



Brian P. Kemp
Governor

Department of Community Supervision

2 Martin Luther King, Jr. Drive SE
Suite 458, Balcony Level, East Tower
Atlanta, Georgia 30334
www.dcs.georgia.gov



Michael W. Nail
Commissioner

Date: **MM/DD/YEAR**
To: **Name, Title**
From: **Name, Title**
RE: **Name of Trainee**
Observation/Evaluation Report Summary #1

*****A minimum of six training sessions are required within the two-week period. A detailed summary of each training session shall be included in this report. For specific details, please see the Observation/Evaluation Report Summary examples located on the FTO Website within the Evaluation Forms link.**

| Rating: "Met Expectations" "Did Not Meet Expectations" | DATE(S) | Met Expectations | Did Not Meet Expectations |
|---|---------|------------------|---------------------------|
| Appearance | | | |
| Physical Appearance & Demeanor | | | |
| Attitude | | | |
| Acceptance of Feedback | | | |
| Attitude Toward Community Supervision | | | |
| Performance | | | |
| Proper Equipment/Officer Safety | | | |
| Knowledge | | | |
| Knowledge of Agency Policy and Procedures | | | |
| Relationships | | | |
| Supervisees/Family Members/Citizens | | | |
| Fellow Officers/Local Law Enforcement | | | |

Additional Comments/Concerns:

During **Observation/Evaluation Session(s) #**, I observed PO **NAME** on the skills listed above. PO **NAME** was evaluated on the following skills: **List skills evaluated underperformance**. Overall, PO **NAME**, **Met Expectations/Did Not Meet Expectations** while performing the above-mentioned skills. PO **NAME** displayed a positive attitude, asked questions as needed, and accepted feedback. PO **NAME** seems to have a good understanding of policy and procedure as it relates to community supervision. At this time there **are/are not** any concerns with PO **NAME** and **his/her** ability to perform the skills mentioned above. (If concerns: please specify, if not delete this sentence).

Training Session Summary/Training Journal:
(Use Format in Samples Provided on the FTO Website)