N.L.E.T.C. STANDARD EVALUATION GUIDELINES (SEG’s)

OFFICER SAFETY:

1. General: Does the probationary officer employ the principles of Officer Safety? Does the new officer demonstrate the understanding and use of consistently utilizing principles of officer/public safety?
(1) Unacceptable: Becomes paranoid or overconfident, exposes weapons to citizens, fails to keep gun hand free during enforcement situations, fails to control suspect’s movements, fails to keep suspect/violator in sight during investigation, fails to use illumination properly or when necessary, fails to inform dispatch of status and location, fails to utilize or maintain personal safety equipment properly, does not foresee potentially dangerous situations, is careless or unsafe with handgun or other weapons, stands in front of door when knocking, fails to have weapon ready when appropriate, fails to cover other officers, fails to search police vehicle prior to duty or after transporting persons, fails to check equipment, fails to use seatbelt while in police vehicle, cannot identify hazards, actions create hazardous conditions, other behavior observed.
(4) Acceptable: Utilizes good officer safety principles when in the contact role, utilizes good officer safety techniques while in the cover role, performs searches and pat-downs and safely recovers evidence. Safely writes citations and handles radio communications, demonstrates responsibility for surveillance and control of all other subjects. Neutralizes the possibility of assault and/or escape, safely and effectively conducts arrest situations, field interviews, and disturbances, maintains a good defensive posture and consistently applies principles of officer safety recognizes potential hazards and acts accordingly, other behavior observed.
(7) Superior: Maintains a safe position in all circumstances, including chaotic and confusing ones. Watchful on approach to call for service, takes a tactical approach both in parking of cruiser and approach to residence at scene, and maintains same for partner. New officer utilizes survival tactics, cover and concealment, tactical planning prior to call or exit of vehicle, exceptional use of cover when approaching unknown situations, and proper use of hand signals when necessary. Is able to foresee coming hazards and acts correctly. Other behavior observed.

2. Suspects / suspicious persons / prisoners: Does the probationary officer employ the principles and techniques of Officer Safety during encounters?
(1) Unacceptable: Fails to “pat search” when they can and should, confronts suspicious persons while seated in police vehicle, fails to handcuff potentially dangerous persons when practical and legally authorized, fails to thoroughly search persons, prisoners or their vehicles when required. Fails to maintain position of advantage to prevent attack or escape, poor handcuffing techniques, incites prisoner/suspect with poor tactical communication, poor or no search, does not visually frisk all persons he contacts, allows person to control a situation, does not control movement of suspects. Allows persons to put hands in pockets, does not maintain a tactical distance when practical between them and suspect. Other behavior observed.
(4) Acceptable: Displays an awareness of potential danger from prisoners, suspicious persons, suspects, etc, follows accepted safety principles, maintains a position of
advantage/stance, conducts visual and physical searches, demonstrates proper handcuffing technique, and uses proper transportation procedures for suspect and citizens. Other behavior observed.

**7) Superior:** Foresees potential danger and takes steps to eliminate or control it, is alert to changing conditions, always maintains a position of advantage, evaluates need for cover officer, encourages prisoner to willingly cooperate, properly uses defusing techniques and excellent tactical communication skills in a proactive way to encourage cooperation and build rapport. Knows when they can pat search and always does when they can, always controls subjects movement, controls scene, recognizes evidence during search. Other behavior observed.

**ATTITUDE:**

3. _Acceptance of Criticism / Feedback FTO Program:_ Verbal/Behavior: Is criticism and correction accepted in the manner given? Is there resentment as a result of criticism? Is the behavior following criticism positive? Does the probationary officer respond to training?

**1) Unacceptable:** Rationalizes mistakes, denies that errors were made, fails to make corrections, considers criticism as negative or as a personal attack, argumentative, hostile, immature, does not value the FTO experience and does not show a desire to change behavior. Other behavior observed.

**4) Acceptable:** Accepts criticism in a positive manner applies criticism to further learning processes and to improve performance, accepts responsibility for acts. Other behavior observed.

**7) Superior:** Seeks criticism/feedback in order to improve performance, doesn’t argue or blame others, shows a sincere desire to grow and improve in all facets of the job. Has a positive attitude towards and values the FTO experience. Other behavior observed.

