



October 5, 2018



J Anderson Esq.

Sent via email: opra+request-2605-43e3e69b@requests.opramachine.com

Dear Sir/Madam:

The Evesham Township received your Open Public Records Act (OPRA) request, on **October 4, 2018**. The Evesham Police Department Records Custodian received your OPRA request on **October 4, 2018**. The seven (7) business day deadline to respond to your request is **October 15, 2018**. This response to your request is being sent to you on the **3rd** business day after the custodian's receipt of the original request.

The following document is responsive to your OPRA and common law request for "*...1. ...a copy of the FTO and/or Police Field Training Manual. 2. A copy of the FTO and/or Field Training Manual for the most recent (2) Officers that have been released/graduated from the Evesham Police FTO program*" and is provided to you via email per your request:

Document	Notes
Field Training Program Standard Evaluation Guidelines	Provided in full
FTO Training – In House Orientation Signoff – Officer #179	Provided in full
FTO Training – In House Orientation Signoff – Officer #180	Provided in full

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Evesham Township Police Department to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

A handwritten signature in black ink, appearing to read "K Corbett", is written over a horizontal line.

Katherine Corbett
Risk Management Coordinator
Evesham Township Police Department
984 Tuckerton Road
Evesham NJ 08053
856-985-6022
corbettk@eveshampd.org

18-24095

due 10/15/18

Corbett, Katherine

From: Bergh, Mary Lou
Sent: Thursday, October 04, 2018 8:36 AM
To: Corbett, Katherine
Subject: FW: OPRA request - Police Training

Kate, This is for you. Have a good day.

Mary Lou Bergh, R.M.C., C.M.R.
Township Clerk/Registrar
Township of Evesham
984 Tuckerton Road
Marlton, NJ 08053
856-983-2900 Ext 4330
Fax: 856-985-3695
Email: berghm@evesham-nj.gov

-----Original Message-----

From: J Anderson [<mailto:opra+request-2605-43e3e69b@requests.opramachine.com>]
Sent: Thursday, October 4, 2018 7:04 AM
To: Bergh, Mary Lou <berghm@evesham-nj.gov>
Subject: OPRA request - Police Training

Dear Evesham Township,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

1. I am requesting a copy of the FTO and/or Police Field Training Manual.
2. A copy of the FTO and/or Field Training Manual for the most recent two (2) Officers that have been released/graduated from the Evesham Police FTO program.

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

Yours faithfully,

J Anderson ESQ

Please use this UNIQUE email address for all replies to this request and no other:
opra+request-2605-43e3e69b@requests.opramachine.com

Append refuse

md ch 10/9/18

RECEIVED
OCT 9 4 2018

BY: *h*

Is berghm@evesham-nj.gov the wrong address for OPRA requests to Evesham Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=evesham_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/police_training

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.



EVESHAM POLICE DEPARTMENT FIELD TRAINING PROGRAM STANDARD EVALUATION GUIDELINES

The following "1", "4" and "7" scale value definitions are to be used when rating a recruit's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

1. DEPARTMENT WRITTEN DIRECTIVES

This category evaluates the recruit's working knowledge of the department Police Manual and the ability to translate the knowledge into appropriate action when required.

1. **Unacceptable:** the recruit consistently fails to demonstrate knowledge and understanding of the Police Manual. The recruit is unable to apply the provisions of the Police Manual in their daily activity thus requiring constant supervision. Without additional training the recruit will fail to attain minimal acceptable standards.
4. **Acceptable:** the recruit possesses average knowledge and understanding of the Police Manual and demonstrates a general ability to apply the provisions of the Police Manual in field situations. Occasional supervision required.
7. **Superior:** the recruit possesses a thorough knowledge and understanding of the Police Manual. This knowledge and understanding is easily applied in field situations and supervision is rarely required.

2. FAMILIARITY WITH STREETS AND BUSINESSES

This category evaluates the recruit's ability to locate streets and businesses without delay in response to assignments.

