

Michigan State Police

# FTO Software Guide



<https://www.mdepeaceq7.com/MISP/peACEq/login.cfm>

Human Resources Division  
2020

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## Daily Observation Report (DOR)

A DOR shall be created every day a probationary enforcement member is scheduled to work during the FTO program. Each scheduled workday will fall into one of three categories: Non-Rated Training Day, Rated Training Day, or Inactive Day. Both non-rated and rated training hours must be recorded on the DOR to track which week/phase in the training program the probationary enforcement member has reached. FTOs shall not record training hours for inactive days.

### Training Hours:

For probationary troopers, a maximum of eight training hours will be carried on the DOR, regardless of 10 or 12 hour shifts. FTOs for probationary motor carrier officers and state property security officers shall carry the number of hours during the shift. The number of training hours recorded on the DOR must not exceed the number of working hours for a scheduled shift. (Example: You work 2 hours overtime due to an arrest on a scheduled 10-hour shift – only 10 training hours shall be recorded on the DOR even though you worked a total of 12 hours for that shift.) However, if leave-time is used prior to the completion of a scheduled shift, only the number of actual hours worked shall be recorded on the DOR. (Example: The probationary enforcement member becomes ill after working 5 hours of a scheduled 8-hour shift and uses 3 hours of sick-leave – only 5 training hours shall be recorded on the DOR.)

### Non-Rated Training Day:

Non-rated training days are used throughout the FTO program to instruct, demonstrate, learn, and practice the skills necessary to become a solo probationary enforcement member. Non-rated training days are also used as extended training to correct performance deficiencies in need of improvement. Training hours must be recorded on the DOR when non-rated training hours are used.

### Rated Training Day:

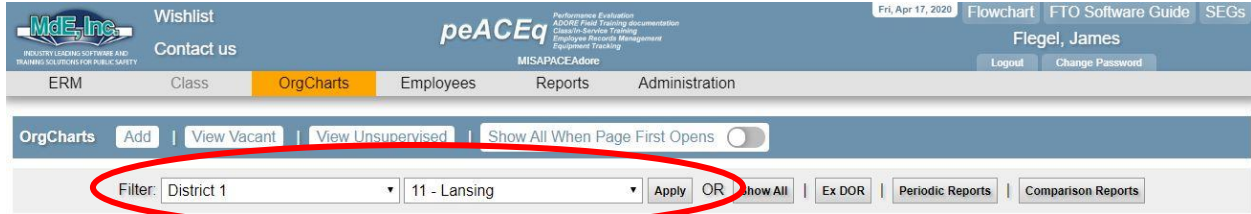
Rated training days are also used throughout the FTO program to instruct, demonstrate, learn, and practice necessary skills; however, performance ratings are given to evaluate the probationary enforcement member's performance in each applicable rating category for the scheduled work shift. Training hours must be recorded on the DOR when rated training hours are used.

### Inactive Day:

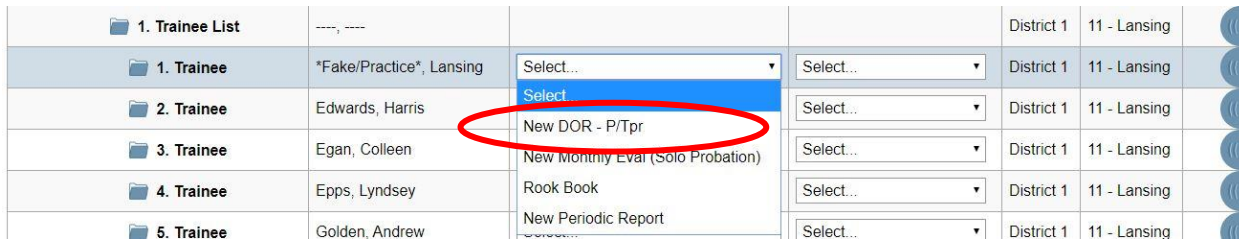
Occasionally, it may be necessary to use an inactive day. Inactive days are used when a probationary enforcement member is assigned to work with another enforcement member who is not a trained FTO, if the probationer uses a sick-day or other form of leave from a scheduled shift, or if the probationary enforcement member is not actively training to learn the skills of their job (Example: Court, DT/First Aid Refresher, Desk Assignment, etc.) **No** training hours will be recorded on the DOR when an inactive day is used.

## Creating a New DOR:

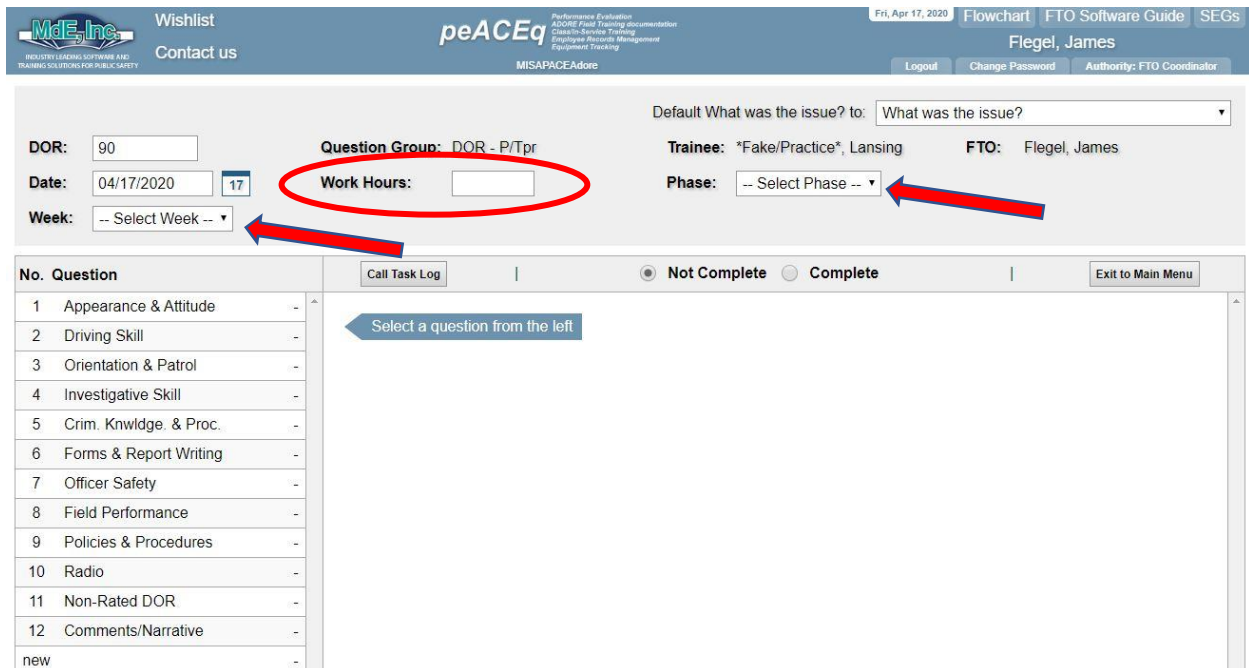
After logging into the [FTO Software](#), use the filter to select the district and post the probationary enforcement member is assigned, then click the “Apply” button:



After the list of personnel populates into the organization chart, select “New DOR – P/Tpr” from the left drop down menu for the appropriate probationary enforcement member (listed as “Trainee” in FTO software):



From the new DOR screen, the DOR number will automatically prefill with the next number in sequential order. Select the appropriate week and phase from the dropdown boxes. Type in the number of training hours for the “Work Hours”. A “0” should be used if it was an inactive day.