4. _Attitude towards Police Work:_ From what the probationary officer says and does, is the officer’s and their attitude toward police work positive? Is the officer’s equipment and the officer prepared to enter the field? How does the officer view the new career in terms of personal motivation, goals, and his/her acceptance of the profession responsibilities?

**1) Unacceptable:** Considers police work only as a job. Uses job for an ego trip, abuses authority (badge heavy), demonstrates little dedication to the principles of the profession, uses working time to conduct personal business or relationships, does not maintain necessary equipment or forms, has dirty or unsafe weapon, fails to record/retain roll call or briefing information, fails to complete homework assignments, fails to have weapon or flashlight, reports on duty late with no valid reason. Other behavior observed.

**4) Acceptable:** Expresses an active interest in law enforcement, maintains clean equipment and necessary forms, has resource material at hand when needed, completes homework on time, is familiar with crime profiles, views this not just as a job but as a profession. Other behavior observed.

**7) Superior:** Utilizes off duty time to further professional knowledge through
Study, maintains high ideals toward professional responsibilities (fair and equitable enforcement of law, personal conduct, etc.), actively solicits assistance from others to improve skills, does homework without being told to do so, by FTO. Holds the position of Public Servant in high esteem is proud of his/her department and demonstrates that pride by consistently striving for excellence. Other behavior observed.

Appearance:

5. **General appearance:** Uniform must be appropriate for varying situations, is uniform clean and pressed. Does probationary officer have poor hygiene, offensive body odor and/or bad breath? Is hair neatly trimmed and cared for? Does grooming indicate professional pride? What is the condition of personal equipment? Does male probationary officer have unclean face that has not been recently shaved?

(1) **Unacceptable:** Dirty or unkempt shoes and uniform. Uniform fits poorly or is improperly worn, and wrinkled. Hair poorly groomed and/or in violation of policy, equipment dirty, missing or inoperative, improper personal hygiene, offensive odors, demonstrates annoying mannerisms. Male probationary officer has not recently shaved his face. Other behavior observed.

(4) **Acceptable:** Uniform neat, clean. Uniform fits and is worn properly. Weapon, equipment and leather are clean and operative, hair is within regulations, and shoes are shined, male officer’s face that has been recently shaved, and sideburns and facial hair is within agency standards, other behavior observed.

(7) **Superior:** Tailored, clean and properly worn uniform, spit-shined high gloss shoes and leather, brass well shined, new officer appears to be in outstanding physical shape and therefore has a command bearing in uniform. Other behavior observed.

Knowledge of:

**Departmental Policies and Procedures:** Does the probationary officer demonstrate an acceptable level of knowledge of policies and procedures?

(1) **Unacceptable:** Fails to display knowledge of department policies, regulations and procedures or violates same, fails to review policies or procedures when given the time to do so, does not believe in adhering to and openly shows contempt for policies and directives. When quizzed or tested by FTO they are not able to score above 70%, other behavior observed.

(4) **Acceptable:** Familiar with most commonly applied department policies, regulations and procedures and complies with them, is willing and able to look up unknown subjects or material. Takes the time to read and stay current on policy and procedure updates and revisions. When quizzed or tested by FTO they are able to score above 80%, other behavior observed.

(7) **Superior:** Exceptional working knowledge of department policies, regulations and procedures including ones seldom used. Has a deep understanding of all policies and procedures, takes the time to stay current on and holds SOP’s and chain of command in high regard. When quizzed or tested by FTO they score a 100%, other behavior observed.
N.L.E.T.C. STANDARD EVALUATION GUIDELINES (SEG’s)

7. Nebraska State Statutes; Arrest/P.C./Codes: Does the probationary officer have the ability to apply the laws, or probable cause for arrest to the situation? Does the probationary officer possess an acceptable level of knowledge of the Nebraska criminal code or county/city ordinances? Does the student know how to research Nebraska laws and County/City Ordinances in order to find an answer? Does the student know the elements of proper search and seizure?

(1) Unacceptable: Student understands the knowledge required of a police officer, but is unable to apply this knowledge to the situation. New officer is unfamiliar with Nebraska laws, county/city ordinances and does not know where to go to find the answers she/he needs to properly cite. He/she cannot relate this knowledge to others or in a report is unable to relate all needed elements of probable cause for arrest, lacks knowledge of elements of basic offenses. Does not recognize criminal offenses when encountered, is uncertain if a crime has been committed and, if so, which type of crime. When quizzed or tested by FTO they are not able to score above 70%, other behavior observed.