1. **Unacceptable:** the recruit is consistently unaware of his/her location while on patrol and frequently gets lost. The recruit fails to properly utilize the street map thus resulting in delayed response to assignments.
4. **Acceptable:** the recruit is aware of locations while on patrol and demonstrates the ability to utilize the street map to orient his/her position, locate assignments and develop acceptable response routes.
7. **Superior:** the recruit is thoroughly familiar with the assigned area and rarely needs to refer to the street map to locate assignments. The recruit is able to determine and utilize the most direct route of response between points in the township resulting in a rapid response to assignments.

STANDARD EVALUATION GUIDELINES

3. LAWS OF ARREST, SEARCH & SEIZURE, CRIMINAL PROCEDURE

This category evaluates the recruit's knowledge and understanding of laws of arrest, search & seizure and criminal procedure and their ability to apply this knowledge in field situations.

1. **Unacceptable:** the recruit violates the Constitutional standards for conducting arrests, searches and seizures, and established criminal procedure.
4. **Acceptable:** the recruit demonstrates knowledge and understanding of the Constitutional standards associated with arrests, searches and seizures, and established criminal procedure in commonly encountered situations.
7. **Superior:** the recruit demonstrates knowledge and understanding of the Constitutional standards associated with arrests, searches and seizures, and established criminal procedure in all situations encountered.

4. CRIMINAL STATUTES AND TOWNSHIP ORDINANCES

This category evaluates the recruit's knowledge of the New Jersey Code of Criminal Justice and the Evesham Township Municipal Ordinances and measures their ability to apply this knowledge in field situations.

1. **Unacceptable:** the recruit does not possess adequate knowledge of the basic elements of the New Jersey Code of Criminal Justice and the Evesham Township Municipal Ordinances. The recruit cannot recognize violations of state and/or local laws.
4. **Acceptable:** the recruit knows and recognizes commonly encountered criminal offenses and township ordinance violations. The recruit takes appropriate enforcement action when faced with commonly encountered field situations.
7. **Superior:** the recruit possesses outstanding knowledge of the elements constituting violations of state and local laws, and always implements the appropriate enforcement action for the situation encountered.

5. MOTOR VEHICLE LAWS

This category evaluates the recruit's knowledge of state and local motor vehicle laws and measures their ability to accurately apply this knowledge in field situations.

1. **Unacceptable:** the recruit does not possess knowledge of the basic elements of the state and local traffic laws and cannot distinguish violations of commonly enforced statutes/ordinances.
4. **Acceptable:** the recruit knows and recognizes commonly encountered motor vehicle violations and takes proper enforcement action when appropriate.

STANDARD EVALUATION GUIDELINES

7. **Superior:** the recruit possesses outstanding knowledge of the elements constituting violations of state and local traffic laws and always makes proper decisions regarding enforcement action.

6. REFERENCE MATERIALS AND RESOURCES

This category evaluates the recruit's ability to locate and utilize appropriate departmental and external reference and resource materials in connection with assignments.

1. **Unacceptable:** the recruit is unable to locate and access resource and reference material designed to assist officers in the performance of daily activities resulting in frequent preventable errors.
4. **Acceptable:** the recruit possesses the ability to locate and utilize most resource and reference materials pertaining to the performance of daily activities.
7. **Superior:** the recruit possesses the ability to locate and utilize all departmental and any available external reference and resource materials to assist in the completion of assignments. The recruit has demonstrated the ability to develop new resources to assist in the completion of assignments.

7. DRIVING SKILLS – ROUTINE

This category evaluates the recruit's skill in the operation of the police vehicle under normal driving conditions.

1. **Unacceptable:** the recruit fails to operate the police vehicle in a safe manner consistent with the prevailing conditions. The recruit is prone to frequent violations of the provisions of the motor vehicle laws.
4. **Acceptable:** the recruit operates the police vehicle in a safe manner consistent with prevailing conditions and obeys motor vehicle laws when appropriate.
7. **Superior:** the recruit sets an example for lawful and courteous driving and maintains complete control of the police vehicle at all times, in all conditions. The recruit is an excellent defensive driver.

