

Fiscal Year 2009 Self Assessment Survey

Instructions: Please answer all of the items.
This survey is to be completed by **October 31, 2009**.

Provider Information

Provider type

Licensed Academy Contractual Provider Academic Alternative Provider

 Provider Name

 Provider Number

 Provider Street Address

 City

 Zip

 Phone Number

 Fax Number

 Provider URL

 Training Coordinator Email

 Chief Administrator Email

 Prepared by

Are there adequate facilities for the training conducted? yes no

What percentage of training occurs at auxiliary sites? 0 1 - 20 21 - 50 over 50

Do/does your facility(ies) have:

Facilities library? yes no

Computers with CD-Rom? yes no

Video player? yes no

Computers with DVD? yes no

Video camera? yes no

Internet access? yes no

Video editing equipment? yes no

Firearms simulator? yes no

LCD projector? yes no

Driving simulator? yes no

Presentation software? yes no

Number of Full Time Instructors: 0 1 2-10 11-20 over 20

Number of Part Time Instructors: 0 1 2-10 11-20 over 20

Does the staff have access to emergency numbers? yes no

Does the staff have access to student roster information? yes no

Do you require a Commission Instructor's License/Certificate for full time instructors? yes no

Do you require a Commission Instructor's License/Certificate for part time instructors? yes no

Advisory Board

Advisory Chair Name

Address

City

Zip

_____-_____-_____
Phone Number

Email

Number of Advisory Board Members:

- 0 1 - 3 4 - 9 10 or more

Do Advisory Board Members meet the requirements of 215.7(a)? yes no

Advisory Board documents on file: (mark all that apply)

- resumes of current members by-laws minutes

Number of times Advisory Board met in the past state fiscal year:

- 0 1 - 3 4 - 7 8 or more

Did Advisory Board discussions include? (mark all that apply)

- study, evaluate and identify specific training needs
 determination of types, frequency, and location of courses
 establishment of standards for admission, prerequisites, minimum and maximum class size, attendance, and retention
 budget
 instructor selection

Training Courses

Are academy training rules on file and distributed to each student? yes no

How many continuing education courses were taught during the past state fiscal year?

How many continuing education students were taught during the past state fiscal year?

Are adult learning techniques incorporated into all courses? yes no

Are allowances for different learning styles incorporated into all courses? yes no

How are course notices posted? Print Web Both

What do the course notices contain? (mark all that apply)

- Identification of course
- Length of course
- Pre-requisites
- Dates of course
- Registration requirements
- Target group
- Fitness level
- Cost

Is there a process for formal written complaints? yes no

Number of formal written complaints during the past state fiscal year: 0 1 - 5 6 - 10 over 10

What is course development based on? (mark all that apply)

- Mission statement
- Mandatory training requirements
- Current needs
- Anticipated needs

Are the following documents on file?

- | | |
|--|--|
| Lesson plan or syllabus: <input type="radio"/> yes <input type="radio"/> no | Course evaluations by students: <input type="radio"/> yes <input type="radio"/> no |
| Learning objectives: <input type="radio"/> yes <input type="radio"/> no | Current instructor resume/biography: <input type="radio"/> yes <input type="radio"/> no |
| Training records (rosters, etc.): <input type="radio"/> yes <input type="radio"/> no | Course examinations: <input type="radio"/> yes <input type="radio"/> no |
| Skills assessments: <input type="radio"/> yes <input type="radio"/> no | Written complaints: <input type="radio"/> yes <input type="radio"/> no |
| Procedure for lesson plan approval: <input type="radio"/> yes <input type="radio"/> no | Procedure for lesson plan review or revision: <input type="radio"/> yes <input type="radio"/> no |

Procedure for selection of training and educational resources: yes no

Procedure for exam selection: yes no

Do Lesson Plans include?

Performance and job related objectives: yes no

Course Evaluations

Are courses evaluated by?

Training Coordinator observations: yes no

Instructor observations: yes no

Schedule: yes no

If scheduled, what time frame? every 3 months 4 -12 months 12 -24 months

Student critique: yes no Job performance: yes no

Student performance: yes no Focus group: yes no

Cost benefit: yes no Exam results: yes no

Firearms

Do you offer firearms training courses? yes no

If yes, how many firearms courses were taught during the past state fiscal year?

Are the following items available for firearms training?

Safety Rules: yes no Safety Officer: yes no First aid equipment: yes no

Is the First aid equipment routinely inspected? yes no

During the past state fiscal year, were there any firearms-related incidents? yes no

If yes, is there documentation of remedial action for the event(s)? yes no

Driving

Do you offer driver training courses? yes no

If yes, how many driving courses were taught during the past state fiscal year?

Are the following items available for driver's training?

Safety Rules: yes no Safety Officer: yes no First aid equipment: yes no

Is the First aid equipment routinely inspected? yes no

Number of dedicated vehicles? 0 1 2 - 5 6 - 8 9 or more

Number of vehicles with emergency equipment? 0 1 2 - 5 6 - 8 9 or more

During the past state fiscal year, were there any vehicle-related incidents? yes no

If yes, is there documentation of remedial action for the event(s)? yes no

Basic Licensing Courses

Do you offer Basic Licensing courses? yes no

If yes, how many Peace Officer courses were taught during the past state fiscal year?

If yes, how many students attempted the Peace Officer Licensing Exam during the past state fiscal year?

If yes, how many County Corrections courses were taught during the past state fiscal year?

If yes, how many students attempted the Corrections Officer Licensing Exam during the past state fiscal year?

Has a Basic Licensing Course been offered during the last 2 state fiscal years?

Peace Officer: yes no County Corrections: yes no

Are background investigations done in compliance with Commission Rule 215.15 for Basic Licensing courses?

yes no

Are there written directives on the length of skills training? yes no

Peace Officer: yes no County Corrections: yes no

Are there entry standards for physical fitness? yes no

Peace Officer: yes no County Corrections: yes no

Are there entry standards for reading comprehension? yes no

If yes, what grade level is required?

Instructor Evaluations

Are instructors evaluated by?

Training Coordinator observations: yes no Student critique: yes no
Peer instructor observations: yes no Student on-the-job performance: yes no
Exam results: yes no Detailed class analysis: yes no
Other: yes no

Monitoring Instructor Effectiveness

Student assessment: yes no Licensing exam analysis: yes no
Peer evaluations: yes no Course exam analysis: yes no
Supervisor evaluations: yes no Professional development training: yes no
Formal evaluations: yes no Other: yes no
Interviews with FTOs or supervisors of former students: yes no
Remedial process for inadequate instructors: yes no

Instructor Updates

Which of the following, if any, do you use to keep instructors current?

- Formal training classes on instructional methodology: yes no
- Instructor certification training classes: yes no
- Annual training classes: yes no
- Observation by experienced instructors: yes no
- Critiquing video taped classes: yes no
- Career counseling and planning: yes no
- Quality checks using formal criteria: yes no

Students

Which of the following are used for student evaluation? (mark all that apply)

- Pre-test
- Post-test
- Skill proficiency demonstration
- Job performance review
- Training coordinator observations
- Agency feedback
- Primary instructor observations

Is the following available to students?

- An ombudsman for student welfare: yes no
- Job placement: yes no
- On-site access to computers: yes no
- Remediation process: yes no
- Counseling: yes no
- Career Counseling: yes no
- On-site access to the Internet: yes no

Do you utilize E-learning? Yes No

If yes, which formats are used?

- POSEIT
- Interactive CD
- Agency Developed
- Public Developed

What percent of training is delivered in an electronic format?

- 0 to 10 11 to 25 26 to 50 over 50