Instructor Evaluator Workshop

David Monk, PSTF Staff
Guy Rossi, PSTF Staff
Mike Bialaszewski, RPD
Instructor Name

- Instructor information and credentials to personalize the presentation and lend credence to the information being presented in the lesson.
Purpose of Workshop

• Train evaluators so that DCJS, and the law enforcement community in general, can attain the goal of standardized, professional training throughout New York State.
The Workshop Objectives

• List the criteria denoting an Instructor pursuant to the New York Code, Rules, and Regulations.
• List the three stages of the instructor evaluation process.
• Complete an Instructor Evaluation Checklist, demonstrating proficiency by objectively evaluating a prerecorded videotaped presentation.
Municipal Police Training Council

- Eight Members:
  - Three appointed by the Governor.
  - Two appointed by the Governor from a list provided by the New York State Sheriff’s Association.
  - Two appointed by the Governor from a list provided by the New York State Association of Chiefs of Police.
  - The Commissioner of the New York City Police Department, or his designee, as approved by the Governor.
NYS Codes, Rules and Regulations
• Part 6023 - Instructor Standards and Qualifications.
• Part 6024 - Firearms Instructor Standards and Qualifications.
Instructor Criteria - General

- Possess a high school diploma or its equivalent.
- If a police or peace officer, be employed as such at time of request and have completed a MPTC basic course for peace or police officer as appropriate.
Instructor Criteria - General

• If not a police or peace officer, be sponsored by his or her employing police or peace officer agency.
• Have successfully completed an instructor development course approved by the commissioner.
Special Certification

• Granted at the discretion of the Commissioner of DCJS upon written application.

• Applicants must have a Bachelors Degree in Education, or a NYS Teaching Certificate, or possess a Masters Degree or above.
Firearms Instructor

- Possess a high school diploma or its equivalent.
- Have a minimum of three years of police or peace officer experience. Peace officers must have carried a firearm in the performance of their duty for the proscribed period of time.
Firearms Instructor

- Successfully complete a MPTC approved basic course for police or peace officers as appropriate.
- Have successfully completed an instructor development course approved by the commissioner.
- Successfully complete a firearms instructor course of at least 35 hours which is acceptable to the commissioner.
Instructors That Teach Special Topics

• The MPTC may identify topics that require particular skill or knowledge to teach.
  – Special topic instructors certifications have no expiration date, however, instructors must have a current general topics certification to instruct that special topic.
  – Special training is required for selected basic and in-service training topics.
Master Instructor

- Any current instructor evaluator that is certified to teach the Instructor Development Course.
Certificate Expiration Dates

- June 21, 1996 DCJS Memorandum – “Special topics certifications will no longer have expiration dates”.
- Firearms and all IDC General Topic Instructor Certificates are valid for a five (5) year period unless revoked by the commissioner.
Instructor Evaluation Guidelines

• Instructors must be evaluated by a certified instructor evaluator during the year prior to the expiration of their certification.

• Firearms Instructors may evaluate a General Topic Instructor as long as the Firearms Instructor has completed an IDC.

See page 1.2 - 1.5
Instructor Evaluation Guidelines

• Instructors that are evaluated making a Special Topic presentation must be evaluated by an evaluator that is also certified in that topic (Unless an extraordinary hardship can be demonstrated in writing to DCJS).

• A one hour block of instruction includes 50 minutes of instruction and ten minutes of break.
Instructor Evaluation Guidelines

• General topic evaluations are conducted in a classroom and must be based upon the observation of a one hour block of instruction.

• Firearms instructor evaluations are conducted in both the classroom and on the range. Each aspect of the evaluation must be based upon the observation of a one hour block of instruction.
Mission

- Ensure that a pool of committed, professional evaluators is available in the field to accomplish our overall goal of keeping certified instructor status up-to-date and to optimize the quality of law enforcement instruction throughout New York State.
Workshop Forms

Instructor Personal History Application Form
Instructor Personal History Application

- Must be completely filled out.
- Supporting documentation must be attached.
- Must be notarized.
Workshop Forms

Instructor Evaluation Checklist Overview
Instructor Evaluation Checklist

- Heading and eight sections.
- Categorizes 36 observable sub-sections.
- Only categories ‘B’ through ‘G’ are rated for GT re-certification.
- Section “H” is used for firearms instructor evaluations only.
Instructor Evaluation Checklist

• Evaluator must determine what is acceptable or unacceptable for each item using standardized evaluation guidelines.
• Each unacceptable observation must be fully explained in the corresponding comments area.
• Sub-sections that are not observed are noted as such.
Instructor Evaluation Checklist

- A total of three unacceptable ratings in any of the 33 rated categories in sections B - G, or a total of two unacceptable ratings in any one of the seven rated sections is considered an unacceptable evaluation.
- An unacceptable rating regarding range safety in section “H” will fail the instructor for the firearms segment of the presentation.
Workshop Forms

Master Instructor
Certification Progress Log
Master Instructor Certification
Progress Log

• A Master Instructor is an instructor that is certified to teach the entire Instructor Development Course and to evaluate others in training to do so.