8. DRIVING SKILLS – EMERGENCY CONDITIONS

This category evaluates the recruit's skill in police vehicle operation under the stressful conditions of emergency situations and responses, including, but not limited to, the proper utilization of emergency warning devices.

STANDARD EVALUATION GUIDELINES

1. **Unacceptable:** the recruit operates the police vehicle in a reckless manner and avoids accidents by relying on the duty of other motorists to yield the right of way to an emergency vehicle.
4. **Acceptable:** the recruit operates the police vehicle in a safe manner utilizing emergency warning devices when appropriate. Due caution is exercised during such emergency response notwithstanding the other motorists duty to yield.
7. **Superior:** the recruit operates the police vehicle under total control and has the ability to anticipate and react to unforeseen road hazards. The recruit always utilizes emergency warning devices when appropriate.

9. OFFICER SAFETY – GENERAL

This category evaluates the recruit's ability to perform common police tasks without injuring self or others or exposing self or others to unnecessary danger or risk.

1. **Unacceptable:** the recruit consistently fails to practice accepted officer safety procedures concerning security of weapon, security of self and security of others.
Examples:
 - exposes weapon improperly.
 - utilizes improper/unsafe interview stance/position.
 - fails to provide proper cover during backup situations.
4. **Acceptable:** the recruit routinely follows accepted officer safety procedures resulting in no enhanced danger or risk to others while performing common police tasks.
7. **Superior:** the recruit always demonstrates proper officer safety procedures when carrying out common police tasks and has the ability to anticipate and respond to potential hazards.

10. OFFICER SAFETY – SUSPECTS, SUSPICIOUS PERSONS, PRISONERS

This category evaluates the recruit's ability to maintain officer safety in situations requiring interaction with suspects, suspicious persons and prisoners.

1. **Unacceptable:** the recruit consistently fails to practice accepted officer safety procedures as outlined in standard # 9.
Examples:
 - exposes weapon to suspects or prisoners.
 - fails to conduct proper and thorough searches.
 - displays poor body positioning and general threat awareness during encounters.
 - fails to handcuff when appropriate.

STANDARD EVALUATION GUIDELINES

4. **Acceptable:** the recruit routinely follows accepted officer safety procedures when interacting with suspects, suspicious persons and prisoners resulting in no enhanced level of danger or risk to others.
7. **Superior:** the recruit always demonstrates accepted officer safety procedures when interacting with suspects, suspicious persons and prisoners. The recruit is able to anticipate possible confrontations and reacts accordingly.

11. SITUATION MANAGEMENT – VERBAL

This category evaluates the recruit's ability to stabilize and control a situation through the effective use of verbal commands and instructions.

1. **Unacceptable:** the recruit fails to speak when necessary, speaks softly or timidly to gain control, uses loud and/or inappropriate comments that escalate situations.
4. **Acceptable:** the recruit stabilizes most situations by using verbal commands and instructions that are clear, competent and authoritative.
7. **Superior:** the recruit always gains absolute control in even the most challenging situations. Displays the ability to employ proper tone, vocabulary, inflection and bearing necessary to establish such control.

12. SITUATION MANAGEMENT – PHYSICAL

This category evaluates the recruit's ability to control a situation through the use of proper levels of force as warranted by the particular situation.

1. **Unacceptable:** the recruit employs too little or too much force for the given situation, does not control, restrain and/or handcuff when necessary. Does not have a solid working knowledge regarding "Use of Force".
4. **Acceptable:** the recruit is able to gain and maintain control of individuals by employing the appropriate amount of justifiable force. Technically sound in the application of such force.
7. **Superior:** the recruit possesses excellent knowledge and ability regarding force issues and applies sound judgment in field situations requiring use of force. Physically superior individual, well versed in defensive tactics and force application.

13. PROBLEM SOLVING

This category measures the recruit's ability to evaluate a situation and apply sound judgment in arriving at decisions which conform to department policy and established police procedure.

