

Field Training and Evaluation Program manual (summary):

- General discussion, purpose, policy
- Departmental definitions
- Departmental policies and procedures
- Reporting structure

Descriptions of the responsibilities of:

- Department director
- Division director
- Field Training Supervisor (FTS)
- Field Training Officer (FTO)
- Training program phase rotation descriptions, to include timeline and extension opportunities.
- Orientation
- Phase 1
- Phase 2
- Phase 3 (and so on and so forth)
- Standardized Evaluation Guides:

The following scale value definitions are to be used as anchor points when rating a recruit's behavior in each of the performed categories on the Daily Observation Report:

- Knowledge:
 - Department policies, procedures, regulations
 - Criminal law/ ordinances
 - Animal handling
 - Reflected in verbal or written tests
 - Reflected in field performance tests
- Attitude:
 - Acceptance of Feedback: verbal and behavior
 - Attitude toward and relationship with members of the community
 - Attitude toward field work
 - Attitude toward animal care work
 - Relations with field training officer (FTO) and supervisor
- Communication skills:
 - Oral
 - Written: form selection, organization, accuracy
 - Written: organization, accuracy, detail
 - Written: grammar, spelling
 - Radio: listens and comprehends transmissions

- Radio: articulation of transmissions, appropriate use of communication codes
- Performance:
 - Driving Skill
 - Field performance: stress conditions
 - Field performance: non-stress conditions
 - Officer safety: general
 - Officer safety: aggressive animals
 - Quarantine of bite animals
 - Control of conflict: command presence (verbal and non-verbal)
 - Control of animals: physical skill
 - Self-initiated field activity
 - Investigative procedures
 - Problem solving and decision-making ability
 - Remedial training required
- Appearance:
 - General appearance
- Forms:
 - Equipment Checklist
 - Field Training Checklist
 - Field Report Log
 - Daily Observation Report
 - Weekly Observation Report
 - Recommendation Report
 - Remedial Training Worksheet
 - Training and Orientation Phase Summary