## Non-Rated Training and Inactive Day DOR:

If the scheduled shift is a non-rated training day or an inactive day, the FTO must select the “Non-Rated DOR” category and indicate in the comments box why the day was non-rated. Then click “Save Comments”.

The screenshot shows a web-based training evaluation interface. On the left is a table with the following data:

No.	Question	
1	Appearance & Attitude	-
2	Driving Skill	-
3	Orientation & Patrol	-
4	Investigative Skill	-
5	Crim. Knwidge. & Proc.	-
6	Forms & Report Writing	-
7	Officer Safety	-
8	Field Performance	-
9	Policies & Procedures	-
10	Radio	-
11	Non-Rated DOR	-
12	Comments/Narrative	-

The main content area is titled "Question 11: Non-Rated DOR". It includes a "Call Task Log" button, radio buttons for "Not Complete" (selected) and "Complete", and an "Exit to Main Menu" button. Below this, there is a text input field with the placeholder "Indicate why this is a non-rated DOR." and a "Response:" section with a "0 Not Observed" button. A "Response Description:" field is also present. At the bottom of the question area, there are two radio buttons: "What was the issue?" (selected) and "What did you do specifically to correct the issue?". A "Save Comments" button is located to the right of these radio buttons. A red circle highlights the "Save Comments" button and the "What was the issue?" radio button. Two red arrows point from the left and right towards the "Save Comments" button. Below the question area, there is a "View/Attach File(s) To Question 11" button, a "0 Files Attached" indicator, and a "Did Not Respond to Training (NRT):" checkbox.

The FTO may also add general comments in the “Comments/Narrative” category.

The screenshot shows the same web-based training evaluation interface, but now "Question 12: Comments/Narrative" is selected in the table on the left. The main content area shows the "What was the issue?" radio button selected, and the text input field contains the word "SAVED" in green. The "Save Comments" button is highlighted with a red circle and two red arrows pointing towards it from the left and right.

If a noteworthy event(s) occurs during a non-rated training shift, you may choose to record comments about the specific event(s). To enter comments for a rating category for a non-rated DOR, select the category for which you wish to add comments, then select “0 – Not Observed” (default selection.) From there, you may add comments for that rating category in the comments box and click “Save Comments”.

No.	Question	Score
1	Appearance & Attitude	0
2	Driving Skill	-
3	Orientation & Patrol	-
4	Investigative Skill	-
5	Crim. Knowlde. & Proc.	-
6	Forms & Report Writing	-
7	Officer Safety	-
8	Field Performance	-
9	Policies & Procedures	-
10	Radio	-
11	Non-Rated DOR	0
12	Comments/Narrative	0

new

Call Task Log |  Not Complete  Complete | Exit to Main Menu

**Question 1:**  
 APPEARANCE & ATTITUDE  
 Evaluate the following: Physical appearance and demeanor. Acceptance of trainer's criticism and how that feedback is used to

**Response:**  
 0 Not Observed  1 Needs Improvement  4 Meets Expectations

**Response Description:**

What was the issue?  What did you do specifically to correct the issue?

**What was the issue?:** SAVED

### Rated Training Day DOR:

When completing a DOR for a rated training day, first select the rating category and click on it. Then select either a failing score of “1 – Needs Improvement” or a passing score of “4 – Meets Expectations”. The appropriate Standardized Evaluation Guidelines (SEG) will auto-populate in the “Response Description” box depending on which rating you selected.

If “Needs Improvement” is selected, the FTO must copy and paste the SEG into the “Comments” box. Below the SEG, the FTO must type in specific examples to describe the performance/behavior to support the rating. Click on “Save Comments” when finished with each comment box.

No.	Question	Score
1	Appearance & Attitude	4
2	Driving Skill	0
3	Orientation & Patrol	-
4	Investigative Skill	-
5	Crim. Knowlde. & Proc.	-
6	Forms & Report Writing	-
7	Officer Safety	-
8	Field Performance	-
9	Policies & Procedures	-
10	Radio	-
11	Non-Rated DOR	0
12	Comments/Narrative	0

new

Call Task Log |  Not Complete  Complete | Exit to Main Menu

**Question 1:**  
 APPEARANCE & ATTITUDE  
 Evaluate the following: Physical appearance and demeanor. Acceptance of trainer's criticism and how that feedback is used to

**Response:**  
 0 Not Observed  1 Needs Improvement  4 Meets Expectations

**Response Description:**  
 SEGs (copy and paste all that apply into comments box, then cite specific examples):  
 - Uniform is unkempt, dirty, or improperly worn, hair is ungroomed or inappropriate, or equipment is dirty, missing, or inoperative.

What was the issue?  What did you do specifically to correct the issue?

**What was the issue? (Required):**  
 Uniform is unkempt, dirty. Arrived to work with dried mud all over boots. When asked, P/Tr. Smith stated he failed to clean his boots yesterday and was running late to work and did not have time.

After making comments, check the “What did you do specifically to correct the issue?” button and fill out the comment box. This is **required**. After saving the comments, the FTO must enter the number of minutes used training the probationary enforcement member on how to correct the performance issue on that specific competency. The “Did Not Respond to Training (NRT)” box should be selected if a probationary enforcement member does not favorably respond to daily training and improve. NRT establishes a pattern of behavior and must be properly documented.

The screenshot shows a performance evaluation interface. On the left is a table of competencies. The main area is for 'Question 1: APPEARANCE & ATTITUDE'. The 'Response' section has radio buttons for '0 Not Observed', '1 Needs Improvement', and '4 Meets Expectations'. Below this is a 'Response Description' field. Two radio buttons are visible: 'What was the issue?' and 'What did you do specifically to correct the issue?'. The second radio button is selected, and its corresponding text box is highlighted in pink and circled in red. The text in this box reads: 'I showed P/Tpr. Smith the shoe shining kit in the locker room and gave recommendations on how to keep boots clean and professional looking.' Below this, there is a 'Training' field with the value '10' and a '(Min.)' label, also circled in red. To the right of the training field is a checkbox for 'Did Not Respond to Training (NRT)'. At the top right, there are buttons for 'Call Task Log', 'Not Complete', 'Complete', and 'Exit to Main Menu'.

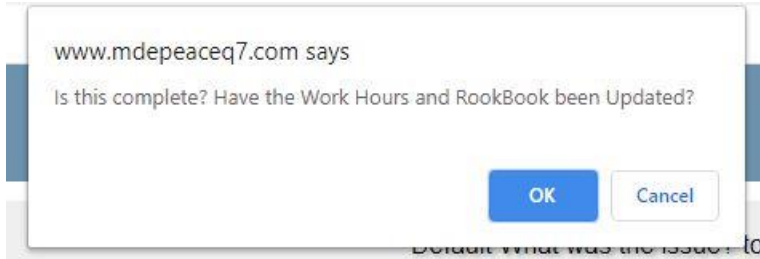
No.	Question	
1	Appearance & Attitude	1
2	Driving Skill	0
3	Orientation & Patrol	-
4	Investigative Skill	-
5	Crim. Knwldge. & Proc.	-
6	Forms & Report Writing	-
7	Officer Safety	-
8	Field Performance	-
9	Policies & Procedures	-
10	Radio	-
11	Non-Rated DOR	0
12	Comments/Narrative	0
	new	

Repeat this process for the remaining performance competencies. Once the DOR is complete, click on the “Complete” button.