STANDARD EVALUATION GUIDELINES

1. **Unacceptable:** the recruit acts impulsively without considering the consequence or cannot make a decision. Demonstrated inability to apply past experiences to current situations.
4. **Acceptable:** the recruit is capable of making a competent decision based on available information in commonly encountered situations. Draws upon past situations and can filter unimportant information.
7. **Superior:** the recruit is capable of resolving complex issues in an appropriate manner. Anticipates potential complications and consequences in resolution process. Capable of working independently.

14. REPORT WRITING – SUBSTANTIVE CONTENT

This category evaluates the recruit's ability to draft reports that are thorough and accurately reflect the facts of the incident under investigation. e.g., who, what, when, where, why and how.

1. **Unacceptable:** the recruit consistently fails to establish the elements of the incident being reported. Unable to organize information and reduce it to writing. Reports are frequently factually inaccurate or misleading.
4. **Acceptable:** the recruit complete reports in an organized and logical manner. Reports are thorough and accurately reflect all pertinent and factual data.
7. **Superior:** the recruit prepares reports that are organized and written in such a manner that any reader can thoroughly understand what has occurred. Reports document all investigative leads and establish the relationships between suspects, victims, witness and the incident under investigation.

15. REPORT WRITING – GRAMMAR AND NEATNESS

This category evaluates the recruit's ability to author reports that are legibly written and employ proper language usage, as well as, accurate spelling and punctuation.

1. **Unacceptable:** the recruit consistently prepares reports that are illegible, contain excessive spelling errors or utilize improper sentence structure.
4. **Acceptable:** the recruit prepares reports that are legible. Occasional grammatical or spelling errors detected that generally do not negatively impact the accuracy of the report.
7. **Superior:** the recruit prepares reports that are very neat and legible. Reports rarely contain grammatical or spelling errors.

STANDARD EVALUATION GUIDELINES

16. REPORT WRITING – TIMELINESS

This category evaluates the recruit's efficiency relative to the amount of time required to write a report based on the nature and complexity of the incident.

1. **Unacceptable:** the recruit consistently required an excessive amount of time to complete a routine report. The recruit frequently is required to remain beyond the end of the scheduled shift of duty to complete routine paperwork.
4. **Acceptable:** the recruit usually completes all required reports within a reasonable amount of time.
7. **Superior:** the recruit completes reports very quickly, consistent with the ability of a veteran officer.

17. FIELD PERFORMANCE – NON-STRESS

This category evaluates the recruit's ability to deliver a full range of generalized police services under non-stressful conditions, including, but not limited to: public assistance, protections of rights/dignity of individuals, reducing anti-social behavior and deterrence of crime.

1. **Unacceptable:** when confronted with a routine task, the recruit is unable to determine the appropriate course of action. Constant supervision required for the completion of routine tasks.
4. **Acceptable:** when confronted with routine situations, the recruit usually determines and implements the proper course of action. Occasional supervision required.
7. **Superior:** the recruit demonstrates the ability to properly assess routine and complex situations, and determines and implements the appropriate course of action. Supervision rarely required.

18. FIELD PERFORMANCE – STRESSFUL SITUATIONS

This category evaluates the recruit's ability to perform the essential tasks associated with their assignment under moderate to high stress conditions. Measures the recruit's ability to maintain a calm and poised demeanor when confronted with high stress conditions.

1. **Unacceptable:** the recruit becomes emotional, is panic-stricken, can't function, holds back, loses temper or displays cowardice. Overreacts.
4. **Acceptable:** the recruit remains calm and in control; maintains the ability to reason, formulate and implement appropriate responses in most situations.

STANDARD EVALUATION GUIDELINES

7. **Superior:** the recruit remains calm and in control; maintains the ability to reason, formulate and implement appropriate responses regardless of the situation encountered.

19. MCT COMPETENCY

This category evaluates the recruit's ability to utilize the Mobile Computer terminal (MCT) to aid in the efficient delivery of police services.

