

JPPS Field Training Officer Daily Progress Report

1. Name of JPPS:	2. Office:	3. Report Date:										
COMPETENCIES		RATING AND COMMENT										
4. Juvenile Supervision: <ul style="list-style-type: none"> a. Demonstrates ability to manage juveniles fairly b. Uses good non-verbal, para-verbal, verbal and active listening skills c. Demonstrates a professional presence d. Demonstrates appropriate and professional relationship building skills e. Uses a balanced approach in holding juveniles accountable for their actions 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr style="background-color: #cccccc;"> <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> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior								
5. Safety Skills: <ul style="list-style-type: none"> a. Follows proper procedures in managing juveniles and maintaining office/community safety b. Demonstrates the ability to foresee dangerous/crisis situations c. Is proactive rather than reactive 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr style="background-color: #cccccc;"> <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> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior								
6. Customer Service: <ul style="list-style-type: none"> a. Demonstrates good customer service in interactions with juveniles, parents, and other agencies (including telephone interactions) b. Shows proper concern for other's problems c. Exhibits tact and diplomacy regarding situations within the office/community 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr style="background-color: #cccccc;"> <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> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior								
7. Accountability: <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 and ready to work f. Uses time wisely 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr style="background-color: #cccccc;"> <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> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior								
8. Results Orientation: <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 knowledge d. Able to provide a self-assessment on their progress e. Consistently complies with policies, 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr style="background-color: #cccccc;"> <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> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment:</p>		Poor	Fair	Average	Good	Superior					
Poor	Fair	Average	Good	Superior								

<p>procedures, directives and standards</p> <p>f. Works towards achieving obtainable goals</p>											
<p>9. Judgment and Decision Making:</p> <p>a. Uses good judgment and demonstrates good decision making skills</p> <p>b. Able and prepared to manage difficult situations</p> <p>c. Demonstrates a high level of integrity</p>	<table border="1"> <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							
<p>10. Teamwork and Cooperation</p> <p>a. Fosters a commitment to other's success by supporting co-workers and their supervisors</p> <p>b. Responds well to supervision</p> <p>c. Treats others with dignity and respect</p> <p>d. Values the opinions of others</p> <p>e. Works towards common goals</p>	<table border="1"> <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							
<p>11. Initiative:</p> <p>a. Proactively identifies ways to contribute to the Department's goals, Mission and Vision</p> <p>b. Achieves results without needing reminders from others</p> <p>c. Identifies and takes action to address problems and opportunities</p>	<table border="1"> <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							
<p>12. Professional Development:</p> <p>a. Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge</p>	<table border="1"> <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							
<p>13. Documentation Skills:</p> <p>a. Uses proper grammar and punctuation</p> <p>b. Documentation is accurate, neat and complete</p> <p>c. Enters information into JTS in an accurate and timely manner</p> <p>d. Uses proper departmental forms</p>	<table border="1"> <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							
<p>14. Appearance:</p> <p>a. Clothing is neat, clean and professional</p> <p>b. Dress code policy is followed</p>	<table border="1"> <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							
<p>FTO Signature:</p>	<p>JPPS Signature:</p>	<p>Date:</p>									