(4) Acceptable: Has a good working knowledge of the law and applies probable cause to the situation, before an arrest is made, can explain his/her action in a written and or oral reports, is able to explain the disposition to the subject of the action. Has a working knowledge of commonly encountered criminal offenses, and can do the research to find more obscure laws/ordinances, relates elements to observed criminal activity, and applies the law in a fair manner. When quizzed or tested by FTO they are not able to score above 80%. Other behavior observed.

(7) Superior: Has an above average working knowledge of most laws or codes and can apply them to the situation. Understands elements of when they can search and seize without a search warrant, has an outstanding knowledge of criminal codes and ability to apply it to both normal and unusual criminal activity. Enhance the probable cause with field test or proper evidence collection at crime scenes, is able to explain actions in detail on paper or in court. When quizzed or tested by FTO they are able to score a 100%, other behavior observed.

8. Motor Vehicle Law: Does the new officer know the motor vehicle laws of Nebraska? Can they apply that knowledge in the enforcement of Nebraska Motor Vehicle law?

(1) Unacceptable: Lacks knowledge to recognize basic violations; not able to learn; no attempt made to improve. Does not actively look for or enforce motor vehicle law violations. When quizzed by FTO scores below a 70%, other behavior observed.

(4) Acceptable: A good working knowledge of the most commonly used sections and statutes relates elements needed for a successful subsequent prosecution. Is actively looking for violations and does not hesitate to take enforcement actions. When quizzed by FTO scores above an 80%. Other behavior observed.

(7) Superior: Outstanding knowledge of the most commonly used sections and statutes; relates and applies appropriate sections to both normal and unusual traffic situations; can locate lesser known sections in Motor Vehicle law book when requested and can apply them when the situation arises. When quizzed by FTO scores a 100%. Other behavior observed.
9. **Patrol area Orientation:** does the probationary officer know where he/she is? Can the probationary officer use a street guide and map? Can the probationary officer respond to a location efficiently within a reasonable length of time?  
(1) **Unacceptable:** Unaware of location while on patrol, does not understand proper use or does not use street guide or map when appropriate, unable to relate location to destination, gets lost, not familiar with major streets in the patrol area assigned. Expends too much time reaching destination due to lack of knowledge of patrol area, when asked for directions by citizens or is asked to give his location and direction to other officers the new officer becomes confused and cannot give directions, becomes disoriented when responding under stress, does not know sector, beat, or patrol area assigned. When quizzed by FTO is unaware of next intersection, is unable to articulate most expedient route of travel if asked how to get to a destination by FTO, is unaware of where they are if asked by FTO. When quizzed by FTO on orientation new officer scores less than a 70%. Other behavior observed.  
(4) **Acceptable:** Is aware of location while on patrol, properly uses the street guide or map, can relate location to destination. Arrives within reasonable amount of time, can provide others directions to his location without confusion. Provides needed directions under stress conditions, knows sector, beat area, and area of patrol. Successfully completes orientation quizzes at above an 80%. Other behavior observed.  
(7) **Superior:** Remembers location from prior runs. Rarely needs to use street guide or map, is aware of shortcuts and utilizes them to save time, knows locations by name of business or land mark. Considerations are made in directions when in a tactical situation. If tested has memorized all of the major streets in patrol area in order from the center of the patrol area. If quizzed always knows exactly where they are and what intersections are ahead, can with ease tell FTO routes of travel to various destination in patrol area, knows not only primary but also secondary routes of travel to arrive at destinations. Successfully completes orientation quizzes at a 100%, other behavior observed.  