1. **Unacceptable:** the recruit consistently demonstrates an inability to properly access and utilize information available through the MCT. Cannot complete computerized reports. Loses information.
4. **Acceptable:** the recruit consistently demonstrates an ability to properly access and utilize information available through the MCT. Computerized reports are usually completed accurately and in a timely fashion.
7. **Superior:** the recruit demonstrates a high level of proficiency in utilizing and access information available through the MCT. Computerized reports are always accurate and timely.

20. SELF-INITIATED FIELD ACTIVITY

This category evaluates the recruit's ability to initiate police related activities in the field when circumstances warrant such action.

1. **Unacceptable:** the recruit consistently fails to recognize and/or avoid situations requiring police intervention. Rationalizes suspicious activity, lacks initiative.
4. **Acceptable:** the recruit recognizes and acts upon most situations requiring police intervention. Displays initiative and inquisitiveness. Capable of developing investigative leads.
7. **Superior:** the recruit rarely fails to recognize and act upon situations requiring police intervention. Capable of combining intelligence, investigative leads and observed activity to establish probable cause.

21. ACCIDENT INVESTIGATION SKILLS

This category evaluates the recruit's ability to properly manage an accident scene and conduct proper and thorough investigations.

1. **Unacceptable:** the recruit routinely fails to properly manage accident scenes thereby exposing others to unnecessary risk of further injury or loss. Fails to secure evidence/property. Reports do not accurately depict the scene and contributing factors to the accident.

STANDARD EVALUATION GUIDELINES

4. **Acceptable:** the recruit generally manages the accident scene in a competent manner reducing the risk of further injury or loss. Properly collects and catalogs evidence/property from scene. Reports submitted accurately depict the scene and logically describes the factors contributing to the accident.
7. **Superior:** the recruit always demonstrates outstanding scene management skills. Facilitates prompt emergency aid for victims; identifies witnesses; safely re-establishes traffic flow at earliest opportunity. Reports clearly and concisely depict the scene and contributing factors to the accident.

22. RADIO DISCIPLINE – PROPER PROTOCOL

This category evaluates the recruit's ability to utilize the police radio in accordance with established department standards.

1. **Unacceptable:** the recruit consistently fails to follow established department procedures when using the police radio. Verbally abusive to dispatchers; sarcastic; refers to fellow officers by name; consistently fails to advise dispatchers when exiting the patrol vehicles, etc.
4. **Acceptable:** the recruit follows established department procedures for utilization of the police radio under most circumstances. Maintains a professional demeanor, promptly updates dispatchers on location and status.
7. **Superior:** the recruit follows established department procedures for all radio transmissions. Maintains calm and professional demeanor under stressful conditions. Always updates dispatcher on location and status.

23. RADIO DISCIPLINE – LISTENING AND COMPREHENSION

This category evaluates the recruit's ability to pay attention to radio traffic and to understand the information transmitted.

1. **Unacceptable:** the recruit consistently misses assigned calls and fails to recognize own radio identification number. Frequently requests radio transmissions be repeated. Fails to comprehend the phonetic alphabet.
4. **Acceptable:** the recruit generally recognizes and understands messages broadcast over the police radio. Remains cognizant of activities of fellow officers.
7. **Superior:** the recruit displays an acute awareness of all radio transmissions. Recalls and utilizes previously broadcast information.

STANDARD EVALUATION GUIDELINES

24. RADIO DISCIPLINE – ARTICULATION OF TRANSMISSIONS

This category evaluates the recruit's ability to effectively communicate with others via the police radio.

1. **Unacceptable:** the recruit consistently fails to compose thoughts before speaking. Does not convey a calm and concise message. Frequently misunderstood by others. Transmissions are unnecessarily long or contain inappropriate information. Fails to control background noises when possible.
4. **Acceptable:** the recruit generally composes thoughts and speaks in a calm and concise manner. Most transmissions are easily understood and brief. Information broadcast is appropriate and relevant. Takes reasonable steps to prevent interference and background noises.
7. **Superior:** the recruit always broadcasts calm, concise and logical messages. Transmissions are always informative and fully understood without being repeated. When possible, background noise and interference is eliminated.

