

APPENDIX F
SAMPLE FORM

POLICE TRAINING PROGRAM (PTP)
TRAINEE EVALUATION REPORT
MID-TERM / FINAL

Based on the Learning Matrix, the **Police Training Evaluator (PTE)** evaluates the trainee's performance for the training phases noted. The evaluation summary below reflects the PTE's observations over the entire evaluation period for each Core Competency (1–15). Detailed comments are provided on the following pages.

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Trainee	Badge/ID	Evaluation Period	Report Date
		From: _____ To: _____	
PTE	Badge/ID	PTO	Badge/ID

 MID-TERM EVALUATION

Phase A: Non-Emergency Incident Response
Phase B: Emergency Incident Response

 FINAL EVALUATION

Review of Phases A and B
Phase C: Patrol Activities
Phase D: Criminal Investigations

EVALUATION SUMMARY

TRAINEE SUCCESSFULLY COMPLETED ALL PHASES **PRESCRIPTIVE TRAINING RECOMMENDED**

Notes / Areas for Improvement:

EVALUATION REVIEWED AND SIGNED

Trainee ► _____

Police Training Officer (PTO) ► _____

Police Training Evaluator (PTE) ► _____

APPENDIX F *cont*

TRAINEE EVALUATION REPORT – *SAMPLE FORM*

PTP: TRAINEE EVALUATION REPORT

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MID-TERM EVALUATION

FINAL EVALUATION

Trainee

Badge/ID

PTE COMMENTS: CORE COMPETENCY ASSESSMENTS

1. Police Vehicle Operations

2. Conflict Resolution

3. Use of Force

4. Local Procedures

5. Report Writing

Trainee Initials: _____ PTO Initials: _____

APPENDIX F *cont*
TRAINEE EVALUATION REPORT – SAMPLE FORM

PTP: TRAINEE EVALUATION REPORT

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 MID-TERM EVALUATION FINAL EVALUATION

Trainee

Badge/ID

PTE COMMENTS: CORE COMPETENCY ASSESSMENTS**6. Leadership****7. Problem-Solving Skills****8. Community-Specific Problems****9. Cultural Diversity and Special Needs Groups****10. Legal Authority**

Trainee Initials: _____ PTO Initials: _____

APPENDIX F *cont*

TRAINEE EVALUATION REPORT – *SAMPLE FORM*

PTP: TRAINEE EVALUATION REPORT

MID-TERM EVALUATION

FINAL EVALUATION

Trainee

Badge/ID

PTE COMMENTS: CORE COMPETENCY ASSESSMENTS

11. Individual Rights

12. Officer Safety

13. Communication Skills

14. Ethics

15. Lifestyle Stressors / Self-Awareness / Self-Regulation

Trainee Initials: _____ PTO Initials: _____

TRAINEE EVALUATION REPORT – SUPPLEMENTAL PAGE

PTP: TRAINEE EVALUATION REPORT

Continuation Page ____ of ____

- MID-TERM EVALUATION
- FINAL EVALUATION

Trainee	Badge/ID

PTE COMMENTS: CORE COMPETENCY ASSESSMENTS *continued*

Reference specific topic(s):

Trainee Initials: _____ PTO Initials: _____