

# [AGENCY NAME] POLICE DEPARTMENT

## Supervisors Daily Observation Report (DOR)

New Supervisor:

Badge #:

Field Training Supervisor:

Badge #:

Date:

Shift (Hours):

Assignment:

D.O.R. #:

Not Observed	<b>"N.O."</b>	During the Day, the Evaluation Criteria was Not Observed
Not Responding to Training	<b>"NRT"</b>	The Newly Appointed Supervisor is Not Responding to Training and Extension of Training May be Required
Rating	<b>"U-S"</b>	The rating scale is "U" Unacceptable, "A" Acceptable, and "S" Superior
EVALUATION CRITERIA		SCORE
<b>ROLL-CALL</b>		
1	Completing Line-up & Staffing Requirements	
2	Procedures for Conducting Roll-Call Training & Inspections	
<b>APPEARANCE/ATTITUDE</b>		
3	General Appearance	
4	Acceptance and Feedback of Supervisors Training	
5	Attitude Towards New Assignment/Professionalism	
<b>SUPERVISORS DUTIES</b>		
6	Knowledge and Compliance of Strategic Operations Deployment Plan & Staffing Requirements	
7	Proper Supervision of Assigned Personnel (Re: RT-TOIC Notifications/Conducting 43's)	
8	Conducting Crime Condition Checks (44's)	
9	Approval of Leave Time Requests/Guardian Tracking (Re: Submitting Leave Time etc.)	
10	Weekly Time Sheet Completion and Submittal	
11	Use of Mark 43/Cobalt/CAD/Process of Approving and/or Rejecting Reports	
12	Administrative Review - Use of Force Report Procedure	
13	Administrative Review – Bias Incident	
14	Administrative Review – First Report of Injury	
15	Administrative Review – Vehicle Pursuit	
16	Assuming the Responsibility as Incident Commander/Management on Scene & Response:	
-	Fire Calls/MV Accidents/Missing Persons	
17	Report Procedures for MVA Involving an Officer/Police Vehicle	
18	Blue Team Reporting Requirements	
19	Accessing AXON for BWC Video Review	
20	Acceptance and Submittal of Information Reports	
21	Procedure for the Issuance of a Performance Notice and/or Officer of the Week Nomination	
22	Acceptance of IA Complaints	
23	Early Intervention Procedures – Submitting Requests for Training and/or Monitoring Officers	
<b>RELATIONSHIPS/COMMUNICATION SKILLS</b>		
24	With Department Members & Subordinates	
25	With General Public	
26	With Other Ethnic Groups	
27	Direction of Personnel/Issuing Orders/Delegation of Tasks	

- 1. The most satisfactory area of performance today was rating category # \_\_\_\_\_.**  
A specific incident, which demonstrates today's performance in this area, is:

- 2. The least satisfactory area of performance today was rating category # \_\_\_\_\_.**  
A specific incident, which demonstrates today's performance in this area, is:

**3. Additional Documentation of Performance and Comments (If Applicable):**

\_\_\_\_\_  
New Supervisor Signature

\_\_\_\_\_  
Field Training Supervisor Signature

\_\_\_\_\_  
Reviewed By (Commander)