

Glossary

BEHAVIOR/PERFORMANCE ANCHORED RATINGS	An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines (SEGs).
COMPETENCY	Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol officer within a department.
DAILY OBSERVATION REPORT (DOR)	The report and narrative evaluation form completed by the Field Training Officer (FTO), using either the numeric or NICS rating scale, to record the trainee's performance for each work day.
DEPARTMENT	The local law enforcement agency providing the Field Training Program to the officer/deputy trainee.
END OF PHASE REPORT (EPR)	The form completed by the Field Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.
FEEDBACK	Verbal or written response to trainee performance provided to the trainee from the field training staff.
FIELD TRAINING OFFICER (FTO)	Any officer assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations and who has completed a POST-certified FTP course.
LEARNING ACTIVITY	An activity designed to achieve or facilitate one or more training goals. When participating in a learning activity, trainees should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.
LEARNING DOMAIN	An instructional unit that covers related subject matter from the Regular Basic Course (Academy).
MINIMUM TRAINING STANDARDS	Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.
NICS RATING SCALE	The Daily Observation Report (DOR) offers two methods to rate the trainee's performance based on FTP standards (numeric or NICS). The NICS rating scale measures performance using the following scale: NI-Needs Improvement, C-Competent, and S-Superior.
NUMERIC RATING SCALE	The Daily Observation Report (DOR) offers two methods to rate the trainee's performance based on FTP standards (numeric or NICS). The numeric rating scale measures performance using a sliding scale between 1 and 7.
PERFORMANCE OBJECTIVE	Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate mastery of a training goal.
REMEDIAL TRAINING	A correction or review of previously taught information or procedures (excluding academy training). RT is necessary when the trainee's job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance.

<p>STANDARDIZED EVALUATION GUIDELINES (SEGS)</p>	<p>SEGS are categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report (DOR).</p>
<p>SUPERVISOR'S WEEKLY REPORT (SWR)</p>	<p>The SWR form is completed by a Field Training Supervisor/Administrator/ Coordinator (FT SAC). The form addresses the trainee's progress and performance for each week.</p>
<p>TEST</p>	<p>An evaluation of the trainee's skills, knowledge, and/or ability to perform a specific task or training goal. The trainee's competency must be demonstrated or tested <i>minimally</i> through one of the following types of tests:</p> <ul style="list-style-type: none"> a) Agency-Constructed Knowledge Tests – An agency-constructed written or verbal test that measures the knowledge required to achieve one or more training goals. b) Scenario Tests – A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals. c) Field Performance Tests – Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.
<p>TOPIC</p>	<p>A word or phrase that succinctly describes subject matter associated with a training goal.</p>
<p>TRAINEE</p>	<p>Officer or deputy assigned to an approved Field Training Program under the direct and immediate supervision of a qualified (POST-certified) Field Training Officer.</p>
<p>TRAINING GOAL</p>	<p>A general statement of the results that training is supposed to produce, such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.</p>