



TRAINING DIVISION INSTRUCTOR EVALUATIONS -- PILOT PROGRAM



ISSUE DATE:	17 November 2025	EFFECTIVE DATE:	
RESCINDS:			
INDEX CATEGORY:	Department Notice		
CALEA:	Training Academy Standards Chapters 7 and 8		

I. PURPOSE

This directive:

- A. establishes the requirements that all members assigned or detailed to the Training Division whose primary responsibilities include providing instruction will be evaluated.
- B. outlines the documentation, collection, analysis, and review of instructor evaluations to improve the quality of training by:
 - 1. building upon strengths; and
 - 2. addressing any deficiencies.
- C. requires all instructors assigned or detailed to the Training Division to uphold the guiding principles of procedural justice, de-escalation, impartial policing, and community policing, as well as the mission, vision, and core values of the Chicago Police Department.
- D. introduces the Training Division Instructor Evaluation Report (CPD-63.130).
- E. introduces the Training Division Evaluation Report (CPD-63.131).
- F. introduces the Training Division Curriculum Assessment Report (CPD-63.132).

II. SCOPE

- A. The Training Division Instructor Evaluations Pilot Program will be limited to those members assigned or detailed to the Training Division whose primary responsibilities include providing instruction.
- B. The pilot program manager will be the Deputy Chief of the Training and Support Group.
- C. This pilot program will be reviewed and monitored by the Training Division, on an ongoing basis, and will be modified as needed.

III. INSTRUCTOR EVALUATIONS GENERAL INFORMATION

- A. All training instructors assigned or detailed to the Training Division whose duties include teaching or developing Department-approved training and curriculum are required to successfully complete the Illinois Law Enforcement Training and Standards Board (ILETSB) approved forty-hour Training Division Instructors Academy.
- B. Training Division instructors must have current approval from ILETSB to teach certified ILETSB courses.

NOTE: To be certified as an instructor, Department members must have completed the Chicago Police Department's Instructors Academy and either have an approved application completed after 01 Jul 22 or have completed and submitted a new Instructor Approval Application (Form C for recruit training or in-service training).

- C. Training Division instructors will be trained in the specific subject matter they are assigned to teach and also cross-trained in other related subjects so instructors are equipped to deliver effective interdisciplinary instruction.
- D. Training Division instructors will be evaluated by a supervisor at least on an annual basis or at a greater frequency as determined by the Commanding Officer, Training Division, to maintain consistency in the quality of training and identify the need for individual instructor development. Instructors will be evaluated in the following instructional competencies:
 1. **Effective Communication**—efficiently convey training concepts; includes oral communication, paralanguage, and body language.
 2. **Presentation and Facilitation Skill**—actively engage adult learners through appropriate classroom techniques, such as discussion, interaction, and collaboration among students.
 3. **Professionalism**—demonstrate a productive attitude, language, conduct, and effective classroom management.
 4. **Real World Application**— provide knowledge, skills, and abilities in real world application and relates content to interests and experience, emphasizes the importance of training.
 5. **Student Engagement/Validation**—evaluate and provide both individual and global feedback on student progress. Instructors must encourage and motivate students by establishing rapport towards a climate of courtesy and respect, avoids using negative comments, and uses positive interactions with fellow instructors.
 6. **Subject Knowledge**—demonstrate comprehensive knowledge of the subject matter.
 7. **Use of Training Materials and Technology**—demonstrate the appropriate use of training materials and classroom technology to enhance training experience.
- E. Instructor evaluations will include classroom observations, Department member feedback, and in-person meetings with instructors to discuss performance and areas of improvement. These instructor evaluations will be considered in assessing whether instructors may continue to serve in that role.

NOTE: This is in addition to, not a substitute for, Department-mandated performance evaluations consistent with the Department directives titled "[Performance Evaluations of All Sworn Department Members below the Rank of Superintendent](#)" and "[Performance Ratings - Civilian Members](#)."

- F. In-person Training Division courses and Training Division courses delivered remotely by live Training Division instructors will require an anonymous online survey instrument to allow Department members to provide feedback on the quality of instruction.

IV. INSTRUCTOR REQUIREMENTS

- A. On an annual basis, Training Division commanding officers will identify staff members (sworn and civilian) within their respective sections whose primary responsibilities involve instruction to be evaluated.

NOTE: Upon assignment to the Training Division, all supervisors will receive instruction on the evaluation process for the instructors in their respective sections.

- B. The Commanding Officer, Quality Control Section, will assign designated supervising sergeants or lieutenants to evaluate groups of instructors and review the completed Training Division Instructor Evaluation Reports (CPD-63.130).
- C. Designated Training Division supervisors will evaluate their assigned instructors within the allotted time frame and complete an Instructor Evaluation Report (CPD-63.130) for each instructor.
- D. The Commanding Officer, Quality Control Section, will facilitate additional training for any instructor:
 1. who fails to meet minimum performance standards; or

2. has been identified in need of instructor development in a specific area(s).
- E. The Commanding Officer, Training Division, will determine the appropriate course of action for any instructor who does not adequately respond to training or instructor development.

