

CCPD PROPERTY/EVIDENCE DAILY OBSERVATION REPORT

Report No. _____

Trainee: _____ Trainer: _____

Date: _____

Level of Activity: Slow 1 2 3 4 5 Busy

Assignment or reason for no evaluation: _____

RATING INSTRUCTIONS: Circle observed behavior on the scale below. Comment on the most and least satisfactory performance of the day. Comments are required on any rating of "3" or less and "6" or above. If not observed, circle "NO". If Trainee fails to respond to training, check "NRT" and comment. If the Trainee is in remedial training check the "RT" box and comment.

RATING SCALE: Needs Improvement (1-3), Acceptable (4-5), Superior (6-7), NO, RT, NRT

- BEHAVIOR: 1. Appearance/Attendance, 2. Acceptance of Feedback, 3. Behavior with Peers, 4. Attitude Toward Property/Evidence Work, 5. Motivation and Effort, 6. Relationships with Citizens & Internal Customers

- KNOWLEDGE: 7. Department/City/Unit Policies & Procedures, 8. Department and Community Resources, 9. Resource Use/Note Taking/Accuracy/Completeness

- PERFORMANCE/SKILLS: 10. Daily Duties: Routine, 11. Daily Duties: Complex/ High Volume, 12. Detail/Neatness/Organization, 13. Correspondence/Communication, 14. Judgment/Decision Making/Problem Solving, 15. Multifunctional Dexterity, 16. RMS & PEMS, 17. Other:, 18. CCIC/NCIC & CO Courts Database

Total Minutes of Remedial Training: _____

