TAMPA POLICE DEPARTMENT FIELD TRAINING AND EVALUATION PROGRAM
REPORT EXEMPLAR COVER FORM

Report No.

Probationary Officer	FTO	Phase No.	Date

Instructions: Field Training Officers will submit a minimum of one Report Exemplar per week with the exception of an extension phase which will require a minimum of two Report Exemplars per week. The report sample should reflect all changes/corrections in red ink. Rate the report sample as "Satisfactory" or "Unsatisfactory."

Type of Report	This Report is: ☐ Satisfactory ☐ Unsatisfactory

Rating Scale (For Below) **(U) Unsatisfactory (S) Satisfactory (E) Excellent** **✔ Appropriate Rating**

	U	S	E
1. The information in this report is factual and organized.	☐	☐	☐
2. Unnecessary and/or redundant information has been eliminated.	☐	☐	☐
3. This report is clear and understandable.	☐	☐	☐
4. This report is complete for this set of facts.	☐	☐	☐
5. The writing in this report is legible.	☐	☐	☐
6. The grammar and spelling in this report are proper.	☐	☐	☐
7. This report was completed in appropriate time (excluding re-writes).	☐	☐	☐

Comments:

Probationary Officer's Signature	Field Training Officer's Signature	Supervisor's Signature

TPD 268 (4/95)