25. INTERVIEW AND INTERROGATION SKILLS

This category evaluates the recruit's ability to employ proper interview techniques based on the situation encountered, and the individuals involved.

1. **Unacceptable:** the recruit fails to administer Miranda Warnings when appropriate. Questioning techniques consistently fail to elicit appropriate and/or accurate information. Consistently fails to establish control or develop rapport due to excessively submissive or aggressive behavior.
4. **Acceptable:** the recruit administers Miranda Warnings when appropriate. Questioning techniques usually elicit appropriate and/or accurate information. Demonstrates the ability to develop a rapport most individuals interviewed and controls the interview in most situations.
7. **Superior:** the recruit employs questioning techniques that always elicit accurate and/or appropriate information. Easily establishes and maintains a rapport with all subjects encountered. Establishes and maintains control of interviews involving difficult subjects.

26. INVESTIGATIVE SKILLS

This category evaluates the recruit's ability to organize and conduct a proper and thorough investigation with an emphasis on crime scene preservation techniques.

STANDARD EVALUATION GUIDELINES

1. **Unacceptable:** the recruit consistently conducts improper basic or preliminary investigations; fails to accurately define the elements of the offense in question and misidentifies or fails to collect discernable evidence. Fails to identify suspects, victims and witnesses. Does not adequately secure crime scenes resulting in contamination.
4. **Acceptable:** the recruit usually conducts proper basic and preliminary investigations through implementation of proven techniques in all routine matters. Generally capable of accurately defining the nature and elements of the offense under investigation. Properly identifies victims, witnesses and suspects. Preserves crime scenes and properly collects readily apparent evidence.
7. **Superior:** the recruit always conducts a proper basic or preliminary investigation regardless of the circumstances. Always identifies the nature and elements of the offense being investigated. Properly identifies victims, witnesses and suspects and defines the relationships between them. Preserves crime scenes and properly identifies and collects evidence regardless of the circumstance.

27. ATTITUDE – ACCEPTANCE OF FEEDBACK FROM FTO

This category evaluates the recruit's ability to accept constructive criticism from the Field Training Officer. Measures how well the recruit utilizes the information to improve performance.

1. **Unacceptable:** the recruit rationalizes errors. Refuses to admit errors or attributes them to outside factors. Fails to employ feedback as motivation to improve performance. Considers criticism as a personal attack.
4. **Acceptable:** the recruit readily admits errors and treats them as a tool to improve performance. Accepts criticism in order to improve learning potential.
7. **Superior:** the recruit actively solicits feedback from their FTO in order to improve performance. Takes full responsibility for error.

28. ATTITUDE TOWARD POLICE WORK

This category evaluates the recruit's acceptance of responsibilities as a law enforcement officer. Measures how the recruit tailors motivation and goals in pursuit of the organization mission.

1. **Unacceptable:** the recruit is unable or refuses to accept the higher standard and responsibilities associated with a career in law enforcement. Does not acknowledge role as a public servant. Puts forth little or no effort to improve professional skills. Abuses authority to boost ego. Fails to endorse the goals and mission of the department.

STANDARD EVALUATION GUIDELINES

4. **Acceptable:** the recruit readily accepts the higher standard and responsibilities associated with a career in law enforcement. Demonstrates an acceptance of the organizational goals and mission as reflected in performance. Projects a willingness to improve knowledge and professional skills.
7. **Superior:** the recruit's acceptance of the standards and responsibilities associated with a career in law enforcement are readily apparent as reflected in attitude and behaviors on and off duty. Actively seeks to improve job knowledge and skill through study outside of regular duty hours. Seeks advice and/or assistance from experienced officers. Actively promotes organizational goals and mission.

29. PREPARATION

This category evaluates the recruit's ability to report for duty on time with the proper equipment. Measures the ability to receive pertinent intelligence and operational information necessary to complete all assigned tasks.