10. **Patrol Procedures:** Does the probationary officer exhibit a working knowledge of patrol tactics and procedures?  
(1) **Unacceptable:** Lacks knowledge of patrol procedures, fails to observe suspicious persons or activity, seems to just drive around aimlessly without any propose, does not conduct business or neighborhood patrols, sees suspicious things/acts but fails to react. Does not cultivate field interviews, when quizzed by FTO on patrol procedures scores below a 70%, other behavior observed.  
(4) **Acceptable:** Has knowledge of patrol procedures and tactics and applies knowledge to duties. Actively patrols his/her beat, is looking for suspicious activity, and seems to have a reason and plan to his/her patrol activity. Does a good job on business checks and conducts a modest number of field interview contacts per shift. When quizzed by FTO on Patrol Procedures scores above an 80%, other behavior observed.  
(7) **Superior:** Has exceptional knowledge of patrol procedures and tactics, does an exceptional job of patrolling area, conducts a high number of business checks and field interviews per shift. Is very interested in cultivating relationships among the citizens he serves and encourages them to contact him to pass on information, is keenly aware of
people in his patrol area and their activities. When quizzed by FTO on Patrol Procedures scores a 100%, other behavior observed

PERFORMANCE:

11. Driving Skill: Normal/Speed Control: Are the driving behaviors safe and prudent for the situation?
   (1) Unacceptable: Violates traffic laws (red lights, stop signs, fails to signal turn, etc.), involved in chargeable accidents, lacks dexterity and coordination during vehicle operation, and runs over curbing. Vandalizes police vehicle, inappropriate use of lighting equipment, excessive and inappropriate speed for the conditions, is not a smooth or confident operator of a motor vehicle, does not use proper defensive or emergency vehicle operation techniques, is unaware of capabilities of his cruiser and his/her limitations as a driver. Is unable to multi task with the MDT, radio, and other communication devices and also drive safely. Other behavior observed.
   (4) Acceptable: Ability to maintain control of vehicle while being alert to activity outside of vehicle, practices good defensive driving and emergency vehicle operation techniques, adherence to vehicle code, maintains speed control for conditions, is aware of capabilities of his cruiser and his/her limitations as a driver and drives accordingly. Is able to multi task with the MDT, radio, and other communication devices and also drive safely, other behavior observed.
   (7) Superior: Sets excellent example of lawful, courteous driving, displays dexterity and coordination while driving a police vehicle, i.e. operating radio, MDT and other communication devices we use, while also checking businesses and observing surrounding activity, is not involved in accidents, uses defense driving and excellent emergency operation techniques in emergencies and avoids what would have been an accident by using excellent defensive driving techniques. Other behavior observed.

12. Driving Skill: Moderate Stress/Emergency: Are the driving behaviors safe and prudent for the emergency situation?
   (1) Unacceptable: Misuses red lights and siren. Drives too fast for the situation, drives too slowly for the situation, fails to slow for intersections, and cover break, loses control of the vehicle, or disregards public safety while driving at times. Other behavior observed.
   (4) Acceptable: Maintains control of the vehicle. Evaluates driving situations and reacts properly, i.e. proper speed for conditions, appropriate use of emergency equipment, uses cover breaking at most intersections while driving code, exercises appropriate responsibility to other traffic and traffic control devices, uses cover breaking at all intersections while driving code Other behavior observed.
   (7) Superior: High degree of reflex ability and competence in driving skills, practices excellent defensive driving techniques, anticipates driving situations in advance and acts accordingly, responds very well relative to the degree of stress present. Other behavior observed.
13. **Control of Conflict, voice command/Physical control:** Verbal Communications / Physical Behavior: In conflict situations does the probationary officer use appropriate force skills necessary to affect an efficient and productive outcome? In stressful or potential conflict situations where voice commands were given, were the outcomes positive? Is the probationary officer able to give voice instructions?

(1) **Unacceptable:** Uses too little or too much verbal force for the situation. Uses too much physical force for the situation, is unable to maintain control on routine matter. Improper voice inflections, i.e. too soft, too loud, confuses or angers listeners by what is said or how it is said, is indecisive. Poor officer bearing (aggressive posture / violates personal space of others), outwardly emotional and unable to maintain order. Other observed behavior.

(4) **Acceptable:** Speaks with authority in a calm, clear voice. Proper selections of words and knowledge of when and how to use them, obtains and maintains control through the use of proper amounts and techniques of force application, maintains composure and bearing. Uses correct amount of physical force for the situation, exhibits the ability to control the situation verbally. Other observed behavior.

