



JPO Training Phase III Observation Report

JPO Name: _____ UNIT: _____ Date: _____

Observation Period: _____

The Field Training Officer (FTO) must complete the observation chart prior to each Progress Review meeting.

OBSERVATION CHART		
OBSERVATION TYPE	RATING	FTO COMMENTS
Appropriateness of Work Attire		
Acceptance to Feedback		
Attitude Towards Work		
Problem Solving/Decision Making		
Interaction with Public/Co-workers/Staff		
Timely Completion of Assignments		
Organizational Skills		
Proficiency in JJIS		
Exhibits Professional Growth/Proficiency in Job Duties		

***Rating Options: (3) Above Average (2) Meets Expectations or (1) Needs Improvement

***FTO Comments: An explanation and/or examples must be provided for each rating.

Results of Progress Review:

Feedback from JPOS:	
Agreed upon improvement plan for identified area(s) above (if applicable)	

Signatures:

I acknowledge participation in a face-to-face meeting to review progress and improvement plan (if needed) as a result of this observation period.

JPO Signature: _____ Date: _____

FTO Signature: _____ Date: _____

JPOS Signature: _____ Date: _____