

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 09/29/21

Closing Date: 10/06/21

TITLE: Training Officer Law Enforcement

SALARY: \$40,000 - \$46,670

Hours: 40 X 35 ____

DEPARTMENT: Public Safety/Emergency Preparedness

Union ____ Mgmt X

LOCATION: Canale Training Center,
Egg Harbor Township

NJDOP Test Required: Yes X No ____

Grant Funded: Yes ____ No X

Note: Applicants are required to possess a police instructor certification issued by the Police Training Commission.

DEFINITION:

Under direction, plans, organizes, coordinates and implements comprehensive law enforcement and staff development programs; performs other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience involved in the determination of law enforcement training needs, development of training plans and materials, and conduct of orientation, in-service, refresher, and other types of law enforcement training courses.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

NOTE: Appointees may be required to possess K-9 trainer certification as issued by the United States Police Canine Association. The responsibility for ensuring that appointees possess the above certification rests with the Appointing Authority.

NOTE: Appointees may be required to possess a police instructor certification issued by the Police Training Commission. Certification in one or more specialty areas may be required at the discretion of the Appointing Authority. The responsibility for ensuring that employees possess the appropriate certification(s) rests with the Appointing Authority.

EXAMPLES OF WORK:

Plans, coordinates and implements law enforcement programs and activities.

Oversees the provision of training to law enforcement officials on a variety of law enforcement topics.

Prepares teaching and study programs.

Prepares and implements periodic examinations or programs designed to measure participants' knowledge in specific fields, determines results of such examinations and maintains records of results and findings.

Evaluates existing conditions and needs of law enforcement agencies to identify the areas that need to be supplemented by a training program.

Serves as a liaison with local, state and federal agencies on training activities.

Keeps abstracts of the latest developments in the law enforcement area concerning technical and legal advances.

Provides technical assistance to participants and agencies in the field of law enforcement.

Prepares articles, correspondence, technical reports and confidential reports containing facts, conclusions and recommendations.

May develop or revise training curriculum and provides training on all phases of law enforcement including, but not limited to, legal basis, apprehension and arrest, search and seizure, self-defense, use of firearms, surveillance reporting, management of agencies, rescue and first aid practices, hostage situations, bomb threats and forcible entry into buildings.

Presents films and slides, gives lectures and demonstrations and oversees the activities of law enforcement officers engaged in simulated exercises.

Prepares audiovisual aid materials to be used during the course of instruction, including still and moving cameras, circuit and video systems and voice records.

Observes, evaluates and critiques the performance of participants in training to determine progress through instruction and ascertains successful accomplishments of training requirements for graduation.

Prepares and maintains records of graduates and courses offered.

Issues certificates to acknowledge successful completion of training program.

Attends meetings, training sessions and seminars to further knowledge in the field.

Presents to various groups about law enforcement to provide information and further the interest of the agency.

Makes arrangements for facilities, equipment and needed materials, selects audiovisual material to be used and invites other experts in the field to give lectures and presentations.

Confers with directors of law enforcement agencies to devise plans and identify needs within their units to further the training and competence of employees.

Plans and develops policies and procedures for the execution of staff development and training programs.

Plans, develop and conducts orientation classes for new employees.

Seeks out funds for training programs through federal, states and private grants.

Prepares and maintains bibliographies and resource materials for staff development courses.

Prepares clear, sound, accurate and informative reports on training programs and activities containing findings, conclusions and recommendations.

Makes recommendations for annual budget.

Prepares and maintains essential records and files.

May train law enforcement officers on K-9 law enforcement operations.

Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of principles, methods and problems involved in planning, organization and administration of law enforcement training programs.

Knowledge of teaching principles, methods, tools and techniques and their application to law enforcement training programs.

Knowledge of the judicial system and laws covering the law enforcement field.

Knowledge of the State of New Jersey and federal laws that concern law enforcement agencies of the state and its local jurisdictions.

Knowledge of recent Supreme Court decisions affecting the law enforcement field.

Knowledge of federal and state laws and procedures on arrest, detention and search and seizure,

Knowledge of the use of firearms and other weapons normally used by law enforcement agencies.

Knowledge of methods of detecting, apprehending, placing charges against, safeguarding and prosecuting lawbreakers.

Knowledge of methods in handling crisis situation such as riots, hostages, bomb devices and so forth.

Ability to establish effective communication and rapport with law enforcement officials.

Ability to establish and maintain cooperative working relationships with public officials.

Ability to plan and develop training programs.

Ability to exercise independent judgement in evaluating situations and in making determinations.

Ability to establish rapport and gain confidence of individuals and varied groups of people.

Ability to develop and direct an ongoing law enforcement training program.

Ability to organize and implement training courses, analyze training problems and develop effective work methods.

Ability to prepare training manuals and other related materials.

Ability to train law enforcement officers on K-9 law enforcement operations may be required.

Ability to establish cooperative working relationships with administrative and supervisory officers.

Ability to work harmoniously with associates, superior officers, employees and with those persons interested in or concerned with in-service and other training work.

Ability to prepare clear, sound, accurate and informative statistical and other reports of training activities containing findings, conclusions and recommendations.

Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

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