1. **Unacceptable:** the recruit is occasionally late or consistently rushing to arrive at the last minute. Often not fully prepared to complete routine tasks. Reports for duty without adequate rest or in poor physical condition.
4. **Acceptable:** the recruit reports for duty on time and prepared to carry out all foreseeable assignments. Records pertinent information during roll call briefings. Reports for duty alert and well rested. Maintains good physical condition.
7. **Superior:** the recruit reports for duty early and spends time reviewing prior briefings or studying policies and procedures. Is properly equipped and prepared to handle all but the most unusual assignments.

30. RELATIONSHIP WITH PEERS

This category evaluates the recruit's ability to effectively interact with fellow officers in the work environment.

1. **Unacceptable:** the recruit is frequently argumentative, gossips, demonstrates aloofness, and violates the chain of command. Is not a team player. Ignores instruction or advice from more experienced officers. Patronizes superiors and training officers.
4. **Acceptable:** the recruit maintains a professional, cordial relationship with most co-workers. Works well as a member of a group. Adheres to the chain of command. Accepts advice and instruction from experienced officers.
7. **Superior:** the recruit maintains a professional and cordial relationship with all co-workers and superiors. Understand place in department's table of organization. Actively promotes group success. Frequently provides assistance to co-workers.

STANDARD EVALUATION GUIDELINES

31. RELATIONSHIP WITH THE PUBLIC

This category evaluates the recruit's ability to interact with citizens in a professional manner and to maintain composure when confronted with citizen opposition.

1. **Unacceptable:** the recruit interacts with the public in a belligerent, overbearing, arrogant or uncommunicative manner. Often fails to maintain a professional demeanor.
4. **Acceptable:** the recruit interacts with the public in a professional manner and maintains a professional demeanor. Understands and embraces the "public service" aspect of police work.
7. **Superior:** the recruit inspires confidence and trust during interaction with the public and leaves citizens with an impression of genuine interest in their plight. Excellent non-verbal skills.

32. APPEARANCE STANDARDS

This category evaluates the recruit's ability to present a positive and professional image through their appearance.

1. **Unacceptable:** the recruit's uniform is frequently wrinkled and/or soiled. Shoes not shined or not in conformance with established department standards. Inadequate personal hygiene, offensive breath or body odor. Hair does not conform to established standard.
4. **Acceptable:** the recruit's uniform is neat and clean. Shoes are of an approved style, clean and polished. Hair conforms to standard.
7. **Superior:** the recruit's uniform is neat, clean and tailored. Shoes are spit shined. Leather polished. Always presents a positive image and professional appearance.

33. CARE OF ISSUED EQUIPMENT

This category evaluates the recruit's ability and desire to properly use and care for department issued equipment.

1. **Unacceptable:** the recruit lacks the requisite degree of responsibility and respect for issued equipment. Equipment is damaged through negligence or misuse. Loses equipment.
4. **Acceptable:** the recruit maintains all issued equipment in conformance with department standards.

STANDARD EVALUATION GUIDELINES

7. **Superior:** the recruit is meticulous in the care and maintenance of all issued equipment. Maintains peak operational condition.



FTO training-Bernard Tighe #179

In-House Orientation

<u>Topic</u>	<u>Signature</u>	<u>Date</u>
CPR/First Aid	LIBETTI	2-7-18
Harassment	REINHOLT	2-9-18
OC/Baton	RITTER	2/6/18
Firearms Qual.	TOMEIO	2-7-18
Court Room Proc.	HIGBEE	2-7-18
Prisoner transport	DIXON	2-8-18
MV Stops/InfoCOP	GRAFF	2/6/18
Traffic Tolerance & Lat.	HIGBEE	2-7-18
Ethics	CHEW	2/6/18
Profiling/Biased Based Policing		2/6/18
Cellblock Management	DIXON	2/8/18
Booking Procedures	GRAFF	2/8/18
Use of Force	MILLER	2/9/18
Motor Vehicle Pursuit	MILLER	2/9/18
Criminal Law Update		2/6/18
Excited Delirium		2/9/18