The screenshot shows the same performance evaluation interface, but now the 'Complete' button at the top is circled in red. The 'Response' section has radio buttons for '0 Not Observed', '1 Needs Improvement', and '4 Meets Expectations'. Below this is a 'Response Description' field. Two radio buttons are visible: 'What was the issue?' and 'What did you do specifically to correct the issue?'. The first radio button is selected, and its corresponding text box is highlighted in pink and circled in red. The text in this box reads: 'Uniform is unkempt, dirty. Arrived to work with dried mud all over boots. When asked, P/Tpr. Smith stated he failed to clean his boots yesterday and was running late to work and did not have time.' At the top, there are fields for 'DOR: 90', 'Date: 04/17/2020', 'Week: Week10', 'Question Group: DOR - P/Tpr', 'Work Hours: 8', 'Trainee: \*Fake/Practice\*, Lansing', 'FTO: Flegel, James', and 'Phase: Phase 2'. At the top right, there are buttons for 'Call Task Log', 'Not Complete', 'Complete', and 'Exit to Main Menu'.



After selecting the "Complete" button, you will receive an automatic message asking if the DOR is complete and if the Rook Book has been updated. If the DOR is complete, select the "OK" button.



A spell check will automatically run, and the signature page will appear. Type in your password to certify the DOR, then click "Update":

The screenshot shows a web form titled "DOR Signatures". At the top, there are dropdown menus for "Trainee" (set to "\*Fake/Practice\*, Lansing") and "Prepared By" (set to "Flegel, James"), along with a "DOR: 90" field. Below this is a "Signatures" section. It contains a certification statement: "I certify that I have read this DOR, (Trainee: \*Fake/Practice\*, Lansing)  Clear Signer?". There are also fields for "FTO Signature (FTO)" and "Signature (Sergeant)". On the right side of the signature section, there are three "Password:" labels, each followed by a text input field. These three password fields are circled in red. At the bottom of the form, there is a "View/Attach file(s)" button, a "0 Files Attached" indicator, and two buttons: a green "Update" button and a red "Exit" button. Both the "Update" and "Exit" buttons are circled in red.

## Modify/Update/Review Existing DORs

### Modify or Update Existing DORs:

To modify or update an existing DOR that has not been marked complete, first select “Existing Reports” from the dropdown menu in the right column of the appropriate probationary enforcement member:

1. Trainee List	----			District 1	11 - Lansing
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...	District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select <b>Existing Reports</b>	District 1	11 - Lansing
3. Trainee	Egan, Colleen	Select...	Rook Book Report	District 1	11 - Lansing
4. Trainee	Epps, Lyndsey	Select...	Performance Chart	District 1	11 - Lansing
5. Trainee	Golden, Andrew	Select...	Existing Periodic Report	District 1	11 - Lansing

Then highlight the appropriate DOR you wish to modify by clicking on it. After you click on the DOR, the “Modify/Update” button will appear – click that button:

Wishlist  
Contact us

Performance Evaluation  
ADORE Field Training documentation  
Caseload Review Training  
Employee Records Management  
Equipment Tracking  
MISAPACEAdore

Mon, Apr 20, 2020 | Flowchart | FTO Software Guide | SEGs  
 Flegel, James  
 Authority: FTO Coordinator

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:   \*Pending Signature  
 Show Disabled Users?  No  Yes

Modify / Update
View Text Report
View Graph Report
Delete DOR
Exit

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
17-Apr-20	*Fake/Practice*, Lansing	Flegel, James	90	No	10						
01-Apr-20	*Fake/Practice*, Lansing	MdE, Admin	89	Yes <span style="border: 1px solid #ccc; padding: 1px;">Undo</span>	1						

To modify or update a DOR that has been marked complete, a supervisor must first approve the need to modify by clicking “Undo” for the appropriate DOR. This will allow the FTO to go back in and make changes to a DOR that was once marked complete. Once modifications are complete, the probationary enforcement member will review and sign.

Wishlist  
Contact us

Performance Evaluation  
ADORE Field Training documentation  
Caseload Review Training  
Employee Records Management  
Equipment Tracking  
MISAPACEAdore

Mon, Apr 20, 2020 | Flowchart | FTO Software Guide | SEGs  
 Flegel, James  
 Authority: FTO Coordinator

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:   \*Pending Signature  
 Show Disabled Users?  No  Yes

Modify / Update
View Text Report
View Graph Report
Delete DOR
Exit

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
17-Apr-20	*Fake/Practice*, Lansing	Flegel, James	90	No	10						
01-Apr-20	*Fake/Practice*, Lansing	MdE, Admin	89	Yes <span style="border: 2px solid red; border-radius: 50%; padding: 1px 5px;">Undo</span>	1						

After the “Undo” button has been selected, the DOR can be selected and modified by clicking on the “Modify/Update” button.

The DOR will then be available for modification in the same manner as completing a new DOR, as previously explained:

The screenshot shows the peACEq software interface. At the top, there is a navigation bar with the Mde, Inc. logo, a 'Wishlist' link, and 'Contact us'. The main header includes the 'peACEq' logo, the date 'Mon, Apr 20, 2020', and links for 'Flowchart', 'FTO Software Guide', and 'SEGs'. The user's name 'Flegel, James' and role 'Authority: FTO Coordinator' are displayed. Below the header, there are input fields for 'DOR: 90', 'Date: 04/17/2020', 'Week: Week10', 'Question Group: DOR - P/Tpr', 'Work Hours: 8', 'Trainee: \*Fake/Practice\*, Lansing', and 'Phase: Phase 2'. A dropdown menu for 'Default What was the issue? to:' is set to 'What was the issue?'. Below this is a table of questions with columns for 'No.', 'Question', and a count. The questions include 'Appearance & Attitude', 'Driving Skill', 'Orientation & Patrol', 'Investigative Skill', 'Crim. Knwldge. & Proc.', 'Forms & Report Writing', 'Officer Safety', 'Field Performance', 'Policies & Procedures', 'Radio', 'Non-Rated DOR', and 'Comments/Narrative'. A 'Call Task Log' button and radio buttons for 'Not Complete' and 'Complete' are also visible.

### Review Existing DOR:

To review a completed DOR, select “Existing Reports” from the dropdown menu in the right column for the appropriate probationary enforcement member:

No.	Question	Count
1	Appearance & Attitude	1
2	Driving Skill	4
3	Orientation & Patrol	4
4	Investigative Skill	4
5	Crim. Knwldge. & Proc.	4
6	Forms & Report Writing	4
7	Officer Safety	4
8	Field Performance	4
9	Policies & Procedures	4
10	Radio	4
11	Non-Rated DOR	0
12	Comments/Narrative	0
	new	0

No.	Trainee	Report Type	District	Member
1.	Trainee List	----	District 1	11 - Lansing
1.	Trainee	*Fake/Practice*, Lansing	District 1	11 - Lansing
2.	Trainee	Edwards, Harris	District 1	11 - Lansing
3.	Trainee	Egan, Colleen	District 1	11 - Lansing
4.	Trainee	Epps, Lyndsey	District 1	11 - Lansing
5.	Trainee	Golden, Andrew	District 1	11 - Lansing

To review the completed DOR, click on the appropriate DOR you wish to review and select “View Text Report”:

The screenshot shows the MISAPACE software interface. At the top, there is a navigation bar with the MISAPACE logo, user information (Flegel, James), and various menu options like 'Wishlist', 'Contact us', 'Logout', 'Change Password', and 'Authority: FTO Coordinator'. Below the navigation bar, there are dropdown menus for 'Select DOR by: Trainee' (set to '\*Fake/Practice\*, Lansing') and 'Field Training Officer'. A 'Show Disabled Users?' section has radio buttons for 'No' (selected) and 'Yes'. To the right, there are buttons for 'Modify / Update', 'View Text Report' (circled in red), 'View Graph Report', 'Delete DOR', and 'Exit'. Below this is a table listing DORs:

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
17-Apr-20	*Fake/Practice*, Lansing	Flegel, James	90	No	10	Red	Red	Red	Red	Red	Red
01-Apr-20	*Fake/Practice*, Lansing	MdE, Admin	89	Yes <a href="#">Undo</a>	1	Red	Red	Red	Red	Red	Red

A new tab will appear displaying the DOR in text format for review:

The screenshot shows the detailed view of a DOR entry. At the top, there is a header with fields for 'Trainee' (\*Fake/Practice\*, Lansing), 'Date' (04/17/2020), 'DOR' (90), 'Field Training Officer' (Flegel, James), and 'Phase' (Phase 2). Below the header, there is a section for 'DOR - P/Tpr' with details like 'Post: FORMS - New DOR P/Tpr', 'Week: Week10', and 'Hours: 8'. The main part of the report is a table with columns for 'DOR Question', 'Results', and 'Training Time':

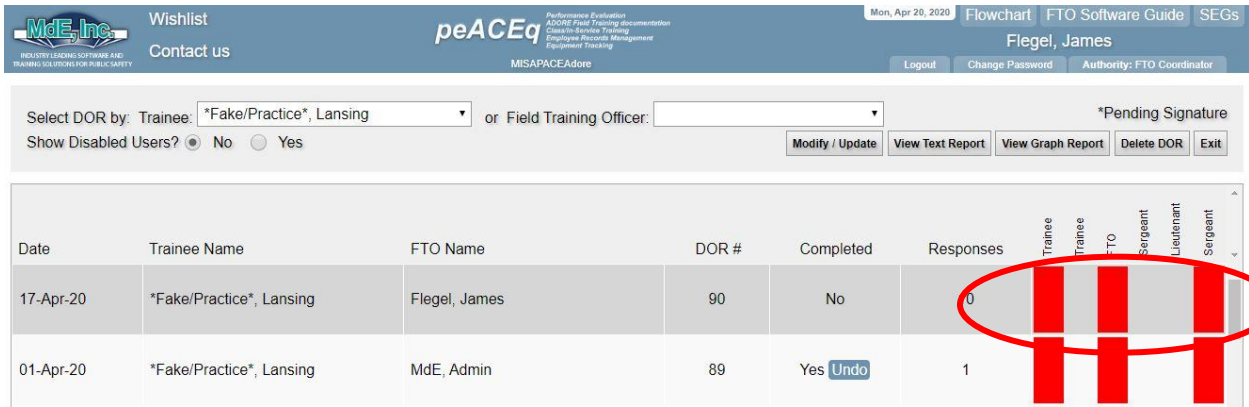
DOR Question	Results	Training Time
1 Appearance & Attitude	Needs Improvement (1)	10.0
<i>What was the issue?: Uniform is unkempt, dirty. Arrived to work with dried mud all over boots. When asked, P/Tpr. Smith stated he failed to clean his boots yesterday and was running late to work and did not have time.</i>		
<i>What did you do specifically to correct the issue?: I showed P/Tpr. Smith the shoe shining kit in the locker room and gave recommendations on how to keep boots clean and professional looking.</i>		
2 Driving Skill	Meets Expectations (4)	
3 Orientation & Patrol	Meets Expectations (4)	
4 Investigative Skill	Meets Expectations (4)	
5 Criminal Knowledge & Procedure	Meets Expectations (4)	
6 Forms & Report Writing	Meets Expectations (4)	
7 Officer Safety	Meets Expectations (4)	
8 Field Performance	Meets Expectations (4)	
9 Policies & Procedures	Meets Expectations (4)	
10 Radio	Meets Expectations (4)	
11 Non-Rated DOR	Not Observed (0)	
<i>What was the issue?: Assigned FTO sick-other FTOs not available</i>		
12 Record any miscellaneous comments/narrative.	Not Observed (0)	
new	Not Observed (0)	

\*bold denotes a comment for item above

When you are finished reviewing the DOR, you can close the tab at the top of the page.

## Signing the DOR:

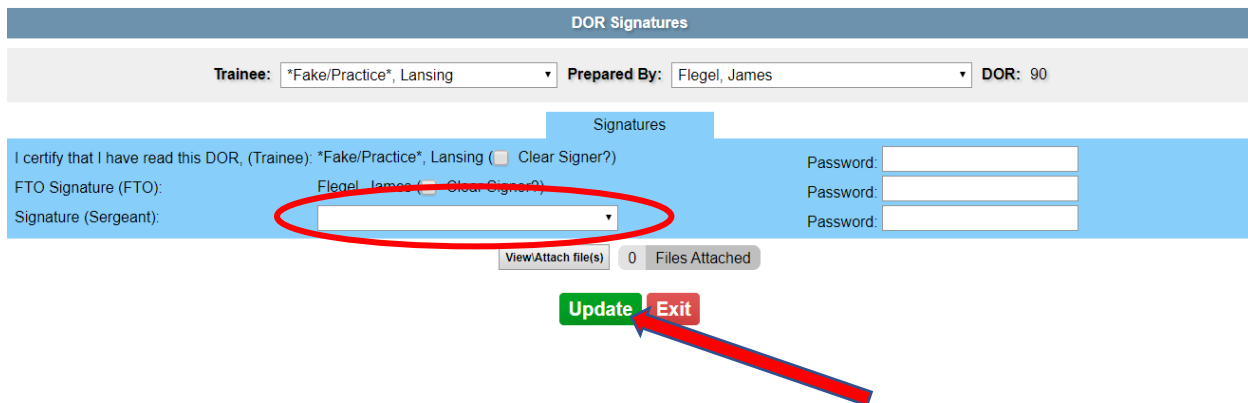
To sign the DOR, you can click on the red box for the appropriate DOR:



The screenshot shows the peACEq software interface. At the top, there is a navigation bar with the McE Inc. logo, a wishlist, and contact information. The main header includes the date (Mon, Apr 20, 2020), a flowchart, FTO Software Guide, SEGs, and the user's name (Flegel, James). Below the header, there are options to select a DOR by trainee (\*Fake/Practice\*, Lansing) or field training officer, and a "Show Disabled Users?" toggle. A table lists DORs with columns for Date, Trainee Name, FTO Name, DOR #, Completed status, and Responses. A red circle highlights the 'Responses' column for DOR #90, which has a value of 0. The table also shows DOR #89 with a value of 1. To the right of the table, there are vertical red bars for each DOR, with a red circle around the bar for DOR #90.

