

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION  
NUMBER 50-43

May 5, 1995

## TRAINING CENTER INSTRUCTOR AND COURSE EVALUATION

**PURPOSE:** To prescribe procedures for evaluation of instructors and courses sponsored or conducted by the Training Center

1. **SCOPE:** Applicable to instructors of courses sponsored or conducted by the Training Center.
2. **GENERAL:** The Training center provides Basic certification and advanced training. His training is conducted by Training Center staff, as well as by agencies outside of the scope of the Training Center.
3. **PROCEDURES:** The Director of the Training Center or his/her designee will evaluate instructors and courses by:
  - a. Providing and explaining the evaluation form to students (Attachment #1) near the end of each course. Students may sign the forms.
  - b. The course evaluation form will include both the instructor's performance and the content of the course.
  - c. A final overall Basic Training evaluation will be completed by all students.
  - d. The Director of the Training Center or his/her designee will review the evaluations. The instructor(s) of the course will also review the evaluations. The evaluations will be maintained on file at the Training Center for a minimum of two years.
  - e. Periodically, the Director of the Training Center or his/her designee will conduct a mail-out survey evaluation of the training offered by the Training Center. He results of this survey will be forwarded to the Police Standards Advisory Council and to the Executive Director.

- f. The Commission may periodically contract or make other arrangements to obtain outside professional evaluation of the Center's instructional staff and curriculum.

ALLEN L. CURTIS  
Executive Director

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Distribution: Commission members  
and staff

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