

PALOMAR COMMUNITY COLLEGE DISTRICT

LAW ENFORCEMENT TRAINING SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate the presentation of all Peace Officer Standards and Training (POST) and other law enforcement training for the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Safety.

May exercise technical and functional supervision over student staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Coordinate the maintenance of student records, development of class schedules and use of facilities.
2. Supervise student work and coordinate grade and positive attendance rosters.
3. Assist in the strategic planning process and marketing.
4. Maintain an inventory of all equipment and advise the Director on needed repairs or replacements.
5. Enforce all safety guidelines and regulations.
6. Monitor and enforce all District, department, and POST policies, procedures, guidelines and requirements.
7. Monitor classroom instruction to ensure that all mandated course outline material is delivered in an effective manner.
8. Facilitate the remediation of activities related to mandated performance objectives.
9. Supervise training officers and maintain a record of their activities.
10. Meet with staff in order to assess training procedures, and recommend changes to the Director where appropriate.
11. Assist staff in their preparations for the delivery of instruction.

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12. Coordinate and supervise all staff involved in the presentation of scenario testing, grant research, applications, and tracking.
13. Track student outcomes.
14. Supervise administration of all law enforcement testing.
15. Participate in assigned committees.
16. Monitor the progress of each student.
17. Facilitate meetings and the evaluation of staff.

Marginal Functions:

1. Participate in special projects as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State, County, City and District rules, laws, regulations and policies including laws of arrest, legal rights of citizens, court procedures and rules of evidence.

Applicable sections of the State Education, Government, Vehicle, Penal, Health and Safety, Welfare and Institutions Codes, search and seizure laws, and juvenile laws.

Principles and practices of supervision and training.

Record keeping and report writing techniques.

Principles and procedures of record keeping.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Respond to difficult requests and inquiries from students, faculty and staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of demonstrated law enforcement experience as a supervisor, training manager, or field-training officer with a California POST law enforcement agency.

Training:

Equivalent to a Bachelor's degree in public safety, public administration, or a related field.

License or Certificate:

Possession of a driver's license valid in the state of California.

WORKING CONDITIONS

Environmental Conditions:

Exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.