

CCPD END OF PHASE EVALUATION

Trainee: _____ Date: _____

Trainer: _____ Assignment: _____

Date assignment began: _____ Date ended: _____

- 1. Is the Trainee progressing satisfactorily? YES NO
- 2. The Trainee is now: Behind Schedule On Schedule Ahead of Schedule
- 3. Address all categories covered in the daily evaluation. Summarize the past two weeks of training for each topic. Be specific about strong and weak areas. Include examples, and list steps taken to correct any deficiencies.

BEHAVIOR:

- 1. Appearance/Attendance

- 2. Acceptance of Feedback

- 3. Behavior with Peers

4. Attitude Towards 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. Rotational Duties: Routine

11. Rotational Duties: Complex/ High Volume

12. Detail/Neatness/Organization

13. Correspondence/Communication



14. Judgment/Decision Making/Problem Solving

15. Multifunctional Dexterity

16. ARS/RMS/Prop Room/Web Query

17. Other:

18. CAD/CCIC/NCIC

This Trainee is recommended for: _____ Advancement _____ Remedial

Trainee Signature Date

Trainer(s) Signature Date

Property/Evidence Supervisor Signature Date

_____ _____
Property/Evidence Manager Signature Date



