



Classification Title: Police Academy Training Officer

Department:	Public Safety Programs	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	29
Supervision Received From:	Supervisor, Public Safety Programs – Police Academy	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Serves as Recruit Training Officer for the Palomar College Police Academy, in conformance with Peace Officer Standards and Training (POST) Commission requirements; monitors instruction to ensure POST regulations and standards are met; mentors and assists in advising Academy trainees; serves as a role model for trainees.

DISTINGUISHING CHARACTERISTICS.

A Police Academy Training Officer serves on a is responsible for working with the Supervisor, Public Safety Programs – Police Academy and faculty to ensure that all law enforcement training complies with established POST training regulations and mandates.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Serves as the Academy's Recruit Training Officer in accordance with POST Regulation 1071; monitors day-to-day instruction to ensure conformance with state legislative mandates and the regulations/procedures of the Commission on Police Officer Standards and Training; assists instructors in class preparations; ensures staff-to-student ratios are maintained and takes appropriate follow-up action to resolve problems and issues in order to meet student training needs.
2. Monitors and evaluates trainee performance and behaviors as provided for in the Academy Police and Procedures Manual; provides feedback to trainees and faculty; advises students; recommends improvement plans for student in academic and physical performance and/or in conduct; with faculty approval, provides tutoring assistance.
3. Serves as a role model for trainees in demonstrating professional conduct, leadership, responsibility, job knowledge and integrity; works with students to provide support, encouragement and motivation.
4. Works with the Supervisor, Public Safety Programs – Police Academy and faculty to ensure the physical safety of trainees during instruction; takes appropriate emergency action in the event students are hurt or distressed during training.
5. Proctors all POST Learning Domain tests and Academy spelling and codes quizzes to ensure the integrity of the testing process.

6. Maintains and updates student records including assignments, tests, evaluations, inspections, discipline and other Academy-related matters.

Marginal Functions:

1. Responds to requests for information or feedback from a variety of agencies regarding trainees; approves student time away from class to take examinations for public safety agencies.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Three years of experience and current full-time employment as a California police officer or deputy sheriff, with approval from the current agency to work as a Recruit Training Officer and wear the agency's uniform.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. A minimum of completion of the POST-developed Recruit Training Officer Course prior to employment as a Police Academy Training Officer.

Preferred Qualifications:

1. Current or prior employment as a police academy training officer or field training officer.
2. An associate's degree or higher from an accredited college or university.

Knowledge of:

1. POST requirements applicable to serving as a Recruit Training Officer and applicable POST-certified police academy accreditation standards.
2. POST requirements applicable to employment as a California police officer or deputy sheriff.
3. Modern philosophies, concepts and methods of training police recruits.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Basic methods and practices of student instructional support, tutoring and advising applicable to a police academy.
6. Office practices and procedures, including recordkeeping.

Skill in:

1. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies applicable to the training of law enforcement officers.
2. Demonstrating behaviors and providing a positive professional image as a police officer.
3. Critically observing, analyzing and evaluating police academy trainee behavior in comparison with established standards and providing constructive feedback and advice to trainees.

4. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
5. Participating in all physical fitness and training activities without restrictions.
6. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
7. Organizing and maintaining a variety of records and files.
8. Communicating clearly and effectively, both orally and in writing.
9. Maintaining the confidentiality of police academy and student records and information.
10. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
11. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in a classroom and outdoor training environment and may be regularly exposed to outdoor weather conditions, loud noise, electrical and moving equipment and a variety of fumes and airborne particles.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to participate in all physical fitness and physical training activities without restriction; lift or move over 100 pounds; operate motorized equipment and vehicles; near visual acuity to read computer screens, files and printed materials; distance vision, peripheral vision and depth perception required for physical fitness activities. Requires operation of vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.