Domestic Violence H H 2/6/18

HazMat/Right to Know H H 2/6/18

Blood Bourne Pathogens REINHOLT 2/6/18

Motor Vehicle updates H H 2/6/18

FOP Rep. TAVELLA 2/7/18

All Hazards/ICS/Civil disputes/Crowd control TR REINHOLT 2/6/18

CJIS RITTER 2/6/18

Radar DIVITO 2/7/18

Accreditation CORBETT 2/6/18

Search and Seizure H H 2/6/18

Mobile Digital Recorder FRIEL 2/6/18

Body Worn Camera ✓ FRIEL 2/6/18

Field Reporting DIVITO 2/6/18

ALPR DIVITO 2/7/18

DWI GRAFF 2/6/18

Misc. Personnel conduct ROSENBERG 2/8/18

Active Shooter TOMEI 2-5-18

Critical Incident Stress Procedures RITTER 2/6/18

Computer systems(N/W, TLO, Livescan,eCDR, AOC) DIXON 2/6/18

Developmental disabilities (NJlearn) H

Narcan/Opiate prosecution (NJlearn) H

ODARA_(NJLEARN) H



FTO training-John Matthews #180

In-House Orientation

<u>Topic</u>	<u>Signature</u>	<u>Date</u>
CPR/First Aid	Libetti	5/23/18
Harassment	H. H.	6/18/18
OC/Baton	R. H. #84	6/18/18
Firearms Qual.	R. H. #84	6/18/18
Court Room Proc.	H. H.	5/21/18
Prisoner transport	H. H.	6/20/18
MV Stops/InfoCOP	M. H. #52	6/19/18
Traffic Tolerance & Lat.	H. H.	6/20/18
Ethics	H. H.	6/21/18
Profiling/Biased Based Policing	H. H.	6/20/18
Cellblock Management	H. H.	5/20/18
Booking Procedures	H. H.	5/20/18
Use of Force	R. H. #84	6/18/18
Motor Vehicle Pursuit	R. H. #84	6/18/18
Criminal Law Update	H. H.	6/20/18

Domestic Violence	<u>H H</u>	<u>5/22/18</u>
HazMat/Right to Know	<u>H H</u>	<u>6/22/18</u>
Blood Bourne Pathogens	<u>Libetti</u>	<u>6/23/18</u>
Motor Vehicle updates	<u>H H</u>	<u>6/21/18</u>
FOP Rep. <u>TAVELLA</u> <u>DIVITO</u>	<u>M/O</u>	<u>6.19.18</u>
All Hazards/ICS/Civil disputes/Crowd control	<u>R/L</u>	<u>6/18/18</u>
CJIS	<u>H H</u>	<u>6/18/18</u>
Radar	<u>M/O</u> <u>52</u>	<u>6/19/18</u>
Accreditation	<u>H H</u>	<u>6/20/18</u>
Search and Seizure	<u>H H</u>	<u>5/21/18</u>
Mobile Digital Recorder	<u>H H</u>	<u>6/20/18</u>
Body Worn Camera	<u>H H</u>	<u>6/19/18</u>
Field Reporting	<u>M/O</u> <u>52</u>	<u>6/19/18</u>
ALPR	<u>M/O</u> <u>52</u>	<u>6/19/18</u>
DWI	<u>H H</u>	<u>5/20/18</u>
Misc. Personnel conduct	<u>H H</u>	<u>6/20/18</u>
Active Shooter	<u>H H</u>	<u>5/21/18</u>
Critical Incident Stress Procedures	<u>H H</u>	<u>6/21/18</u>
Computer systems(N/W, TLO, Livescan, eCDR, AOC)	<u>H H</u>	<u>6/21/18</u>
Developmental disabilities (NJlearn)	<u>H H</u>	<u>6/21/18</u>
Narcan/Opiate prosecution (NJlearn)	<u>H H</u>	<u>6/21/18</u>
ODARA_(NJLEARN)	<u>H H</u>	<u>6/21/18</u>