(7) **Superior:** Excellent knowledge and ability in the use of restraining holds, properly adjusts amount of force for the given situation. Prepared and able to use necessary force. Completely controls a situation with voice tone, word selection and voice inflection, gives appearance of complete command even under highly stressful conditions, properly uses defusing techniques and excellent tactical communication skills in a proactive way to encourage cooperation and build rapport. Other behavior observed.

14. **Interview/Interrogator Skills:** Does the probationary officer obtain the necessary information at the time of the initial contact? Is he/she able to ask pertinent questions relating to the contact? Does the questioning follow a logical plan?

(1) **Unacceptable:** Fails to recognize or take advantage of the opportunity to develop necessary or complete information regarding his/her inquiry. Must have facts repeated 1 or 2 times to understand, is unable to diagnose information timely, does not conduct a basic investigation or conducts investigation improperly or incompletely, will not confront a suspect when he is being lied to. Does not develop rapport with suspects or victims, does not use empathy to their advantage to illicit more information or confession. Does not record information received properly, misses key information or does not recognize it as important.

(4) **Acceptable:** Recognizes and investigates the incident by obtaining a basic understanding of the facts. Separates facts from opinions, maintains control of the proceeding, connects evidence with suspect when apparent, elicits most available information and records same. Other behavior observed.

(7) **Superior:** Seldom misses an opportunity to develop complete information, is able to develop relevant information regarding assigned cases through extensive use of his/her experience and skills as an investigator and interrogator, demonstrates Specialized Investigator skill level in the collection and identification of evidence, and the interview and interrogation techniques he/she uses, is able to connect evidence with the suspect even when not apparent. Uses excellent rapport building skills and uses empathy in his/her communication in order to get the maximum amount of information out of a
victim/suspect/witness, will not hesitate to confront a person when they believe they are being lied to. Other behavior observed.

15. **Field Performance: Non-Stress Conditions:** How acceptable is the probationary officer’s general field performance under non-stress conditions? Does probationary officer possess the necessary coordination and skill for police work?
   - **(1) Unacceptable:** Seemingly confused and disoriented as to what action should be taken when confronted with a routine task. Takes wrong course of action, avoids taking action. Lacks motivation or initiative, only reacts if required. Clumsy performing routine tasks, has difficulty performing several associated actions, unable to perform necessary physical tasks. Other behavior observed.
   - **(4) Acceptable:** Properly assesses routine situations and takes appropriate action, able to perform physical skills as needed, performs several associated actions at a time. Other behavior observed.
   - **(7) Superior:** Properly assesses aspects of routine situations including the more complex ones, is able to perform in unusual situations and takes appropriate action. Other behavior observed.

16. **Field Performance: Stress Conditions:** How acceptable is the probationary officer’s field performance under high and moderately high stress conditions?
   - **(1) Unacceptable:** Performance deteriorates in stressful conditions, becomes emotional, panic stricken, loses temper, cannot function, displays cowardice, under reacts or overreacts, makes improper decisions, has "tunnel vision" or gets caught up in the activity, fails to protect crime scene, property or citizens. Abandons or fails to respond to fellow officer when needed in an emergency. Other behavior observed.
   - **(4) Acceptable:** Exhibits calm and controlled attitude, does not allow the situation to further deteriorate, demonstrates acceptable reaction to the situation, and demonstrates good crime scene protection skills. Other behavior observed.
   - **(7) Superior:** Maintains calm and self control, even in the most extreme situations, quickly restores control and takes command, exceptional performance under stressful conditions, and uses better than average skills and thinks and plans ahead. Other behavior observed.

17. **Investigative Skills:** Does the new officer have the ability to properly investigate calls for service? Do they know what information is required to complete their reports on the call for service? Do they possess the intellectual curiosity to not only work a call but try and clear and make better the situation?
   - **(1) Unacceptable:** Probationary officer does not know the elements of most crimes, lacks the knowledge as to how to classify a crime. Fails to ascertain the basic essentials of the investigation IE Who, What, Where, When, Why, and How in enough detail as to complete their reports accurately. Does not know how or what constitutes evidence at a scene, or if they do see evidence they do not collect it in a way that maintains its integrity. Other behavior observed.
   - **(4) Acceptable:** New officer knows what the elements for most criminal offenses are; he/she collects evidence, maintains chain of custody, and works a call for service in the proper way. She/he asks the correct questions of witnesses, suspects and victims as to
discover the basic information needed for an initial investigation. Officer is working call with the goal of solving the case. Other behavior observed.

