

 <p>CD-190300</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 08/31/05</p> <p>EFFECTIVE DATE: 08/31/05</p>	<p>REVIEW/REVISED: 05/31/12</p>
	<p>TITLE: Academy Monitoring, Reporting and Evaluation of Operations and Training Programs</p>	

AUTHORITY:

- A. Policy *CD-010100*
- B. Policy *CD-010600*

REFERENCES:

ACA Standards 1-CTA-1A-14, 1-CTA-1A-15 and 1-CTA-1D-03, 1-CTA-3A-06, *Manual of Standards for Correctional Training Academies*, 1993.

PURPOSE:

The purpose of this policy is to set forth guidelines for the regular reporting and review of Corrections Academy accomplishments and goal achievements, and for evaluation of overall Academy operations.

APPLICABILITY:

This policy applies to all employees of the New Mexico Corrections Academy, particularly the Director, and Section Chiefs.

FORMS:

- A. **Academy Weekly Course Evaluation** Form (*CD-190301.1*)
- B. **Academy Class Evaluation** Form (*CD-190301.2*)
- C. **Instructor on Instructor Critique** Form (*CD-190301.3*) (2 pages)
- D. **Staff Review of Cadet/Student Course Evaluations** Form (*CD-190301.4*)

ATTACHEMENTS:

None

DEFINITIONS:

- A. Section Chiefs: Business Manager, Personnel Officer, Chief of Psychological Services, Chief of Staff Development and Chief of Maintenance.

POLICY:

- A. The criteria for evaluating operations shall be the ACA standards, Corrections Department policies/procedures, and departmentally established performance measures. **[1-CTA-1D-03]**
- B. The New Mexico Corrections Academy shall monitor operations and training programs through inspection and reviews. This monitoring is conducted by the director or designated staff at least annually. **[1-CTA-1A-14]**
- C. A formal audit to evaluate overall Academy operations, guided by Academy policies and ACA standards, shall be conducted at least annually by staff designated by the Director. The results of this audit shall be in writing.
- D. On at least an annual basis, the Director shall evaluate in writing the Academy's operational performance, using the information gathered and reported per this policy. The criteria to be used for evaluating the Academy's overall operational performance shall be in compliance with ACA standards sufficient to maintain accreditation. The written evaluation shall be made available to the Secretary of Corrections, if requested, and shall be shared with Academy staff as information helpful to achieve Academy goals. **[1-CTA-1A-15]**
- E. The New Mexico Corrections Academy shall ensure the quality and effectiveness of instruction through an established standard of on-going evaluation.
- F. On-going formal evaluation of all pre-service, in service, and specialized training programs shall be conducted by the Academy. A written report is prepared annually and includes input from operational units. **[1-CTA-3A-06]**
- G. The Director shall provide the Secretary of Corrections written management reports as directed, but at least annually, and shall include at a minimum major progress developments, objectives, and other significant items relating to Academy activities.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

05/31/12

Date

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AUTHORITY:

Policy *CD-190300*

PROCEDURE:

A. Operations Monitoring: [1-CTA-1A-14]

1. A member of the management staff conducts an inspection of all areas of the Academy on a quarterly basis.
2. The Fire Safety & Sanitation Officer (FSSO) conducts an inspection of all areas of the Academy on a monthly basis.
3. On an annual basis all areas of the Academy are inspected by officials from the State Fire Marshal's Office, or as required by jurisdictional regulations.
4. The Academy's Food Services are inspected by officials from the State Environment Department at least annually.
5. A formal audit shall be conducted at least annually by the Academy Director and/or designated staff, the criteria for evaluating operations shall be the ACA standards, Corrections Department policies/procedures, and departmentally established performance measures. **[1-CTA-1D-03]**

B. Training:

1. Written reports shall be prepared annually by the Chief of Staff Development. These reports shall be provided to the Academy Director/Deputy Director by June 30 of each year and shall include but not be limited to the following information: **[1-CTA-1D-03]**
 - a. Name and number of classes offered;
 - b. Students enrolled/graduated statistics.

2. All courses offered by the Academy shall be evaluated in writing by the students attending the course, using the **Academy Weekly Course Evaluation** Form (*CD-190301.1*) and the **Academy Class Evaluation** Form (*CD-190301.2*). Evaluations shall be filed with the records of the course to which they pertain. A written report shall be prepared annually by the Director or designee. **[1-CTA-3A-06]**
3. At the end of the week the primary instructor shall hand out the **Staff Review of Cadet/Student Course Evaluations** Form (*CD-190301.4*) to all Academy Staff for review and signature. If necessary, an academy staff member will be assigned to follow up and respond in writing in regards to specific comments, suggestions, discrepancies, etc. that are noted within the course evaluation for that week.
4. Periodically, the Academy Director, Deputy Director, Chief of Staff Development and/or instructional staff shall monitor/critique training using the **Instructor on Instructor Critique** Form (*CD-190301.3*). Evaluations shall be reviewed by the appropriate section chief and considered for course revision and/or corrective action. **[1-CTA-3A-06]**
5. A formal audit shall be conducted at least annually by the Academy director and/or designated staff. Policies and ACA Standards will be the guidelines used for this audit. **[1-CTA-3A-06]**

