

## Juvenile Correctional Officer

### Field Training Officer Weekly Progress Report (Week \_\_)

1. Name of Cadet	2. Facility	3. Report Date				
<b>4. Assignment:</b>	<b>5. Week #</b>					
	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>		
<b>RATING COMPETENCIES</b>	Poor	Fair	Average	Good	Superior	
<b>6. Appearance:</b>						
6a. Uniform and Equipment						
6b. Posture and Presence						
6c. Personal cleanliness						
<b>7. Cooperation and Loyalty:</b>						
7a. Works towards common goal						
7b. Willing to accept responsibilities						
7c. Supports superiors						
7d. Good team worker						
<b>8. Interest and Attitude:</b>						
8a. Seeks help with problems						
8b. Willing to learn						
8c. Accepts constructive criticism						
8d. Accepts direction/discipline						
8e. Shows pride in work						
8f. Contributes to good moral						
8g. Confidence in oneself						
<b>9. Customer Service:</b>						
9a. Professional attitude towards others						
9b. Ability to communicate effectively						
9c. Ease and bearing						
9d. Tact and discretion						
9e. Self-control						
<b>10. Judgment:</b>						
10a. Common Sense						
10b. Uses good judgment under pressure						
10c. Doesn't prejudge						
10d. Ethical						
10e. Fair and humane in all contacts						

<b>RATING FACTORS</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
<b>11. Juvenile Supervision:</b>					
11a. Maintains control of juveniles					
11b. Fair, Consistent, no favoritism					
11c. Takes control in crisis situation					
11d. Uses verbal, para-verbal and non-verbal skills					
11e. Uses officer safety skills					
11f. Follows the daily schedule					
<b>12. Documentation Skills:</b>					
12a. Able to express oneself					
12b. Proper grammar and punctuation					
12c. Accurate, neat and complete					
12d. Uses proper departmental forms					
12e. Uses the Five WH method					
12f. Submits reports in a timely manner					
<b>13. General Progress to Date</b>					
<b>14. FTO COMMENTS</b>					
14a. Identified Strengths					
14b. Identified Areas of Needed Improvement					
15. Field Training Officer Signature	16. Cadet Signature			17. Date	
18. Field Training Site Coordinator Signature			19. Date		