

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Law Enforcement Training Officer

SERIES NO.:

6362AG

MAJOR AGENCIES:

Attorney General only

EFFECTIVE DATE:

08/07/1996

SERIES PURPOSE: The purpose of the law enforcement training officer occupation is to coordinate, instruct, organize, design and implement law enforcement training programs in order to provide basic & advanced law enforcement training to local, state & federal law enforcement personnel or civilian employees.

At the lower level, incumbents coordinate, instruct, organize, design & implement law enforcement training programs in area of responsibility.

At the supervisory level, incumbent develops, analyzes, recommends & evaluates law enforcement training programs & supervises assigned staff.

Note: This classification is reserved for use by Office of Attorney General only.

CLASS TITLE:

Law Enforcement Training Officer

CLASS NUMBER:

63621AG

EFFECTIVE DATE:

08/07/1996

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) standards, Ohio Peace Officer Training Academy (i.e., OPOTA) rules & procedures, state & federal laws applicable to coordinate, instruct, organize, design & implement law enforcement training programs in areas of responsibility.

CLASS TITLE:

Law Enforcement Training Officer Supervisor

CLASS NUMBER:

63625AG

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of supervisory principles/techniques, managerial principles/techniques, criminal justice, Ohio Peace Officer Training Council (i.e., OPOTC) standards, Ohio Peace Officer Training Academy (i.e., OPOTA) rules & procedures, state & federal laws applicable to area of responsibility & training & development techniques in order to develop, analyze, recommend & evaluate law enforcement training programs & supervise assigned staff (e.g., peace officer training compliance officers, certification officers).

CLASS TITLE: Law Enforcement Training Officer	CLASS NUMBER: 63621AG	BARGAINING UNIT: 46
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EFFECTIVE DATE:
08/07/1996

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.)

Coordinates advanced & basic law enforcement training programs (i.e., updates lesson plans, locates, contacts & negotiates salaries for & schedules guest instructors, prepares student handout materials & course notebooks, develops & prepares audio visual needs, schedules & arranges training facilities, coordinates training needs with outside agencies, evaluates long term training needs, researches learning theory & subject matter taught, administers & scores tests & records results & evaluates performance of students for certification as instructors & assures all training courses are in compliance with applicable codes).

Instructs basic & advanced law enforcement training courses (e.g., firearms/weapons; physical fitness; bailiff; jailer; instructor; defensive driving; self-defense & intermediate weapons; patrol techniques; photography; computers; investigations; legal; specialized law enforcement) in areas of responsibility to personnel representing local, state & federal agencies; writes lesson plans; utilizes audio-visual equipment (e.g., overhead projector; video recorder; 16mm projector; slide projector; cassette player; chalkboard); creates examinations to test student performance levels & grades & records results; recommends inclusion of new innovative classes in course schedule.

Consults with outside agencies regarding equipment, training needs or civil litigation; serves on various committees as Ohio Peace Officers Training Academy (i.e., OPOTA) representative; acts as representative of OPOTA at national & international conventions & seminars; conducts tours of training academy for various groups from schools, businesses & public offices; attends courses in area of responsibility to insure professional development/awareness; maintains training files; maintains records & professional development/awareness; maintains training files; maintains & reports related to training activities; order supplies & equipment (e.g., ammunition; targets; target backing; weapon cleaning products; earphones; safety glasses) related to training field of expertise; answers correspondence & telephone inquiries regarding training criteria &/or opportunities; serves as guest lecturer for other agencies; disciplines students & maintains order in classroom.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; Ohio Peace Officers Training Council (i.e., OPOTC) standards*, rules & procedures*; state & federal laws applicable to area of responsibility*; training & development techniques, public relations; public speaking or effective communication techniques. Skill in operation of audio-visual equipment, equipment in area of responsibility (e.g., firearms/weapons; photography). Ability to define problems, collect data, establish facts & draw conclusions; interact with individuals at various educational levels; demonstrate physical fitness as required.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in criminal justice or adult education or comparable field in area of responsibility; 3 yrs. exp. in law enforcement; an advanced degree (M.A., M.S., PH.D., etc.) in an area or discipline relevant to the academy's training objectives may be substituted for the three years experience in law enforcement; valid Ohio driver's license.

-Or 7 yrs. exp. in law enforcement; valid Ohio driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to firearms, explosives, chemical agents, lead contamination, loud noises, heights & canine bites; may require overnight travel.

CLASS TITLE: Law Enforcement Training Officer Supervisor	CLASS NUMBER: 63625AG	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/26/1994

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.)

Develops, analyzes, recommends & evaluates training programs (e.g., law enforcement; private security; corrections; jailer basic; in-service), policies & procedures, training materials & relevant information regarding training program activities at Ohio Peace Officer Training Academy, reviews & initiates reports & supervises assigned staff (e.g., peace officer training compliance officers, certification officers).

Resolves policy & procedure questions regarding approval & certification of training programs & issuance of certificates to attendees; approves/disapproves training sites &/or training programs; initiates, responds to &/or directs preparation of correspondence; researches & responds to complaints & inquiries; provides information & advice to law enforcement agencies & general public; performs public relation activities.

Recruits & interviews applicants & recommends for hire; trains, evaluates & advises new employees; develops instructional material; develops training programs for various entities (e.g., division staff; law enforcement training directors; private security, corrections &/or jailer); participates in budget planning process; recommends equipment & supply purchases; attends meetings; conducts staff meetings; participates in special assignments & projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; Ohio Peace Officers Training Council (i.e., OPOTC) standards, rules & procedures; state & federal laws applicable to training programs conducted at OPOTC (e.g., law enforcement; private security; corrections; jailer basic); supervisory principles/techniques*; training & development techniques; public relations; public speaking or effective communication techniques. Skill in operation of audio-visual equipment; equipment in area of training program. Ability to define problems, collect data, establish facts & draw valid conclusions; interact with individuals at various educational levels; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in criminal justice or adult education or comparable field; 7 yrs. exp. in law enforcement; Ohio Peace Officers Training Academy instructor certification.

-Or 9 yrs. exp. in law enforcement; Ohio Peace Officers Training Academy instructor certification.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to firearms, explosives, chemical agents, lead contamination, loud noises, heights & canine bites; may require overnight travel.