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
17-Apr-20	*Fake/Practice*, Lansing	Flegel, James	90	No	0						
01-Apr-20	*Fake/Practice*, Lansing	MdE, Admin	89	Yes <a href="#">Undo</a>	1						

The signature page will then be available to electronically sign the report, certifying the review. Select your name from the dropdown menu (if not prefilled), type in your password, and click "Update":



The screenshot shows the 'DOR Signatures' page. At the top, there are dropdown menus for 'Trainee' (\*Fake/Practice\*, Lansing) and 'Prepared By' (Flegel, James), and a 'DOR' field (90). Below this, there is a 'Signatures' section with a blue background. It contains a certification statement: 'I certify that I have read this DOR, (Trainee): \*Fake/Practice\*, Lansing (Clear Signer?)'. There are three signature fields: 'FTO Signature (FTO): Flegel, James (Clear Signer?)', 'Signature (Sergeant):', and 'Signature (Lieutenant):'. The 'Signature (Sergeant)' dropdown menu is highlighted with a red circle. To the right of the signature fields are three password input fields. Below the signature fields, there is a 'View/Attach file(s)' button and a 'Files Attached' counter (0). At the bottom, there are 'Update' and 'Exit' buttons, with a red arrow pointing to the 'Update' button.

## Periodic Reports

Periodic reports include the Weekly Summary Report, End of Phase Report, and Significant Incident Report.

### Creating a New Periodic Report:

To create a new periodic report, select “New Periodic Report” from the left drop down menu for the appropriate probationary enforcement member:

1. Trainee List	----			District 1	11 - Lansing
1. Trainee	*Fake/Practice", Lansing	Select...	Select...	District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select...	District 1	11 - Lansing
3. Trainee	Egan, Colleen	New DOR - P/Tpr	Select...	District 1	11 - Lansing
4. Trainee	Epps, Lyndsey	New Monthly Eval (Solo Probation)	Select...	District 1	11 - Lansing
5. Trainee	Golden, Andrew	<b>New Periodic Report</b>	Select...	District 1	11 - Lansing

From the next screen, select the appropriate periodic report you wish to create from the dropdown menu on the left side of the screen, then click “Enter/Create New Report”:

Wishlist  
Contact us

**peACEq**  
Performance Evaluation  
Accredited Training Documentation  
Critical Path Training  
Employee Record Management  
Recruitment Tracking

MISAPACEAdore

Mon, Apr 20, 2020

Flowchart | FTO Software Guide | SEGS

Flegel, James

Logout | Change Password | Authority: FTO Coordinator

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Report

- Select--
- Select--
- MCO - End of Phase Report (TD-302)
- MCO - Phase Report
- MCO - Significant Incident Report
- MCO - Weekly Report
- MCO - Weekly Summary Report (TD-301)
- P/Tpr - Extended Training Report (TD-303)
- P/Tpr - Phase Report
- P/Tpr - Significant Incident Report
- P/Tpr - Weekly Report
- SPSO - End of Phase Report (TD-302)
- SPSO - Extended Training Report (TD-303)
- SPSO - Significant Incident Report (TD-304)
- SPSO - Weekly Summary Report (TD-301)
- P/Tpr - Weekly Report

Trainee
Recruit School
Entry Date
Completion Date
Num
Prepared By

\*Fake/Practice", Lansing
--Select--



--Select--

Create New Report
List Pending Signatures
Modify Past Report
View Report
Print Report
Delete Report
Main Menu

Report	Trainee	Recruit School	Entry Date	Completion Date	Num	Prepared By
	*Fake/Practice", Lansing		03-26-2020	4	1	
	*Fake/Practice", Lansing		03-24-2020	4	1	
	*Fake/Practice", Lansing		03-18-2020	4	11	
	*Fake/Practice", Lansing		09-12-2019	4	10	MdE, Admin
	*Fake/Practice", Lansing		09-08-2019	4	09-12-2019	Undo
	*Fake/Practice", Lansing		09-06-2019	5	09-06-2019	Undo
	*Fake/Practice", Lansing		03-26-2019	4	9	
	*Fake/Practice", Lansing		03-21-2019	4	8	
	*Fake/Practice", Lansing		03-12-2019	4	7	
	*Fake/Practice", Lansing		01-08-2018	4	01-08-2018	Undo
	*Fake/Practice", Lansing		01-08-2018	4	6	McRae, Cimmeron
	*Fake/Practice", Lansing		10-03-2017	4	5	North (FTO), Samuel
	*Fake/Practice", Lansing		09-18-2017	4	09-18-2017	Undo
	*Fake/Practice", Lansing		09-18-2017	4	4	McRae, Cimmeron

## Weekly Report:

The FTO shall complete the weekly report. Prior to the FTO completing the report, the probationary enforcement member will complete two weekly reflective questions first. The FTO will then complete the remainder of the report.

P/Trooper: What could you have done differently this week that may have improved your performance?

P/Trooper: In what ways will you change your behavior to improve your performance in the forthcoming training week?

## Remainder of the Weekly Report:

Complete each answer field by typing detailed comments in the appropriate box. When the report is complete, electronically sign the report by typing in your password, then check "Update" box.

P/Tpr - Weekly Report		
To Be Completed By FTO		
<b>Trainee:</b>	<input type="text" value="*Fake/Practice*, Lansing"/>	<b>Prepared By:</b> <input type="text" value="Flegel, James"/>
		<b>WEEK #:</b> <input type="text" value="12"/>
	<b>Certifications</b>	<b>Counters</b>
		<b>Signatures</b>
List start and end date of training week along with primary work shift and location:		
<input type="text"/>		
List date and time the performance chart was reviewed with probationary trooper at conclusion of this training week:		
<input type="text"/>		
Summarize probationary trooper's training progress for the week:		
<input type="text"/>		

List probationary trooper's strongest area(s) of performance this week:

List probationary trooper's area(s) of performance in need of improvement this week:

List probationary trooper's performance area(s) and overall scores currently below the acceptable level as listed on the performance chart:

Describe what remedial training efforts and/or training plans will be used to address probationary trooper's performance area(s) in need of improvement during the forthcoming training week:



Emergency Driving Utilized	<input type="text"/>
Vehicles Stopped	<input type="text"/>
Vehicles Searched	<input type="text"/>
Persons Searched	<input type="text"/>
OWI Investigations (SFST)	<input type="text"/>
Dispatched Originals	<input type="text"/>
Self-Generated Originals	<input type="text"/>
Criminal Complaints Taken	<input type="text"/>
Civil/Non-Criminal Complaints Taken	<input type="text"/>
Supplemental Complaints Worked On	<input type="text"/>
Traffic Crash/UD-10's Completed	<input type="text"/>
Investigative Arrests	<input type="text"/>
Traffic Arrests (DWLS, OWI, etc.)	<input type="text"/>
Fugitive Arrests	<input type="text"/>
Drug Arrests	<input type="text"/>
Reports Submitted 1st Attempt	<input type="text"/>
Reports Submitted 2nd Attempt	<input type="text"/>
Reports Submitted 3rd Attempt or More	<input type="text"/>

Signature (Trainee):	<input type="text" value="*Fake/Practice*, Lansing"/>	Password:	<input type="text"/>
Signature (FTO):	<input type="text"/>	Password:	<input type="text"/>
Signature (Sergeant):	<input type="text"/>	Password:	<input type="text"/>
Signature (Lieutenant):	<input type="text"/>	Password:	<input type="text"/>

   0 Files Attached

**End of Phase Report:**

The FTO sergeant shall complete the end of phase report. The end of phase report will be used for the end of phase meeting. When the report is complete, electronically sign the report by typing in your password, then check "Update" box.

