

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 these questions be answered honestly and directly. Communications Training Officers will benefit by knowing the impression they have made on you, 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.
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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