• The log identifies the location and date of the initial instructor development training.

• Location and date of the evaluator workshop.

See Student Handout
Master Instructor Certification
Progress Log

• Date, location, and name of master instructor supervising the presentation of each module of the IDC.

• The Master Instructor applicant maintains the log until completed and makes application to the address provided on the form.
Instructor Evaluation Process

- Preparation Stage
- Evaluation Stage
- Post-Evaluation
Preparation Stage

- Arrange ahead of time to observe the instructor.

- Familiarize yourself with the instructor’s background, students, and program content. Review instructional objectives & evaluation checklist.
Preparation Stage

- Arrive before the class starts
  - Introduce yourself to the instructor being evaluated.
  - Explain the evaluation process to the instructor.
  - Select suitable place in the classroom for the evaluation.
Preparation Stage

- Explain the evaluation process.
- Plan to observe the entire lesson or segment from the introduction to the summary.
- **You Can Not Honestly Evaluate A Presentation If You Don’t See It!!**
Evaluation Stage

- Rating must be based on factors that can be verified and documented through personal observation:
  - Lesson plan and objectives.
  - Equipment, material, training aids.
  - Direct quotations, sounds.
  - Specific actions, behaviors and responses.
Evaluation Stage

- Denote all observations on checklist.
  - Both acceptable and unacceptable.
- Equipment, material, and training aids.
  - Were they used appropriately and effectively?
- Make exact notations of words and actions.
Evaluation Stage

- Objectives stated vs. Objectives covered in presentation denoting observations on Evaluation Checklist
  - Comments portion of each evaluation category allow for these observations.
  - Observe what is occurring throughout the training room. Avoid focusing on the instructor. Make notations as inconspicuously as possible.
Post-Evaluation

- Thoroughly review the evaluation with the instructor.
- Completely explain your notations both positive and in areas that you have identified as needing improvement.
- If the instructor’s overall performance is unacceptable you must not “pass” them.
Post-Evaluation

• In the event that you find the overall performance unacceptable, advise the instructor of the appeal process.
  – Correspondence or questions directed to:
    – DCJS OPS Attn: Instructor Evaluations
    – 4 Tower Place
    – Albany, New York 12203-3764
    – Telephone 518 457- 4135
Instructor Evaluation Checklist

Detailed Review and Discussion of the Instructor Evaluation Checklist and the Standardized Evaluation Guidelines
We Recognize Your Contribution

• The continued professional development of law enforcement officers in New York State is contingent upon your willingness to maintain the high standards that have been established by your representatives on the MPTC.
Avoiding Pitfalls

- **Do not evaluate a friend.** You may not be comfortable if you have to honestly criticize their instructional techniques.
- **Do not evaluate an individual that is teaching a topic with which you are unfamiliar.** You should understand the subject being taught to accurately assess the presentation.
Avoiding Pitfalls

• Do not fill out an evaluation form unless you have seen the entire segment you have committed to observe. One hour for GT or all special topics except firearms. Two hours for firearms, (classroom and range).
Evaluation Exercise

Video 1
Video 2
Review - Instructor

- Possess a high school diploma or its equivalent.
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Review - Instructor

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Review - Firearms Instructor

- Possess a high school diploma or its equivalent.
- Have a minimum of three years of police or peace officer experience. Peace officers must have carried a firearm in the performance of their duty for the proscribed period of time.
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Review - Instructors That Teach Special Topics

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Review - Master Instructor

• Any current instructor evaluator that is certified to teach the Instructor Development Course.
Review - Evaluation Stages

• Preparatory Steps for an Instructor Evaluation Include:
  – Preparation - Arrange, review, arrive, explain, and observe.
  – Evaluation - Impartial observation and documentation of what you saw occur.
  – Post-Evaluation - Fair and impartial assessment of what you observed.
Review of Mission

• Ensure that a pool of committed, professional evaluators is available in the field to accomplish our overall goal of keeping certified instructor status up-to-date and to optimize the quality of law enforcement instruction throughout New York State.
OPS Contact

Anne Blumburg (518) 585-7619
Email: ablumberg@dcjs.state.ny.us
The Future of Law Enforcement is in Your Hands.