(7) Superior: Probationary officer demonstrates a keen talent for investigating calls. He/she knows not only basic crime elements but is constantly striving to maximize their time working a case. He/she uses investigative techniques to collect trace and transitory evidence as well as all other types of evidence, she/he interviews suspects with the confidence that leads to confessions. She/he completes reports in a thorough manner and with such detail as to allow anyone to be able to follow up on the case without anything other than the new officers reports. Other behavior observed.

18. Self-Initiated Field Activity: Without benefit of direct instruction from the FTO, does the probationary officer initiate field activity? Do they recognize problems and generate action, which may lead to a possible solution? When it is apparent that some action has to be taken, does the probationary officer delay in initiating this problem solving action for no apparent reason? Is time used well by a self-motivated probationary officer?

(1) Unacceptable: Does not see or avoids activity, does not follow-up on situations, rationalizes suspicious activity or circumstances, does not take action unless FTO directed, avoids problems (drives around without locating any activity or relies upon other officers to handle the activity), demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively given the opportunity. Other behavior observed.

(4) Acceptable: Recognizes initiates and investigates suspicious activities and law violations, displays inquisitiveness, develops cases from routine activity, is independently motivated. Has initiated activities during most available time, generally able to choose a solution and analyzes response for further action, he/she is willing to assist other officers or other agencies when needed, the probationary officer stays updated on current criminal information, such as wants and warrants lists or vehicle theft hot sheets. Is occasionally looking for traffic related offences while on patrol including using speed detection devices, other behavior observed.

(7) Superior: Continuous productivity throughout the shift, makes quality arrests from observed activity, catalogs, maintains and uses information given at roll call and briefings for reasonable cause to stop vehicles and persons, is always looking for new ways to complete his/her patrol activity more effectively. When confronted with a problem is able to identify root causes and not just symptoms, takes control and acts in a positive manner, and is working on all contacts to generate call clearance and public service, is consistently looking for traffic related offenses while on patrol including using speed detection devices Other behavior observed.

19. Report Writing: Organization/grammar/neatness/time: To what degree of acceptability does the probationary officer prepare written/computerized reports/forms accurately and completely? Does the probationary officer expend an acceptable, appropriate amount of time in completing necessary forms/reports? Reference the probationary officer’s level of English usage; can the officer efficiently and clearly communicate in writing the events, which have occurred? Is the probationary officer’s grammar acceptable? Are the probationary officer’s reports and completed forms neat and legible? How acceptable is the probationary officer’s ability to organize his reports?
N.L.E.T.C. STANDARD EVALUATION GUIDELINES (SEG’s)

Does the probationary officer obtain the details necessary to complete a proper report? How long does it take for the probationary officer to complete their reports?

(1) **Unacceptable:** Unable to determine proper form for given situation. Forms are incomplete or inaccurate, requires an excessive amount of time to complete reports or other forms, illegible, misspelled words, incomplete sentence structure, unable to organize information and/or events into written form, inaccurate, unsigned reports are submitted, false or misleading information is put into report, elements of the crime missing or incomplete, does not maintain reports and misplaces, loses them, or turns them in improperly. Written chain of evidence is not maintained, does not have needed forms or reports, cannot use computerized system in a timely manner. Other behavior observed.

(4) **Acceptable:** Knows most standard forms and understands format, completes forms accurately and thoroughly with little assistance, completes reports and forms in appropriate time. Level of usage of grammar, spelling, and neatness are satisfactory. Errors in this area are rare and do not impair understanding, converts field situations into a logical sequence of thought with all required information. Uses computerized systems in a timely manner. Other behavior observed.

(7) **Superior:** Consistently completes even detailed forms without assistance and makes proper form selection, completes reports or other forms in no more time than that of a skilled, veteran officer, reports and forms are very neat and legible, no misspelling, excellent grammar, prepares complete and detailed accounts of what occurred from beginning to end. Written and organized so that any reader understands what occurred, elements of the crime or offence and a clear articulation as to why he/she did what they did in the investigation is stated in the report.