P/Tpr - Phase Report		
To Be Completed by FTO Sergeant		
Trainee:	<input type="text" value="*Fake/Practice*, Lansing"/>	Prepared By: <input type="text" value="Flegel, James"/>
		REPORT: <input type="text" value="1"/>

Certifications	Counters	Signatures
----------------	----------	------------

List the primary work shift and location for this phase:

List personnel present for end of phase group evaluation/meeting:

Is the probationary trooper progressing satisfactorily?

Yes     No

The Probationary Trooper Skills Mastery Checklist (Rook Book) has been completed through (indicate phase/week):

The probationary trooper is now:

- On/ahead of schedule     Behind schedule

List date and time the performance chart was reviewed with probationary trooper at conclusion of this training phase:

Summarize the probationary trooper's training progress for this phase, listing the strongest areas of performance and areas of performance most in need of improvement:

List probationary trooper's performance area(s) and overall scores currently below the acceptable level as listed on the performance chart:

Describe what remedial training efforts and/or training plans will be used to address probationary trooper's performance area(s) in need of improvement during the forthcoming training phase.

Emergency Driving Utilized	<input type="text"/>
Vehicles Stopped	<input type="text"/>
Vehicles Searched	<input type="text"/>
Persons Searched	<input type="text"/>
OWI Investigations (SFST)	<input type="text"/>
Dispatched Originals	<input type="text"/>
Self-Generated Originals	<input type="text"/>
Criminal Complaints Taken	<input type="text"/>
Civil/Non-Criminal Complaints Taken	<input type="text"/>
Supplemental Complaints Worked On	<input type="text"/>
Traffic Crash/UD-10's Completed	<input type="text"/>
Investigative Arrests	<input type="text"/>
Traffic Arrests (DWLS, OWI, etc.)	<input type="text"/>
Fugitive Arrests	<input type="text"/>
Drug Arrests	<input type="text"/>
Reports Submitted 1st Attempt	<input type="text"/>
Reports Submitted 2nd Attempt	<input type="text"/>
Reports Submitted 3rd Attempt or More	<input type="text"/>

Signature (Trainee):    
Signature (FTO):    
Signature (Sergeant):    
Signature (Lieutenant):

Password:    
Password:    
Password:    
Password:

View/Attach file(s) 0 Files Attached

## Extended Training Report:

The FTO shall complete the extended training report in conjunction with the FTO sergeant. The Extended Training shall contain a S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) plan, objectives, and goals. When the report is complete, electronically sign the report by typing in your password, then check "Update" box.

**P/Tpr - Extended Training Report (TD-303)**

**Trainee:**  **Prepared By:**  **WEEK:**

Certifications Signatures

This form shall be used to clarify a specific performance area which is BELOW STANDARD and requires special extended training. Use of this worksheet is not meant to replace the daily training record on the Daily Observation Report. It should be used only after normal preliminary training efforts have been unsuccessful.

SPECIFIC PERFORMANCE PROBLEM: The Field Training Officer shall define the specific performance deficiency. Give examples and describe the daily training and any special extended training which has ALREADY been given, in detail.

TRAINING ASSIGNMENT: During the next working shifts your assignment will be as follows: (FTO shall describe the specific assignment given to the Probationary Officer to correct the described performance deficiency. Assignment shall be given in terms of specific performance goals. The Probationary Officer shall be expected to perform at a satisfactory level in the identified skill/knowledge area).

Signature (FTO):	<input type="text"/>	Password:	<input type="text"/>
Signature (Sergeant):	<input type="text"/>	Password:	<input type="text"/>
Signature (Trainee):	<input type="text" value="*Fake/Practice*, Lansing"/>	Password:	<input type="text"/>
Signature (Lieutenant):	<input type="text"/>	Password:	<input type="text"/>

View/Attach file(s) 0 Files Attached

Update Exit

## Significant Incident Report:

The significant incident report shall be completed by the FTO. The significant incident report can be either a positive or negative incident. When the report is complete, electronically sign the report by typing in your password, then check "Update" box.

**P/Tpr - Significant Incident Report**

**Trainee:**  **Prepared By:**  **REPORT:**

Certifications Signatures

Incident Number

1. Describe exactly what occurred. Did the probationary trooper violate a law, policy or procedure? What are the possible aftereffects? Did you discuss the possible effects with the probationary trooper? Should he or she have known better? (If this is a positive incident, give him or her credit for the performance).

2. Describe what occurred immediately prior to the significant incident. What violation was observed, how many people were involved, etc.?

To whom was the significant incident reported?

4. What steps, if any, have been taken to prevent a similar incident from occurring in the future? (Leave blank if a positive statement).

Signature (Trainee): <input type="text" value="*Fake/Practice*, Lansing"/>	Password: <input type="password"/>
Signature (FTO): <input type="text"/>	Password: <input type="password"/>
Signature (Sergeant): <input type="text"/>	Password: <input type="password"/>
Signature (Lieutenant): <input type="text"/>	Password: <input type="password"/>

View/Attach file(s) 0 Files Attached

Update Exit

## Modify/Update/Review Existing Periodic Report

To modify, update, or review an existing periodic report, select “Existing Periodic Report” from the right dropdown menu of the appropriate probationary enforcement member:

1. Trainee List	----			District 1	11 - Lansing
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...	District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select...	District 1	11 - Lansing
3. Trainee	Egan, Colleen	Select...	Select...	District 1	11 - Lansing
4. Trainee	Epps, Lyndsey	Select...	Select...	District 1	11 - Lansing
5. Trainee	Golden, Andrew	Select...	Select...	District 1	11 - Lansing

From the next screen, you may click on the “Modify Past Report” button or the red number circled below to modify or update the periodic report. The red number indicates how many people have yet to sign the report. To view the report in text version for easier review, click the “View Report” button and close out of the tab when you are finished.

The screenshot shows the peACEq software interface. At the top, there is a navigation bar with the logo, a wishlist, contact information, and user details for Flegel, James. Below this is a filter section with dropdown menus for Report, Trainee, and Recruit School, along with radio buttons for Entry Date, Completion Date, Num, and Prepared By. A row of buttons includes 'Create New Report', 'List Pending Signatures', 'Modify Past Report', 'View Report', 'Print Report', 'Delete Report', and 'Main Menu'. Below the buttons is a table with the following data:

Report	Trainee	Recruit School	Entry Date	Completion Date	Num	Prepared By
P/Tpr - Significant Incident Report	*Fake/Practice*, Lansing	0	04-20-2020	4	5	
P/Tpr - Extended Training Report (TD-303)	*Fake/Practice*, Lansing	0	04-20-2020	4	2	
P/Tpr - Phase Report	*Fake/Practice*, Lansing	0	04-20-2020	4	1	
P/Tpr - Weekly Report	*Fake/Practice*, Lansing	0	04-20-2020	4	12	

When you are finished modifying, updating, or reviewing the report, electronically sign the report and click “Update”.

