



JOB DESCRIPTION

JOB TITLE:	Police Training Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Police	GRADE:	K09
REPORTS TO:	Police Sergeant	DATE:	7/1/2021
BARGAINING UNIT:	KGEA		

SUMMARY:

Assists with the development, preparation, and administration of police training curricula, programs, courses, bulletins, and supporting materials, and records under the general supervision of the Bureau Supervisor, a Police Sergeant. Also responsible for conducting background investigations on potential police and civilian job candidates.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Develop curricula for the in-service training of police employees, including basic refresher, new employee or assignment orientation, the Field Training Officer program, and other specialty and advanced programs
- Design and maintain records and files of individual employee training, training courses, training budget, and other related information via paper files and computer databases
- Prepare training course outlines and written and practical examinations for appropriate skill and knowledge testing
- Conduct training needs evaluations and assessments for specific tasks and for general functions
- Research police and related disciplines and monitor state of the art training programs and materials for recommendation for adoption
- Prepare training support materials including printed handouts, audio-visual materials, graphical and photographic materials, etc.
- Prepare reports about training programs, budgets, and other administrative and operational matters
- Prepare, schedule, maintain, and monitor training facilities and equipment.
- Assist in the assembly and distribution of materials for training programs and presentations
- Assist in the coordination and arrangements for meetings, travel, and conferences.
- Assist in liaison with educational and training institutions
- Attend meetings and make presentations
- Conduct background investigations on police officer job candidates and support personnel job candidates
- Perform other related work as required

POLICE TRAINING SPECIALIST

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Bachelor's degree in criminal justice, education, or a related field; AND three (3) years of training or education experience; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- LEIN certification within six (6) months of date of employment and
- A valid Michigan driver's license

Required Knowledge and Skills

Knowledge of:

- Adult learning and appropriate training methodologies
- Training course and curricula design
- Written and practical examination construction and evaluation
- Policies operations and practices
- Policies and procedures of the department
- Use of specified computer applications involving word processing, data entry and/or standard report generation
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats
- Business arithmetic
- Record keeping principles and practices
- Correct business English, including spelling, grammar and punctuation
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone

Skills in:

- Providing varied administrative assistance to management, supervisory and professional staff
- Using tact, discretion, initiative and independent judgment with established guidelines
- Analyzing and resolving varied office administrative problems.
- Conducting thorough investigations and completing detailed reports regarding those investigations
- Organizing, maintaining and researching office files
- Compiling and summarizing information and preparing periodic or special reports
- Organizing own work, setting priorities and meeting critical deadlines

POLICE TRAINING SPECIALIST

Skills in (continued):

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting. Some travel by vehicle to other locations may be required.