20. **Vehicle/Pedestrian Stops: Tactics/Techniques:** When coming in contact with subjects does the probationary officer use necessary skills as instructed by the FTO? Uses Officer Safety techniques?

(1) **Unacceptable:** Does not notify dispatch when appropriate. Takes actions that lead to believe the vehicle/pedestrian is not a risk, does not request assistance from others when it is needed, loses control of the stop. Fails to use all standardized procedure safety practices, fails to spot-check for movement with vehicle / pedestrian during encounter. Other behavior observed. Does not properly position cruiser when stopping another vehicle or approaching a pedestrian. Other behavior observed.

(4) **Acceptable:** Chooses the proper location for the contact. Notifies dispatch of the location, license/pedestrian in question, year / race/gender and age of the subject and reason for stop when necessary, records information on his/her log, takes a position of advantage behind the vehicle/pedestrian, uses all lighting to his/her advantage, maintains visual contact, uses proper approach. Other behavior observed.

(7) **Superior:** Recognizes a dangerous situation when it develops and takes necessary action to remove him/her or citizens from the danger, knows the location of cover and/or concealment and uses it if needed, is able to foresee a dangerous situation and is able to overcome the danger and complete his/her goal, uses excellent tactical positioning of cruiser when conducting a traffic stop or pedestrian contact. Other behavior observed.
21. **Decision Making / Problem Solving:** To what degree of acceptability does the probationary officer possess and employ knowledge of the department and good judgment in police situations? How capable is the probationary officer’s ability to understand the problem and develop a course of action?

(1) **Unacceptable:** Has difficulty making appropriate decisions. Too quick to act or indecisive, naïve, cannot recall previous situations and apply them in like situations. Does not recognize or is unable to comprehend the problem. Is unable to make an independent decision on his/her own. Does not care about others, takes excessive amount of time to reach a decision, unable to reason out a problem. Inflexible or demonstrates biased judgment. Other behavior observed.

(4) **Acceptable:** Is able to reason out a problem, relate what is taught and experienced. Good perception and ability to make own decision, is able to grasp the information, develop a solution and apply it in a timely manner, maintains flexibility, listens to all sides before making his/her decision, solicits other opinions/views. Other behavior observed.

(7) **Superior:** Excellent perception in foreseeing problems and arriving at advance solutions. Relates past solutions to present problems, uses his/her training and experience to quickly understand the problem, develops an appropriate course of action, and is able to make decisions correctly under normal and stressful conditions. Other behavior observed.

22. **Radio: Transmission/Reception/Procedures/MDT:** How well does the probationary officer know and use radio procedures? Are the probationary officer’s radio transmissions clear and understandable? Can the probationary officer listen to and comprehend radio transmissions? Is probationary officer able to use Mobile Data Terminal/Mobile Data Computer (MDT)? Is the new officer aware of the location of other officers in the sector/beat/area of patrol and what they are doing?

(1) **Unacceptable:** Misinterprets information given by the dispatcher or fails to follow proper radio procedure, does not preplan transmissions, improper voice inflections (too soft/too loud, or excited when not called for), repeatedly misses radio number, is not aware of radio traffic of fellow law enforcement officers, frequently has to ask for repeat transmissions or does not accurately comprehend transmissions, is unable to use functions of the MDT, fails to use computer to assist investigation or suspicions, poor retention of radio transmissions. Does not recall phonetic alphabet, rambles on in transmissions tying up radio traffic. Other behavior observed.

(4) **Acceptable:** Follows policy and accepted procedure, has good working knowledge of radio procedures. Uses short concise transmissions (proper voice control), copies radio transmissions directed to him/her and is aware of radio traffic in adjoining beats, rarely requires the dispatcher to repeat radio information, knows and uses proper radio terms, is able to use MDT in a timely manner, is aware of the location of other officers in the patrol area, Here’s BOLO’s, ATLs, and other radio intelligence and reacts accordingly, does not bother dispatch when they are busy. Other behavior observed.

(7) **Superior:** Always follows policy, direction and radio procedure. Uses radio with ease in all receiving and sending situations, has clear voice even under stress situations, transmissions are well planned and need not be repeated, aware of, and reacts to, traffic in adjoining beats. Uses previously broadcast information to his/her
N.L.E.T.C. STANDARD EVALUATION GUIDELINES (SEG’s)

Advantage, understands all functions of the MDT and uses it routinely, rarely misses any radio traffic, uses MDT in lieu of dispatch when possible thereby freeing dispatch for emergency traffic. Has a clear understanding of all proper radio procedures and always preplans a succinct, clear, communication over the radio. Other behavior observed.

