

**County Probation and Parole Officers'
Firearm Education and Training Commission**



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

**Daily Range Observation Report
(DROR)**

**Procedures and Instructions
FORM 34**

(Revised December 3, 2010)

DAILY RANGE OBSERVATION REPORT

Contents

Subject	Page
EVALUATION GUIDELINES	3
FORM COMPLETION INSTRUCTIONS	4
RATING STANDARDS	5

DAILY RANGE OBSERVATION REPORT (DROR) STANDARD EVALUATION GUIDELINES

The goal of these guidelines is to standardize the ratings of trainees throughout firearms/range instruction and operations. The guidelines are designed to assist the range instructor in completing the DROR Evaluation (Form 33). Not all skills are covered, but the guidelines provide a basis for the instructor to properly and objectively evaluate the Basic Training Academy officer's performance and competencies.

BASIC CATEGORY DEFINITIONS

UNACCEPTABLE - (1)

Academy trainee's skill level demonstrates that he/she has not benefited from training; may pose a hazard to themselves, other trainees and/or instructors in the training program.

ACCEPTABLE - (4)

Academy trainee's skill level demonstrates that he/she has benefited from training. The level of skill achievement is acceptable.

SUPERIOR - (7)

Academy trainee's skill level demonstrates that he/she has benefited very well from training. The level of skill is judged to be superior by academy standards.

COMMENTS

The comments section on the DROR form allows the range instructor the opportunity to elaborate, in narrative form, on the trainee's performance and progress for the evaluation period. The backside of the form may be used if additional space is required. Comments should include: most and least acceptable areas of performance (least acceptable, not necessarily meaning negative, but rather elaborating on a practice or area which could use improvement), and specific acts or instances (either positive or negative) that would further give a more complete indication of the trainee's progress. In addition, all ratings of Unacceptable (1), Superior (7), or Not Responding to Training (NRT) require substantiating remarks in the comments section.

NOTE: In certain cases these reports may become the basis for releasing a trainee from the firearms program. Therefore, extreme care should be used in preparing the reports to ensure accuracy and objectivity.

The range instructor, at the completion of each range training session, will complete a DAILY RANGE OBSERVATION REPORT (DROR) for each trainee. A DROR will be completed for any trainee absent from the range training session, with the words "absent" written in the comments block. Completed DROR forms will be turned over to the Commission's Administrative Officer or Executive Director upon the conclusion of the daily range training module or as soon thereafter as possible.

FORM COMPLETION INSTRUCTIONS

Each instructor/rater will complete the required information on the DROR (Form 33) following these guidelines:

Lane Number	The DROR number is the Trainee's lane number on the firing line. The DROR number will be entered by the instructor/rater daily.
Trainee Name	Trainee's last name, first name, and middle initial will be entered on this line.
Class Number	Formal Academy number, if assigned, otherwise the name or title of the class will be entered on this line.
Date	The date of completion will be entered on this line.
Rating Scale	Instructors/raters will circle the appropriate rating scale number for all applicable standards.
Not Observed (NO)	If an instructor did not observe a rating standard, they will circle the NO box.
Not Responding to Training (NRT)	If a trainee is not responding to training, the instructor must circle the NRT box, and provide written comments.
Remedial Training (RT)	For circumstances when an instructor provides individualized remedial training for the trainee, <u>the amount of time will be entered in this block</u> . There is no pre-determined minimum amount of time that an instructor must provide before the RT block is completed.
Comments	Required narration and areas in which an explanation is helpful will be written in this area. If additional space is needed, use the backside of the form.
Trainee Signature	Trainee signs, acknowledging the completion of the form. A signature does not indicate acceptance of or agreement with the evaluation. If a trainee declines to sign, the instructor/rater will write the word "REFUSED" in the signature block.
Evaluator Signature	Instructor/rater signature.

RANGE STANDARDS

APPEARANCE

1 **General Appearance** - Evaluates uniform, hygiene, hair, leather gear, equipment, weapon, and professional image.

Unacceptable (1) Wrong foot-gear, inappropriate attire, improper or missing leather gear, dirty or mistreated weapon, unacceptable lack of personal hygiene. Fails to report to the range on time and/or without required forms.

Acceptable (4) Proper footgear, proper uniform and/or attire for range training. Wearing and using proper leather gear. Maintains weapon in clean and safe manner. Well-groomed hair, good personal hygiene. Reports on time and has range forms in possession ready for inspection.

Superior (7) Command bearing, clean and properly fitting uniform and leather gear. Exemplary care and maintenance of all equipment and weapons. Exceptionally well groomed. Always has clean and properly maintained range forms available for inspection. Sets the example for other trainees.

ATTITUDE

2 **Acceptance of Feedback** - Evaluates trainee's acceptance of constructive criticism.

Unacceptable (1) Rationalizes, difficult to control. Refuses to make corrections, considers constructive criticism as negative.