Signature (Trainee): \*Fake/Practice\*, Lansing  
 Signature (FTO):  
 Signature (Sergeant):  
 Signature (Lieutenant):

Password:  
 Password:  
 Password:  
 Password:

ViewAttach file(s) 0 Files Attached

**Update** **Exit**

## Performance Chart

To view the performance chart, select “Performance Chart” from the right dropdown menu for the appropriate probationary enforcement member:

1. Trainee List	----			District 1	11 - Lansing
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...	District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select...	District 1	11 - Lansing
3. Trainee	Egan, Colleen	Select...	Select...	District 1	11 - Lansing
4. Trainee	Epps, Lyndsey	Select...	Performance Chart	District 1	11 - Lansing
5. Trainee	Golden, Andrew	Select...	Existing Periodic Report	District 1	11 - Lansing

Wait for the next screen to load then select “DOR” from the Question Group dropdown menu. Also be sure that “Ratings (%Passing)” is selected. Leave the start and end dates blank if you wish to bring up the performance chart for the entire FTO program. You may also select a specific date range by clicking the calendar icons. (This is helpful when determining passing percentage for Shadow Phase, which is scored independently). Then click “Generate Report”.

Wishlist  
Contact us

Performance Evaluation  
KROQR Field Training documentation  
Caseload Service Training  
Employee Records Management  
Equipment Tracking

Mon, Apr 20, 2020
Flowchart
FTO Software Guide
SEGs

MISAPACE@ore

Logout
Change Password
Authority: FTO Coordinator

Run A Performance Chart

Generate Report
Exit

Question Group

Select ...

Trainee

Select ...

Evaluation Dates

DOR - P/Tpr

id

20

(mm/dd/yyyy)

Search Key Words:

Commons Box

Training Comments

Employee Comments

Show:

Ratings (Numeric)
  Ratings (Text)
  Ratings (%Passing)
  Measured Item/Training Time
  Call Task Log
  NRT

Colored?

Black & White
  Color
 Change Colors

Include Averages

Include Phase

Include Dates

Post

Week

Summary Only:

No
  Yes

Format

HTML

DORs Per Page

14

\*DORs with the same date appear on the same page

The performance chart will be generated. If you hold the pointer over the boxes in each column, the written comments will appear (if applicable):

Date	08/16/2019	08/16/2019	08/17/2019	08/18/2019	08/21/2019	08/22/2019	08/23/2019	08/23/2019	08/30/2019	08/31/2019
Post	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing	11 - Lansing
Week	Week14	Week14	Week14	Week14	Week14	Week15	Week15	Week15	Week15	Week15
Phase # Daily Observation Report # Hours	Phase 3 71 8	Phase 3 72 8	Phase 3 73 8	Phase 3 74 8	Phase 3 75 8	Phase 3 76 8	Phase 3 77 8	Phase 3 78 8	Phase 3 79 8	Phase 3 80 8
Appearance & Attitude	4	4	4	4	4	4	4	4	4	4
Driving Skill	4	4	4	4	4	4	4	4	4	4
Orientation & Patrol	4	4	4	4	4	4	4	4	4	4
Investigative Skill	4	4	4	4	4	4	4	4	4	4
Crim. Knwldge. & Proc.	4	4	4	4	4	4	4	4	4	4
Forms & Report Writing	4	4	4	4	4	4	4	4	4	4
Officer Safety	4	4	4	1	4	4	4	1	4	4
Field Performance	4	4	4	4	4	4	4	4	4	4
Policies & Procedures	4	4	4	4	4	4	4	4	4	4
Radio	4	4	4	4	4	4	4	4	4	4
Non-Rated DOR										
Comments/Narrative	0	0	0	0	0	0	0	0	0	0

## Probationary Training Manual "Rook Book"

To update the Rook Book, select "Rook Book" from the left dropdown menu for the appropriate probationary enforcement member:

<b>1. Trainee List</b>	----			District 1	11 - Lansing
<b>1. Trainee</b>	*Fake/Practice*, Lansing	Select...	Select...	District 1	11 - Lansing
<b>2. Trainee</b>	Edwards, Harris	Select...	Select...	District 1	11 - Lansing
<b>3. Trainee</b>	Egan, Colleen	New DOR - P/Tpr New Monthly Eval (Solo Probation)	Select...	District 1	11 - Lansing
<b>4. Trainee</b>	Epps, Lyndsey	<b>Rook Book</b>	Select...	District 1	11 - Lansing
<b>5. Trainee</b>	Golden, Andrew	New Periodic Report	Select...	District 1	11 - Lansing

On the next screen, select the Rook Book check-off list you wish to view from the dropdown menu:

**Rook Book List**

All **Rook Book :** Select... Default Date: 04/20/2020 20 mm/dd/yyyy

Select...

P/Tpr: Criminal Investigation

P/Tpr: Motor Vehicle Code

P/Tpr: Orientation

P/Tpr: Post FTO

**P/Tpr: Weeks 1 - 13**

at a Rook Book from the " Rook Book : " drop-down above.



To mark an objective complete, click the box for either “Verbalized” or “Performed” or both. If an objective that was initially verbalized is performed on a later date by the probationary enforcement member, the Rook Book can be updated to reflect the change. Once you have finished marking the objectives as complete, electronically sign the bottom of the screen with your password, along with the probationary enforcement member:

**Rook Book List**

All ▾ **Rook Book :** P/Tpr: Weeks 1 - 13 ▾ **Default Date:** 04/20/2020 20 mm/dd/yyyy

---

**\*Fake/Practice\*, Lansing P/Tpr: Weeks 1 - 13**

Question	Verbalized	Performed
<b>Week 1 - 1a:</b> WEAPONS POLICY (Order #71 & 54) Explain weapons/ammunition authorized	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20
<b>Week 1 - 1b :</b> WEAPONS POLICY (Order #71 & 54) Explain when a firearm may be displayed	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20
<b>Week 1 - 1c:</b> WEAPONS POLICY (Order #71 & 54) When is the use of a firearm permitted	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20
<b>Week 1 - 1d:</b> WEAPONS POLICY (Order #71 & 54) When is the use of a firearm not permitted	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20
<b>Week 1 - 1e:</b> WEAPONS POLICY (Order #71 & 54) Explain when you can shoot an animal	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20
<b>Week 1 - 1f:</b> WEAPONS POLICY (Order #71 & 54)	<input type="checkbox"/> [ ] 20	<input type="checkbox"/> [ ] 20

Question

SELECT... ▾ **Password:** [ ]

**\*Fake/Practice\*, Lansing Password:** [ ]

## Monthly Evaluations

After the probationary enforcement member has successfully completed the FTO program and the district interview, the FTO sergeant shall complete monthly evaluation reports to track performance during the solo probation. To create a monthly evaluation report, the “New Monthly Eval (Solo Probation)” must be selected from the left dropdown menu for the appropriate probationary enforcement member:

1. Trainee List	----			District 1	11 - Lansing
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...	District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select...	District 1	11 - Lansing
3. Trainee	Egan, Colleen	New DOR - P/Tp	Select...	District 1	11 - Lansing
4. Trainee	Epps, Lyndsey	<b>New Monthly Eval (Solo Probation)</b>	Select...	District 1	11 - Lansing
5. Trainee	Golden, Andrew	Rook Book	Select...	District 1	11 - Lansing
		New Periodic Report	Select...	District 1	11 - Lansing

The next DOR number in sequential order will prefill in the DOR box. Assign a DOR number to differentiate the monthly evaluation DORs from the regular FTO program DORs. (Example: MR – 1, or Month 1). In the Week box, select “MonthlyEval” from the drop down and in the Phase box, select “SoloProbation” from the drop down:

Wishlist  
Contact us

Performance Evaluation  
ADOC's Peer Training documentation  
Classic Service Training  
Employee Records Management  
Equipment Tracking

Tue, Apr 21, 2020
Flowchart
FTO Software Guide
SEGs

Flegel, James  
Logout Change Password Authority: FTO Coordinator

Default What was the issue? to: What was the issue?

