

STATE OF OHIO (DAS) CLASSIFICATION	CLASSIFICATION SERIES: PEACE OFFICER TRAINING COMPLIANCE OFFICER	SERIES NO.: 6361
SPECIFICATION	MAJOR AGENCIES: ATTORNEY GENERAL ONLY	EFFECT. DATE: NEW EFF. DATE: 06/19/1992

SERIES PURPOSE:

THE PURPOSE OF THE PEACE OFFICER TRAINING COMPLIANCE OFFICER IS TO INSPECT TRAINING SCHOOLS THAT OFFER POLICE & SECURITY OFFICER TRAINING PROGRAMS & PROVIDE INFORMATION & TECHNICAL ASSISTANCE TO SCHOOL COMMANDERS IN ORDER TO ENSURE COMPLIANCE WITH OHIO PEACE OFFICER TRAINING COUNCIL (I.E., OPOTC) RULES & REGULATIONS & PROVISION OF QUALITY TRAINING TO OHIO'S PROSPECTIVE PEACE OFFICERS.

NOTE: THIS CLASSIFICATION IS RESERVED FOR USE BY OFFICE OF ATTORNEY GENERAL ONLY.

CLASS TITLE:

PEACE OFFICER TRAINING COMPLIANCE OFFICER

CLASS NUMBER:

63611

EFFECTIVE DATE:

06/19/1992

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF CRIMINAL JUSTICE & OHIO PEACE OFFICER TRAINING COUNCIL (I.E., OPOTC) RULES & REGULATIONS IN ORDER TO INSPECT BASIC PEACE OFFICER TRAINING & SECURITY OFFICER TRAINING ACADEMIES & COLLEGE & UNIVERSITY ACADEMIES FOR COMPLIANCE WITH FACILITY & ACADEMIC STANDARDS SET FORTH BY OPOTC & PROVIDE TECHNICAL ASSISTANCE TO SCHOOL COMMANDERS IN COMPLETION OF ADMINISTRATIVE PAPERWORK.

CLASS TITLE: PEACE OFFICER TRAINING COMPLIANCE OFFICER	CLASS NO.: 63611	BARG. UNITS: 046
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EFFECTIVE DATE:

06/19/1992

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

INSPECTS PRIVATE BASIC PEACE OFFICE TRAINING & PRIVATE SECURITY OFFICER TRAINING ACADEMIES & COLLEGE & UNIVERSITY ACADEMIES FOR COMPLIANCE WITH OPOTC RULES & REGULATIONS (I.E., CONDUCTS PRE-CERTIFICATION SITE INSPECTIONS OF SCHOOLS/ACADEMIES' PHYSICAL FACILITIES TO ENSURE AVAILABILITY OF CLASSROOMS, RESTROOMS, GYMNASIUM OR LARGE INDOOR AREA FOR TEACHING DEFENSIVE TACTICS & OTHER PHYSICAL SKILLS, OUTDOOR AREA FOR DEFENSIVE DRIVING TRAINING & ACCESS TO SAFE FIREARMS RANGE, EXPLAINS APPLICATION PROCESS TO SCHOOL COMMANDERS, PROPER USE & SUBMISSION OF MANDATORY ADMINISTRATIVE PAPERWORK SUCH AS ACADEMY CALENDAR, ATTENDANCE ROSTERS, TRAINEE CERTIFICATION FORMS, ENROLLMENT FORMS & 'OATH OF OFFICE/COMMISSION' FORMS, MONITORS SCHOOL/ACADEMY CURRICULUM TO EVALUATE QUALITY OF TRAINING, ENSURES INSTRUCTORS ARE CERTIFIED FOR TOPIC BEING TAUGHT, CONDUCTS PRE-FINAL AUDIT WITH SCHOOL COMMANDER PRIOR TO ACADEMY COMPLETION COVERING TOTAL HOURS OF SCHOOL, STUDENT ABSENTEEISM RATE IN EXCESS OF 10%, STUDENTS WHO FAILED TO ATTEND REQUIRED CLASS SESSIONS, STUDENT PERFORMANCE & SATISFACTORY COMPLETION OF TRAINING NOTEBOOK & PROVIDES TECHNICAL ASSISTANCE TO SCHOOL COMMANDER IN COMPLETION & SUBMISSION OF FINAL ADMINISTRATIVE PAPERWORK UPON ACADEMY COMPLETION).

PERFORMS PUBLIC RELATIONS DUTIES (E.G., APPEARS AS GUEST SPEAKER AT GRADUATION CEREMONIES; DISTRIBUTES OPOTC CERTIFICATES AT GRADUATION BANQUETS; REPRESENTS OPOTC AT VARIOUS MEETINGS WITH CHIEFS OF POLICE & SHERIFFS DEPARTMENTS; DISTRIBUTES PAMPHLETS & TRAINING COUNCIL RULES & REGULATIONS & FORMS PERTAINING TO EMPLOYMENT & RESIGNATION TO POLICE AGENCIES; ASSISTS PRIVATE CITIZENS IN DISTRESS ALONG HIGHWAYS).

PROVIDES MISCELLANEOUS SUPPORT FOR OPOTC STAFF (E.G., ASSISTS IN SITE SELECTION OF SCHOOL COMMANDER MEETINGS; EVALUATES TEST SITES; DESIGNS FORMS & CHECKLISTS TO AID SCHOOL COMMANDERS IN COMPLYING WITH OPOTC RULES & REGULATIONS; INVESTIGATES COMPLAINTS FROM GENERAL PUBLIC, STUDENTS &/OR SCHOOL COMMANDERS).

COMPLETES TRAVEL EXPENSE REPORTS, FIELD AGENT WEEKLY ACTIVITY SUMMARY REPORT & TIME & ATTENDANCE REPORTS; MAINTAINS FILING SYSTEM OF ALL PAPERWORK.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF CRIMINAL JUSTICE; OPOTC RULES & REGULATIONS GOVERNING PEACE OFFICER & SECURITY OFFICER TRAINING ACADEMIES*; SAFETY PRACTICES ASSOCIATED WITH FIRING RANGES; PUBLIC RELATIONS; PUBLIC SPEAKING. ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; READ TECHNICAL MANUALS & INSTRUCTIONS; PREPARE & DELIVER SPEECHES BEFORE PEACE OFFICER TRAINING GRADUATES; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA, PEOPLE OR THINGS; ANSWER TECHNICAL QUESTIONS FROM SCHOOL COMMANDERS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

COMPLETION OF UNDERGRADUATE CORE PROGRAM IN CRIMINAL JUSTICE OR RELATED FIELD; 5 YRS. EXP. IN CRIMINAL JUSTICE OR LAW ENFORCEMENT WORK; VALID DRIVER'S LICENSE.

-OR 7 YRS. EXP. IN CRIMINAL JUSTICE OR LAW ENFORCEMENT WORK; VALID DRIVER'S LICENSE.

-OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

TRAVEL REQUIRED; WORKS OUT-OF-HOME; INCLEMENT WEATHER; MUST CARRY PAGER DURING WORKING HOURS.