CHINO POLICE DEPARTMENT
Communications Training Officer Critique

In an effort to ensure that each Communications Training Officer (CTO) maintains a high level of skill, performance and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the CTO's so they can use the information to enhance their teaching/training skills. It is imperative there questions be answered honestly and directly. Communications Training Officers will benefit by knowing the impression they have made on your, their trainee.

Your comment in each category is important. Please take time to provide details about why you rated the CTO as you did. The more information that you can provide, the better the picture we will have of each CTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by the Communications Training program administrative personnel. The general content (not your identity) of the feedback will be relayed to the CTO to assist with improving training methods.

This critique is for CTO:_____   Phase:_____

1.   The Communications Training program's emphasis is on both training and evaluation. Assign percentages (to total 100%) to the amount of effort your CTO exerted in each area. (Example: Training 50% - Evaluation 50%; Training 70% - Evaluation 30% etc.)

                    Training _____%   Evaluation _____%

2.   Using percentages indicate how you perceived your CTO related to you.

                    I am a number of trainees _____%   I am an individual _____%

Circle the response below that best answers the question or comment.

3.   What type of role model was the CTO for you?

        POOR   FAIR   AVERAGE   GOOD   EXCELLENT

4.   Was the CTO attentive to your needs, problems, or concerns?

        NEVER   SELDOM   OCCASIONALLY   USUALLY   ALWAYS

5.   Rate the CTO's knowledge of the training material covered.

POOR   FAIR   AVERAGE   GOOD   EXCELLENT

6.   How would you describe the CTO's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc?

POOR   FAIR   AVERAGE   GOOD   EXCELLENT

7.   Rate the CTO's ability to communicate with you.

POOR   FAIR   AVERAGE   GOOD   EXCELLENT

8.   Rate the CTO's honesty, fairness, and objectivity in rating you.

POOR   FAIR   AVERAGE   GOOD   EXCELLENT

9.   Describe the CTO's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE   TOO CRITICAL   UNFAIR   GOOD   VERY POSITIVE

10.   Did the CTO work with you on areas he/she identified as deficient or where improvement was needed?

NEVER   SELDOM   OCCASIONALLY   USUALLY   ALWAYS

11.   List the area(s) you consider to be the CTO's greatest strengths (i.e.training skills, officer safety tactics, codes and law knowledge, report writing, etc.)

_____

12.   List the area(s) in which you feel the CTO needs improvement.

_____

13.   Were there any conflicts with the CTO's training and your academy training?

YES   NO

If yes, please explain:

_____

14.   Please list any additional comments or suggestions here:

_____   _____
Trainee signature/date   CTO Coordinator signature/date

_____   _____
Bureau Commander signature/date   CTO Manager signature/date