V. INSTRUCTOR EVALUATION PROCEDURES

A. Recruit Training

1. Upon completion of every recruit examination, recruits will be asked to complete a Recruit Training Critique.
2. Recruit Training Critiques will be collected and analyzed by the Recruit Operations Section and forwarded to the Commanding Officer, Quality Control Section, utilizing the Training Division Evaluation Report (CPD-63.131).
 - a. Any comments regarding instruction from the Recruit Training Critiques will be addressed by the Commanding Officer, Operations Training Section, if appropriate, within thirty days of receipt.
 - b. Any instructional comment from the Recruit Training Critiques regarding professionalism will be handled by a supervisor in the Operations Training Section for positive recognition or a disciplinary review, if appropriate, within thirty days of receipt.
 - c. Any instructional comment from the Recruit Training Critiques regarding curriculum will be referred to the Commanding Officer, Instructional Design Section, to determine if revisions to the affected curriculum are required. The Commanding Officer, Recruit Operations Section, will make a subsequent referral to facilitate additional training, if appropriate within thirty days of receipt.

B. In-Service Training

1. Department members attending in-service training will be asked to complete an In-Service Participant Survey.
2. In-Service Participant Surveys will be collected and analyzed by the In-Service Training Section supervisor responsible for the training and forwarded to the Commanding Officer, Quality Control Section, utilizing the Training Division Evaluation Report (CPD-63.131).
 - a. Any comments from the In-Service Participant Surveys regarding instruction will be addressed by a supervisor of the In-Service Training Section for review, if appropriate, within thirty days of receipt.
 - b. Any instructional comment from the In-Service Participant Surveys regarding professionalism will be handled by a supervisor of the corresponding cadre for positive recognition or a disciplinary review, if appropriate, within thirty days of receipt.
 - c. Any instructional comment from the In-Service Participant Surveys regarding delivery will be referred to a supervisor of the In-Service Training Section for review with a subsequent referral to facilitate additional training, if appropriate, within thirty days of receipt.

C. Pre-Service Training

1. Department members attending pre-service training will be asked for Pre-Service Training Participant Feedback upon completion of the training.
2. Pre-Service Training Participant Feedback will be collected and analyzed by the Career Development Section supervisor in charge of administering pre-service training and forwarded to the Commanding Officer, Quality Control Section, utilizing the Training Division Evaluation Report (CPD-63.131).

- a. Any comments from the Pre-Service Training Participant Feedback regarding instruction will be addressed by a supervisor in the Career Development Section, if appropriate, within thirty days of receipt.
 - b. Any instructional comment from the Pre-Service Training Participant Feedback regarding professionalism will be handled by a supervisor in the Career Development Section for positive recognition or a disciplinary review, if appropriate, within thirty days of receipt.
 - c. Any instructional comment from the Pre-Service Training Participant Feedback regarding delivery will be referred to a supervisor in the Career Development Section with a subsequent referral to facilitate additional training, if appropriate, within thirty days of receipt.
- D. The Training Division
- The Commanding Officer, Quality Control Section, will:
- 1. conduct checks of the instructor surveys to identify issues or trends with instruction; and
 - 2. review and analyze the instructor critiques, surveys, and feedback during the annual training needs assessment and include any identified issues or trends.

VI. INSTRUCTOR EVALUATION RESPONSIBILITIES

- A. The Commanding Officer, Quality Control Section, will ensure:
- 1. all approved in-person or remote Training Division training provided by a Training Division instructor will have instructor survey instruments.
 - 2. upon the completion of every recruit examination, a critique is administered and the results of the critique are forwarded to the Commanding Officer, Operations Training Section.
 - 3. any modifications to instruction are developed, reviewed, and implemented in a timely manner and documented in the appropriate task file.
- NOTE:** Modifications to instruction may also be made in response to comments from evaluations or in conjunction with legal updates or best practices.
- 4. the Training Division Curriculum Assessment Report (CPD-63.132) and the Training Division Evaluation Report (CPD-63.131) are utilized consistently across curriculums to analyze received survey data.
 - 5. the results of the critiques, surveys, and feedback listed in Items V-A through D are incorporated into the annual training needs assessment.
 - 6. develop and implement a process to maintain reviews, assessments, and evaluations of the sufficiency or effectiveness of the training programs.
- B. The Commanding Officer, Operations Training Section, overseeing recruit training will:
- 1. assess and analyze the recruit critiques.
 - 2. ensure appropriate actions are taken to address any findings from the analysis of recruit critiques.
- C. The Commanding Officer, In-Service Training Section, overseeing in-person or remote training provided by a Training Division instructor and conducted by the Training Division will ensure:
- 1. the Training Division instructor survey is being distributed to all Department members taking in-person or remote training.
 - 2. the results are forwarded to the Commanding Officer, Quality Control Section.

3. upon review of the instructor surveys, conduct any needed corrective actions or provide positive recognition of instructors or training material developers.
4. coordination with the Tactical Review and Evaluation Division (TRED) to ensure their analysis of CPD body camera footage evaluates officers' application of training in real-world scenarios. consistent with Department directives, titled "[Department Review of Foot Pursuits](#)" and "[Department Review of Use of Force](#)." The Training Division will subsequently integrate these findings into ongoing evaluations and coaching initiatives, as appropriate.
5. ongoing coaching and feedback provided to the supervisors throughout the year to:
 - a. refocus the members' efforts to enhance performance.
NOTE: Frequent feedback allows members to direct their attention to performance-improvement needs and is intended to assist them in achieving higher levels of performance.
 - b. communicate to members any early significant problems and provide advice and guidance to correct those problems.
 - c. maintain quality instruction through positive reinforcement.
6. a year-end review of instruction is conducted to identify any issues or trends to be incorporated into the annual training needs assessment. Results will be forwarded to:
 - a. Commanding Officer, Training Division;
 - b. Commanding Officer, Operations Training Section;
 - c. Commanding Officer, Quality Control;
 - d. Commanding Officer, Instructional Design Section;
 - e. Supervisor, Evaluation Unit.

Authenticated by MWK

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