**DOR:** 
**Question Group:** Monthly Eval (Solo Probation)
**Trainee:** \*Fake/Practice\*, Lansing
**FTO:** Flegel, James

**Date:** 
**Phase:** Solo Probation

**Week:** MonthlyEval

No.	Question	
M01	Integrity/Honesty	-
M02	Investigative Skill	-
M03	SIFA	-
M04	Communication	-
M05	Dept.Policies/Proc.	-

Not Complete
  Complete

Exit to Main Menu

Select a question from the left

Complete the monthly evaluation report just like a regular DOR. If the probationary enforcement member earns a “Needs Improvement”, cite specific examples in the comments box justifying the rating. Then select “What did you do specifically to correct the issue?” and cite specific examples of the actions you took to correct the issue and click on “Save Comments”:

The screenshot shows a web-based evaluation form. On the left is a list of questions (M01-M05). The main area is for 'Question M01: Integrity/Honesty'. The 'Response' section has radio buttons for '0 Not Observed', '1 Needs Improvement' (selected and circled in red), '2 Meets Expectations', and '3 High Performing'. Below is a 'Response Description' text area with pre-filled text. At the bottom, there are radio buttons for 'What was the issue?' and 'What did you do specifically to correct the issue?'. The 'Save Comments' button is circled in red. A blue callout box with a red arrow points to the 'What was the issue?' text area, containing the text 'Site specific examples'. Other elements include 'View/Attach File(s) To Question M01', 'Files Attached', and a 'Training' section.

Select “Complete” when monthly report is complete. You will see the below automatic response before being able to continue:

The dialog box has a title bar and contains the text: 'www.mdepeaceq7.com says' followed by 'Is this complete? Have the Work Hours and RookBook been Updated?'. At the bottom are two buttons: 'OK' and 'Cancel'.

Once marked complete, electronically sign the monthly report using your password:

The form is titled 'Signatures-Monthly Trooper'. It has three main input fields: 'Trainee' (dropdown menu with '\*Fake/Practice\*, Lansing'), 'Prepared By' (dropdown menu with 'Flegel, James'), and 'REPORT' (text field with 'MR-1'). Below these is a 'Signatures' section with three rows: 'Signature (Trainee)', 'Signature (Sergeant)', and 'Signature (Lieutenant)'. Each row has a dropdown menu, a 'Clear Signer?' checkbox, and a 'Password' text field. At the bottom of the form are 'View/Attach file(s)', 'Files Attached', and two buttons: 'Update' (green) and 'Exit' (red).

## Modify/Update/Review Existing Monthly Evaluations (Solo Probation):

If the monthly evaluation was not complete, or you needed to modify/update it at a later time, select “Existing Reports” from the right dropdown menu.

1. Trainee List		----	----		District 1	11 - Lansing
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...		District 1	11 - Lansing
2. Trainee	Edwards, Harris	Select...	Select...		District 1	11 - Lansing
3. Trainee	Egan, Colleen	Select...	Existing Reports	Rook Book Report	District 1	11 - Lansing
4. Trainee	Epps, Lindsey	Select...	Performance Chart		District 1	11 - Lansing
5. Trainee	Golden, Andrew	Select...	Existing Periodic Report		District 1	11 - Lansing

If the report was marked complete, a supervisor or FTO program coordinator must first “Undo” the report before changes can be made.

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:  \*Pending Signature

Show Disabled Users?  No  Yes

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
21-Apr-20	*Fake/Practice*, Lansing	Flegel, James	MR-1	Yes Undo	1						

Highlight the evaluation you would like to modify, then select “Modify/Update”:

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:  \*Pending Signature

Show Disabled Users?  No  Yes

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
21-Apr-20	*Fake/Practice*, Lansing	Flegel, James	MR-1	No	1						

You may then complete the evaluation as previously instructed:

Default What was the issue? to:

DOR:  Question Group: Monthly Eval (Solo Probation) Trainee: \*Fake/Practice\*, Lansing FTO: Flegel, James

Date:   Phase:

Week:

No.	Question	<input checked="" type="radio"/> Not Complete <input type="radio"/> Complete	<input type="button" value="Exit to Main Menu"/>
M01	Integrity/Honesty	1	Select a question from the left
M02	Investigative Skill	-	
M03	SIFA	-	
M04	Communication	-	
M05	Dept.Policies/Proc.	-	

## Viewing Monthly Evaluation Reports:

To view a completed monthly evaluation, select “Existing Reports” from the right dropdown menu:

Trainee ID	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
1. Trainee	*Fake/Practice*, Lansing	Select...	Select...								
2. Trainee	Edwards, Harris	Select...	Select...								
3. Trainee	Egan, Colleen	Select...	Select...								
4. Trainee	Epps, Lyndsey	Select...	Select...								
5. Trainee	Golden, Andrew	Select...	Select...								

Highlight the report you would like to review then select “View Text Report”:

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:  \*Pending Signature

Show Disabled Users?  No  Yes

[View Text Report](#) [View Graph Report](#) [Delete DOR](#) [Exit](#)

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
21-Apr-20	*Fake/Practice*, Lansing	Flegel, James	MR-1	Yes <a href="#">Undo</a>	5		21-Apr-20				

The text of the monthly report will appear in a separate tab. Close the tab when finished reviewing:

Trainee	Date	DOR
*Fake/Practice*, Lansing	04/21/2020	MR-1

Field Training Officer: Flegel, James Phase: Solo Probation

Monthly Eval (Solo Probation)  
Post: FORMS - New DOR P/Tpr  
Week: MonthlyEval

DOR Question	Results	Training Time
M01 Integrity/Honesty	Meets Expectations (2)	
M02 Investigative Skill	Meets Expectations (2)	
M03 Self-Initiated Field Activity	Meets Expectations (2)	
M04 Communication	Meets Expectations (2)	
M05 Knowledge of Department Policies and Procedures	Meets Expectations (2)	

\*bold denotes a comment for item above

Click on the appropriate review box to electronically sign the report:

Select DOR by: Trainee: \*Fake/Practice\*, Lansing or Field Training Officer:  \*Pending Signature

Show Disabled Users?  No  Yes

[View Text Report](#) [View Graph Report](#) [Delete DOR](#) [Exit](#)

Date	Trainee Name	FTO Name	DOR #	Completed	Responses	Trainee	Trainee	FTO	Sergeant	Lieutenant	Sergeant
21-Apr-20	*Fake/Practice*, Lansing	Flegel, James	MR-1	Yes <a href="#">Undo</a>	5		21-Apr-20				

Electronically sign by typing in your password, then click “Update”:

**Signatures-Monthly Trooper**

**Trainee:** \*Fake/Practice\*, Lansing    **Prepared By:** Flegel, James    **REPORT:** MR-1

**Signatures**

Signature (Trainee):	*Fake/Practice*, Lansing ( <input type="checkbox"/> Clear Signer?)	Signed:	04/21/2020 ( <input type="checkbox"/> Clear Signature?)
Signature (Sergeant):	<input type="text"/>	Password:	<input type="text"/>
Signature (Lieutenant):	<input type="text"/>	Password:	<input type="text"/>

   0 Files Attached