23. **Accident Investigation**: Procedures/Policies/Techniques: Does the probationary officer have the ability to conduct a basic accident investigation? To what degree of acceptability does probationary officer complete the necessary paperwork? Is the probationary officer capable of completing the investigation in a timely manner?

   **(1) Unacceptable:** Probationary officer does not properly assess the situation and act accordingly. She/he fails to properly protect the scene using squad car or other means. Fails to recognize opportunities to develop complete and necessary information, does not conduct a basic investigation, or improperly conducts investigation. Other behavior observed.

   **(4) Acceptable:** Probationary officer properly assess the situation and acts accordingly. She/he utilizes squad car or other means to properly protect the scene, obtains the necessary information for completing the investigation, properly explains process to individuals and provides them with necessary paperwork. Other behavior observed.

   **(7) Superior:** Probationary officer utilizes all necessary elements to properly control a major accident scene; she/he is capable of conducting investigation including photographs and measurements. Understands some advanced accident investigation concepts and applies them in their investigations. Other behavior observed.

RELATIONSHIPS/ATTITUDES:

24. **Relationship with Citizens**: To what degree of acceptability does the probationary officer relate with citizens in effecting efficient and productive outcomes? Does the probationary officer have any problems with any particular group, which precludes efficient and productive outcomes? Is probationary officer able to establish acceptable interpersonal contacts? Does probationary officer problem solve with citizens? Does the student attempt to build rapport and does the new officer understand the importance of developing empathy in relationships with citizens?

   **(1) Unacceptable:** Inappropriate behavior regarding citizens: Abrupt, belligerent, overbearing, arrogant, uncommunicative, insensitive, avoids "service" aspect of the job. Evidences hostility, prejudice, bias, and subjectivity or is overly sympathetic towards persons of different cultural background, does not know the resources available to the community for problem solving, acts as sole authority on subject, does not follow up on citizen valid request, is abrupt or belligerent, displays sexist or racist behavior. Does not attempt to build rapport or does not show empathy to citizens. Other behavior observed.

   **(4) Acceptable:** Is courteous, friendly and empathetic, communicates in a professional and unbiased manner, "Service" oriented, at ease and does not feel threatened by presence of persons with different cultural background. Serves their needs objectively, provides community resource lists when assisting a citizen, aware and empathetic to
citizen’s perceptions of problems. Follows up on public inquires and request, is impartial and non-discriminatory while being objective. Other behavior observed.

(7) Superior: Quickly establishes a good rapport with citizens and is objective, appears to be at ease in any person-to-person situation, understands cultural differences and effects on relations, reacts objectively and properly, works with citizens to handle neighborhood issues, gets back to the citizen after obtaining additional information. Includes the citizen as an equal participant, establishes competent, courteous interpersonal contacts as a professional. Other behavior observed.

25. **Relationship with other officers/command staff:** Are the relationships with supervisors and officers productive and compatible with the mission of the department and training programs? Does probationary officer belittle, reject the duties, roles and responsibilities of the department personnel? Does the new officer appear to want to build good relationships with fellow officers? Is the new officer respectful of senior officers and command staff, does he/she want to build positive relationships with officers from outside agencies as well?

(1) **Unacceptable:** Considers himself/herself superior to others, rationalizes mistakes, gossips about others to belittle them or play one against the other, resists instruction, unsociable, sarcastic or gossips maliciously. Does not show respect for senior and command staff, and does not see value in cultivating positive relationships with officers from other agencies. Other behavior observed.

(4) **Acceptable:** Understands and maintains a good relationship with superiors and other officers is accepted as a group member, shows respect towards the roles or duties of other department personnel, is a Team Player. Other behavior observed.

(7) **Superior:** Peer group leader, understands and maintains excellent relationship with others, actively assists others in the goals of the department and training programs is a supportive and good listener. Shows respect and genuine appreciation to Senior/Command staff he/she works with, strives to build positive relationships with others. Other behavior observed.