C. Reporting to the Secretary:

1. The director shall provide the Secretary of Corrections (through the Deputy Secretary of Administration) reports as may be required that include activities, objectives met, and major developments at the Academy. **[1-CTA-1A-15]**



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

05/31/12

Date

NEW MEXICO CORRECTIONS DEPARTMENT
Academy Weekly Course Evaluation

CLASS #: _____ **WEEK #:** _____
COURSE TITLE: _____ **DATE:** _____
INSTRUCTOR(S): _____ **LOCATION:** _____

Using the following rating system, please answer question 1 through 10 on the answer sheet.

A. (Strongly Agree) **B.** (Agree) **C.** (Disagree) **D.** (Strongly Disagree)

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- | | | |
|-----|---|-------|
| 1. | The objective in these classes was understandable. | _____ |
| 2. | The course content was appropriate to the objective. | _____ |
| 3. | Methods of instruction were helpful in learning. | _____ |
| 4. | These classes were challenging to me. | _____ |
| 5. | The sequence of topics appeared logical. | _____ |
| 6. | I felt free to express and explain my own views in class. | _____ |
| 7. | The classes provided opportunities for me to participate. | _____ |
| 8. | Audio-visual aids helped me to learn. | _____ |
| 9. | I would recommend these classes to others. | _____ |
| 10. | Examples, handouts and/or notebooks were helpful. | _____ |
| 11. | Course length was: A) too long B) too short C) just right | _____ |
-

Please write answers to the questions below in the space provided.

12. As an overall impression, I would describe this week's course as: _____

13. If I had to make one improvement in this week's courses it would be: _____

14. The thing I liked best about this week's courses was _____
15. The thing I liked least was _____
16. Which topics were too short? _____
17. Which topics were too long? _____
18. Which topics would you like added to the curriculum that would be beneficial to your training? _____

19. Other comments, (facilities, coordination, sequence, equipment, practical exercises, food service, housing, parking, etc. _____

NEW MEXICO CORRECTIONS DEPARTMENT

Academy Class Evaluation

The purpose of this section is to elicit information that can be used to improve individual instructional skills. In your rating of each instructor from **A. (Excellent) B. (Good) C. (Satisfactory) D. (Needs Improvement)** take into account whether the Instructor was: motivated, clearly stated the course objectives, followed a lesson plan, used training aids, demonstrated professionalism toward trainees, summarized course content and met course objectives. Be objective; this information will serve, in part, as a guide in our efforts to identify Instructor strengths and those areas and/or skills that may need improvement.

Class title and Instructor's name	Rating A. To D.	Comments: (please be constructive in nature) Suggestions, good/bad, etc. (Elaborate on instructor and class)
1. Defensive Driving	B	Very good class enjoyed films but need more clarity on speed limits.
1. Instructor Doe	C	Instructor Doe followed the lesson plan but didn't elaborate much.
<i>THE ABOVE IS AN</i>	<i>EXAMPLE</i>	<i>OF WHAT IS EXPECTED ON THE EVALUATIONS.</i>
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NEW MEXICO CORRECTIONS DEPARTMENT
Instructor on Instructor Critique
(Continued)

III. SUMMARY:

A. Objectives	4	3	2	1	0	_____
B. Content Summarized	4	3	2	1	0	_____

IV. EVALUATION:

A. Objectives Met	4	3	2	1	0	_____
B. Post-Test Administered	4	3	2	1	0	_____

V. BEST PART OF PRESENTATION:

VI. SUGGESTED IMPROVEMENTS:

VII. EVALUATOR COMMENTS:

VIII. INSTRUCTOR COMMENTS:

EVALUATOR: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Staff Review of Cadet/Student Course Evaluations

I have read and reviewed the evaluations submitted in writing on the student/cadet course evaluations pertaining to the Class curriculum and the Instructional staff.

Class # _____ Week # _____ Date of week's courses: _____

Director: _____ Date: _____

Deputy Director: _____ Date: _____

Chief of Staff: _____ Date: _____

Asst. Chief of Staff: _____ Date: _____

Instructor: _____ Date: _____

Human Resource Supervisor: _____ Date: _____

Human Resource: _____ Date: _____

Psychologist: _____ Date: _____

Psychologist: _____ Date: _____

The Academy staff member below has been assigned to follow up in regards to the response marked on the course evaluation(s) of week _____ by the Academy:

Director _____ Deputy Director _____ Chief of Basic _____ Assistant Chief _____

Assigned to: _____

Resolved by the following:

Approved by: _____ Title: _____