Acceptable (4) Accepts criticism in a positive manner, corrects problems after instructor's comments. Applies correction to further learning processes.

Superior (7) Maintains high ideals toward professional responsibilities. Solicits criticism in order to improve, never blames others. Sets the example for other trainees.

3 **Use of Weapons** - Evaluates trainee's handling of weapons during all phases of range operations.

Unacceptable (1) Does not know the basic rules of safe weapon handling and shows no attempt to learn or improve.

- Acceptable (4) Good working knowledge of safe weapon handling during all phases of range operation.
- Superior (7) Outstanding knowledge of safe weapon handling and applies knowledge to all activities. Sets the example for other trainees.

4 Cooperation - Evaluates trainee's cooperation with others and instructors.

- Unacceptable (1) Argumentative, can't work with other trainees or instructors.
- Acceptable (4) Works well with other trainees and instructors.
- Outstanding (7) Consistently gets along well and is willing to work with other trainees and instructors. Sets the example for other trainees.

PERFORMANCE

5 Stance (basic) - Evaluates trainee's skill and performance in the basic shooting stance as instructed.

- Unacceptable (1) Fails to demonstrate or use basic shooting stance as instructed. Fails to improve after remedial training or correction by instructor.
- Acceptable (4) Properly assumes basic shooting stance during all phases of instruction with only minor adjustments or correction.
- Superior (7) Consistently assumes proper basic shooting stance. Sets the example for other trainees.

6 Grip - Evaluates trainee's skill in gripping weapon properly during all phases of instruction.

- Unacceptable (1) Fails to grip weapon properly. Weapon held loosely or improperly causing continuous problems after instructor's correction.
- Acceptable (4) Grips weapon properly and securely during all phases of shooting with only minor adjustments or correction.
- Superior (7) Consistently assumes proper grip on weapon. Sets the example for other trainees.

7 Breath Control - Evaluates trainee's performance in controlling his/her breathing during all phases of instruction.

- Unacceptable (1) Holds breath for long periods of time causing hyperventilation, shaking or panic firing. Unable to pace breathing during shooting. Fails to correct after instruction.
- Acceptable (4) Properly breathes short shallow breaths during shooting phases.
- Superior (7) Consistently breathes properly during shooting phases. Does not require correction. Sets the example for other trainees.

8 Trigger Control - Evaluates trainee's performance and skill in the proper method of trigger control.

- Unacceptable (1) Constantly jerks, pushes, pulls, or otherwise improperly controls the trigger during shooting phases. Fails to correct after instruction.
- Acceptable (4) Properly controls trigger during shooting phases.
- Superior (7) Consistently controls the trigger properly during shooting phases. Does not require correction. Sets the example for other trainees.

9 Sighting - Evaluates trainee's performance and skill in the proper sight alignment and sight picture.

- Unacceptable (1) Fails to demonstrate an understanding of the alignment of front and rear sight. Does not understand the placement of sights on the target. Does not create shot groups on target. Fails to correct after training.
- Acceptable (4) Demonstrates proper sight alignment and sight picture by accurately placing shots on target. Creates shot groups on target.
- Superior (7) Demonstrates consistent accuracy at all distances during shooting phases. Sets the example for other trainees.

10 Unloading / Reloading - Evaluates trainee's performance and skills in clearing, unloading, reloading of the weapon.

- Unacceptable (1) Trainee fails to properly clear or unload the weapon creating an unsafe condition on the range. Trainee fails to properly and safely reload the weapon in the method instructed. The trainee fails to correct the deficiency after instruction.
- Acceptable (4) Trainee safely and properly clears, unloads, and reloads the weapon during all activities.

Superior (7) Trainee always safely and properly clears, unloads, and reloads the weapon during all activities. Sets example for other trainees. Always strives to improve technique and speed. Sets the example for other trainees.

SHOOTING/POSITIONS

11 Crouch / Point Aim - Evaluates trainee's performance and skills while shooting in the crouch or point aim position.

Unacceptable (1) Trainee fails to stand with feet, hips, shoulders, and head in proper alignment. Trainee is always off balance and fails to correct after instruction.

Acceptable (4) Trainee assumes the proper crouch/point aim-shooting stance, remains on balance with body in proper alignment. Requires minimal correction.

Superior (7) Trainee consistently positions his/her body in proper crouch/point shoulder shooting body stance. Sets example for other trainees. Always strives to improve technique. Sets the example for other trainees.

12 Point Shoulder - Evaluates trainee's performance and skills while shooting in the point shoulder position.

Unacceptable (1) Trainee fails to position body in proper point shoulder shooting position. Shooter does not demonstrate knowledge of the correlation in the use of sights and shooting position. Trainee fails to correct after instruction.

