. _____ From _____ (AM/PM) to _____ (AM/PM)													
COMPETENCIES		RATING AND COMMENT											
5. Juvenile Supervision: a. Demonstrates ability to manage juveniles fairly b. Demonstrates knowledge of juvenile rights and privileges c. Uses good non-verbal, para-verbal, verbal and active listening skills d. Applies rules fairly and equally e. Demonstrates a professional presence f. Demonstrates appropriate and professional relationship building skills g. Uses a balanced approach in holding juveniles accountable for their actions		<table border="1" data-bbox="824 772 1425 873"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior									
6. Safety Skills: a. Follows proper procedures in managing juveniles b. Demonstrates the ability to foresee dangerous/crisis situations c. Is alert to dangerous situations while maintaining a proper position of visual observation and advantage d. Is proactive rather than reactive e. Maintains a constant awareness of juvenile and staff safety		<table border="1" data-bbox="824 1209 1425 1310"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
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7. Customer Service: a. Demonstrates customer service in all interactions with juveniles, staff and others b. Shows proper concern for other's problems c. Exhibits tact and diplomacy regarding situations within the facility d. Uses good customer service when		<table border="1" data-bbox="824 1587 1425 1688"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
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using the telephone											
<p>8. Accountability:</p> <ul style="list-style-type: none"> a. Takes responsibility for their actions b. Accepts constructive criticism c. Recognizes areas of needed improvement d. Strives for improvement e. Reports to work on time f. Uses time wisely 	<table border="1" data-bbox="824 268 1432 369"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>9. Results Orientation:</p> <ul style="list-style-type: none"> a. Learns from their mistakes b. Asks for clarification when they do not understand c. Asks appropriate job related questions to further their knowledge d. Able to provide a self-assessment on their progress e. Consistently complies with policies, procedures, directives and standards f. Works towards achieving obtainable goals 	<table border="1" data-bbox="824 575 1432 676"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>10. Judgment and Decision Making:</p> <ul style="list-style-type: none"> a. Uses good judgment b. Able and prepared to manage a crisis situation c. Demonstrates proper procedures and responds with calmness and composure d. Demonstrates good decision making skills e. Demonstrates a high level of integrity 	<table border="1" data-bbox="824 987 1432 1087"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>11. Teamwork and Cooperation</p> <ul style="list-style-type: none"> a. Fosters a commitment to other's success by supporting co-workers and their supervisors b. Responds well to supervision c. Treats others with dignity and respect d. Values the opinions of others e. Works towards common goals 	<table border="1" data-bbox="824 1331 1432 1432"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>12. Initiative:</p> <ul style="list-style-type: none"> a. Proactively identifies ways to contribute to the Department's goals, Mission and Vision b. Achieves results without needing reminders from others c. Identifies and takes action to address problems and opportunities 	<table border="1" data-bbox="824 1638 1432 1738"> <thead> <tr> <th>Poor</th> <th>Fair</th> <th>Average</th> <th>Good</th> <th>Superior</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>13. Professional Development:</p> <ul style="list-style-type: none"> a. Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge b. Acquires the skills needed to continually enhance his/her contribution to the Department and to his/her profession as a juvenile correctional officer 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 20%;">Poor</th> <th style="width: 20%;">Fair</th> <th style="width: 20%;">Average</th> <th style="width: 20%;">Good</th> <th style="width: 20%;">Superior</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>14. Documentation Skills:</p> <ul style="list-style-type: none"> a. Able to express oneself b. Uses proper grammar and punctuation c. Documentation is accurate, neat and complete d. Uses proper departmental forms e. Uses the Five WH (who, what, when, where, why and how) f. Submits reports in a timely manner 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 20%;">Poor</th> <th style="width: 20%;">Fair</th> <th style="width: 20%;">Average</th> <th style="width: 20%;">Good</th> <th style="width: 20%;">Superior</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>15. Appearance:</p> <ul style="list-style-type: none"> a. Uniform is neat, clean and worn correctly b. Dress code policy is followed (hair, finger nails, jewelry, tee shirt color, sock length and color, black shoes/boots, etc.) c. Demonstrates personal cleanliness d. Reports to duty with proper equipment and items? (Black/blue pen, pocket note pad, watch, chits, ID card, detex strip, etc.) 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 20%;">Poor</th> <th style="width: 20%;">Fair</th> <th style="width: 20%;">Average</th> <th style="width: 20%;">Good</th> <th style="width: 20%;">Superior</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment:</p>	Poor	Fair	Average	Good	Superior					
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<p>FTO Signature:</p>	<p>Cadet Signature:</p>	<p>Date:</p>									