

## JPPS Field Training Officer Weekly Progress Report

<b>1. Name of JPPS:</b>	<b>2. Office:</b>	<b>3. Report Date:</b>			
<b>4. Name of FTO:</b>	<b>5. Week #</b>				
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
<b>RATING COMPETENCIES</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Superior</b>
<b>6. Appearance:</b>					
6a. Follows Dress Code					
6b. Maintains professional appearance					
<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. Tact and discretion					
9d. Self-control					
<b>10. Judgment:</b>					
10a. Common Sense					
10b. Uses good judgment under pressure					
10c. Doesn't prejudge					
10d. Ethical					
10e. Fair in all contacts					

RATING FACTORS	Poor	Fair	Average	Good	Superior
<b>11. Juvenile Supervision:</b>					
11a. Interacts well with juveniles					
11b. Fair, Consistent					
11c. Takes control in crisis/difficult situation					
11d. Uses verbal, para-verbal and non-verbal skills					
11e. Safety Conscience					
<b>12. Documentation Skills:</b>					
12a. Proper grammar and punctuation					
12b. Accurate, neat and complete					
12c. Uses proper departmental forms					
12d. Uses JTS correctly and appropriately					
12e. 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. JPPS Signature:			16. Date:		
17. FTO Signature:			18. Date:		
19. JPM Signature:			20. Date:		