

# Supervisor’s Weekly Report (SWR)

REPORT DATE \_\_\_\_\_ PHASE \_\_\_\_ WEEK \_\_\_\_

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

**PART A. REVIEW OF TRAINING**

- I have reviewed this Trainee’s Daily Observation Reports (DORs) for this evaluation period: **Week of:** \_\_\_\_\_ **to:** \_\_\_\_\_.
- I have also discussed his/her overall performance with Field Training Officer (FTO): \_\_\_\_\_.

**Additional method(s) by which the trainee’s performance was evaluated:**

- End of Phase Meetings
- Citizen Contacts
- Other FTOs
- Conferences
- Field Visit
- Radio Traffic
- Report Review
- Ride-a-long
- Daily Briefing
- Other (explain): \_\_\_\_\_

**PART B. TRAINEE’S PERFORMANCE: STRENGTHS / WEAKNESSES**

- I have discussed the trainee’s most significant **strengths** with him/her.
- I have discussed the trainee’s most significant **weaknesses** with him/her.

**PART C. REMEDIAL TRAINING (IF APPLICABLE)**

- The following remedial training is required based on deficient performance (*see RT Assignment Worksheet*):

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**PART D. SUPERVISOR’S COMMENTS REGARDING PROGRESS TO DATE**

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- The trainee’s progress to date is **ACCEPTABLE** based on the above evaluation.
- The trainee’s progress to date is **NOT ACCEPTABLE** based on the above evaluation.

**PART E. REQUIRED SIGNATURES**

- I have reviewed/discussed this Weekly Report with the FT Supervisor (FT SAC) and understand the evaluation given.

Trainee Signature   ▶   \_\_\_\_\_   Date   \_\_\_\_\_

Print FTO SAC Name	Badge / ID	
		▶   _____   Date   _____