Acceptable (4) Trainee positions his/her body in proper point shoulder position and properly aligns weapon sights. Trainee utilizes shooting position to place accurate shot groups on the target.

Superior (7) Trainee consistently fires from the proper point shoulder position and demonstrates excellent sight alignment by placing extremely accurate shot groups on the target. Sets the example for other trainees.

13 Kneeling - Evaluates trainee's performance and skills while shooting from the kneeling position.

Unacceptable (1) Trainee fails to position body in proper kneeling position, cants weapon, bends elbows. Trainee does not demonstrate knowledge of the correlation between the use of sights and shooting position. Trainee fails to correct after instruction.

- Acceptable (4) Trainee fires from the proper kneeling position and demonstrates proper sight alignment while firing. Trainee utilizes shooting position to place accurate shot groups on the target.
- Superior (7) Trainee consistently fires from the proper kneeling position and demonstrates excellent sight alignment by placing extremely accurate shot groups on the target. Sets the example for other trainees.

14 Barricade, Left and Right - Evaluates trainee's performance and skills while shooting in the barricade positions.

- Unacceptable (1) Trainee fails to properly position shooting hand on barricade or grip the weapon properly. Trainee does not utilize shooting cover and exposes body to fire. Trainee does not demonstrate knowledge of the correlation between the use of sights and shooting position and fails to place shot groups on target. Trainee fails to correct after instruction.
- Acceptable (4) Trainee fires from the proper barricade positions and demonstrates proper sight alignment by placing shot groups on the target.
- Superior (7) Trainee consistently fires from the proper barricade positions and demonstrates excellent and accurate shot group placement on the target. Always strives to improve technique. Sets the example for other trainees.

SAFETY

15 Weapon Handling - Evaluates trainee's safety performance while handling his/her weapon on the line, in the class, or during activities surrounding range operations.

- Unacceptable (1) Trainee violates safety rules placing him/herself, other trainees, or instructors in a hazardous position. Trainee fails to correct after instruction.
- Acceptable (4) Trainee adheres to safety rules and requires little or no correction.
- Superior (7) Trainee consistently adheres to all safety rules without reminders. Always strives to improve weapon-handling safety. Sets the example for other trainees.

16 Range - Evaluates trainee's safety performance while on the range, including activities behind the firing line.

Unacceptable (1) Trainee violates range safety rules placing himself/herself, other trainees, or instructors in a hazardous position. Trainee fails to correct after instruction.

Acceptable (4) Trainee adheres to range safety rules and requires little or no correction.

Superior (7) Trainee consistently adheres to all range safety rules without reminders. Always strives to improve range demeanor. Sets the example for other trainees.

EQUIPMENT

17 Weapon Cleaning – Evaluates the trainee's performance and skill in removing residue, lead deposits, dirt, and oils from the barrel, frame, and exterior of weapon. Further evaluates trainee's preventative maintenance procedures after cleaning.

Unacceptable (1) Trainee fails to remove lead deposits from the barrel or other areas of the weapon. Trainee fails to remove residue or other corrosive materials from all exposed parts of the weapon and performs improper preventative maintenance on weapon. Trainee fails to correct after instruction.

Acceptable (4) Trainee removes all lead deposits, residue, or other corrosive material from weapon. Trainee checks for loose or broken parts, tightens screws, and slightly oils weapon after cleaning.

Superior (7) Trainee consistently cleans weapon thoroughly and performs proper preventative maintenance maintaining weapon in excellent condition. Trainee always strives to learn better techniques in care and maintenance of weapons. Sets the example for other trainees.

18 Proper Usage - Evaluates trainee's general handling and usage of the weapon.

Unacceptable (1) Trainee mistreats weapons by slamming cylinder shut, drops or otherwise mishandles the weapon, throwing magazines and generally exhibits an indifference to the weapon. Trainee fails to correct after instruction.

Acceptable (4) Trainee does not mistreat weapon by forcing any mechanical part beyond its designed function. Trainee demonstrates sensible care and concern for weapon.

Superior (7) Trainee consistently demonstrates excellent skill in the use of the weapon by proper handling. Trainee constantly strives to improve in all phases of usage Sets the example for other trainees.

19 Care & Maintenance - Evaluates trainee's performance and skill in identifying possible weapon malfunctions.

Unacceptable (1) Trainee forces a mechanical part beyond its designed function resulting in a malfunctioning weapon. Trainee fails to recognize an obvious malfunction with the weapon and continues his/her activities creating a hazardous situation. Trainee fails to correct after instruction.

Acceptable (4) Trainee recognizes potential mechanical or obvious mechanical malfunctions and brings the problem to the attention of the instructor. Trainee performs all skills without creating a malfunction by mistreatment of weapon.

Superior (7) Trainee consistently demonstrates a better than average knowledge about the mechanical operation of the weapon. Trainee strives to learn more about the operation and maintenance of the weapon. Sets example for others.