

# **BASIC ACADEMY RECRUIT OBSERVATION FORM**

Name \_\_\_\_\_ BPSST

Observation Period: From: \_\_\_\_\_ To: \_\_\_\_\_

- |     |  |                |
|-----|--|----------------|
| 1.  | General Appearance   | U IN IO A N.O. |
| 2.  | Attitude: Acceptance of Feedback                                       | U IN IO A N.O. |
| 3.  | Attitude Towards Police Work   | U IN IO A N.O. |
| 4.  | Relationships with Bureau Members                                      | U IN IO A N.O. |
| 5.  | Problem Solving - Decision Making                                      | U IN IO A N.O. |
| 6.  | Punctuality  | U IN IO A N.O. |
| 7.  | Communicating and Interacting With People                              | U IN IO A N.O. |
| 8.  | Information Retention  | U IN IO A N.O. |
| 9.  | Writing Skills: Organization/Detail/Grammar/Spelling<br>Neatness/Other | U IN IO A N.O. |
| 10. | Adherence to Bureau General Orders and Academy Rules                   | U IN IO A N.O. |

1. **GENERAL APPEARANCE:** Evaluates a Recruit's conformity to the uniform and grooming standards of the Academy and the Police Bureau.
  - (A) **ACCEPTABLE:** Uniform is neat and clean. Uniform fits and is worn properly. Weapon and/or equipment is clean, operative and in good condition. Shoes are clean and shined. Recruit maintains a high level of personal hygiene.
  - (U) **UNACCEPTABLE:** Uniform is dirty and/or wrinkled. Uniform fits poorly or is worn improperly. Weapon and/or equipment is dirty or inoperative. Equipment is missing. Poor personal hygiene.
  
2. **ACCEPTANCE OF FEEDBACK:** Evaluated how the Recruit accepts the trainer's criticism/critiques and how that feedback is used to further the learning process and improve performance.
  - (A) **ACCEPTABLE:** Accepts Criticism in a positive manner and applies it to improve performance and further learning. Recruit self-critiques and closely examines each situation to reinforce proper performance and correct performance when warranted.
  - (U) **UNACCEPTABLE:** Rationalizes mistakes; denies that errors were made; is argumentative; refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack. Does not self-critique each situation.
  
3. **ATTITUDE TOWARD POLICE WORK:** Evaluates how the Recruit views new career in terms of personal motivation, goals and acceptance of the responsibilities of a Portland Police Officer.
  - (A) **ACCEPTABLE:** Demonstrates an active interest in new career and in police responsibilities. Is punctual and reports for duty on time.
  - (U) **UNACCEPTABLE:** Sees career only as a job; uses job to boost ego; abuses authority; demonstrates little dedication to the principles of the profession. Does not report for duty on time. Is not ready for duty.

4. **RELATIONSHIPS WITH BUREAU MEMBERS:** Evaluates the Recruits ability to effectively interact with other Bureau members of various ranks and in differing capacities.
- (A) **ACCEPTABLE:** Adheres to the chain of command and accepts role in the organization; good peer and staff relationships and is accepted as a group member.
- (U) **UNACCEPTABLE:** Patronizes Staff/Supervisors/Peers or is antagonistic towards them; gossips; is insubordinate, argumentative, sarcastic; resists instructions; considers self superior, belittles others or engages in sexually harassing conduct; is not a team player.
5. **PROBLEM SOLVING - DECISION MAKER:** Evaluates the Recruit's ability to perceive situations, form valid conclusions, arrive at sound judgements and make proper decisions.
- (A) **ACCEPTABLE:** Recruit is able to reason through a problem and come to an acceptable conclusion in routine situations; is aware of, and uses, SARA when appropriate; makes reasonable decisions based on information available; perceives situations as they really are; makes decisions without assistance.
- (U) **UNACCEPTABLE:** Recruit acts without thought or good reason; is indecisive, naive; is unable to reason through a problem and come to a conclusion; can't recall previous solutions and apply them in like situations.
6. **PUNCTUALITY:** Evaluates the Recruits ability to arrive on time and ready for the duty day.
- (A) **ACCEPTABLE:** Recruit is able to plan ahead and arrive on time to training assignments. Recruit is ready for the training day.
- (U) **UNACCEPTABLE:** Recruit is unable to arrive on time to training assignments. Recruit is not ready for the training day.
7. **COMMUNICATING AND INTERACTING WITH PEOPLE:** Evaluates the Recruits ability to communicate and interact with people outside the Police Bureau.
- (A) **ACCEPTABLE:** Recruits is able to effectively communicate and interact with persons not associated with the Police Bureau. Recruits treat individuals in a calm professional manner.
- (U) **UNACCEPTABLE:** Recruits is unable to effectively interact and communicate with persons not associated with the Police Bureau. Recruits do not respond in a professional manner.

8. **INFORMATION RETENTION:** Evaluates the Recruits ability to retain information provided by the training instructors and staff.
- (A) **ACCEPTABLE:** Recruit is able to recall information given to them by the Training instructors or staff members.
- (U) **UNACCEPTABLE:** The Recruit is unable to recall information given out by Training instructors or staff members.
9. **WRITING SKILLS:** Evaluates the Recruits ability to communicate in written form; using correct Grammar and Spelling. Evaluates the Recruits ability to organize a document and provide details.
- (A) **ACCEPTABLE:** Recruit is able to communicate effectively in written form. Recruit uses proper grammar and spelling. Recruit's written product is neat, Recruits is able to organized and write a detailed document.
- (U) **UNACCEPTABLE:** Recruit is unable to communicate effectively in written form. Recruit does not use proper grammar and spelling. Recruit is unable to organize a document or provide detail.