The purpose of the Peace Officer Training Compliance Officer occupation is to conduct local oversight of Ohio Peace Officer Training Commission (OPOTC) approved training schools & programs & provide technical support & guidance to approved training schools.

**CLASS CONCEPT**
The full performance level class works under general supervision & requires extensive knowledge of OPOTC approved training programs, certification standards, organizational rules & regulations, & Federal & State laws in order to conduct local oversight of OPOTC approved training schools & programs & provide technical support.
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.)

Provides local oversight of training schools & programs approved by OPOTC:
- Conducts site inspections of training school facilities to ensure compliance & safety.
- Establishes & maintains supportive relationship with OPOTC commanders & instructors on OPOTC standards & rules & regulations (e.g., paperwork, ratios, classroom management).
- Conducts & completes opening audit to ensure regulatory compliance.
- Monitors school to evaluate quality of training, ensure instructors are certified, & OPOTC standards are met.
- Conducts field inspections & monitoring of training schools to ensure regulatory compliance.
- Monitors final physical fitness assessments.
- Conducts final audit with school commander to determine student eligibility for state certification exam.
- Investigates non-compliance issues & completes investigative reports for administrative action.
- Evaluates OPOTC commander on an ongoing basis for compliance in all OPOTC policies & procedures.

Performs public relations & administrative duties:
- Provides technical assistance of OPOTC rules & regulations, Ohio Administrative Code, & Ohio Revised Code (e.g., correspondence, telephone inquiries).
- Presents OPOTC rules & regulations to students (e.g., academy orientation, advanced training courses).
- Writes & maintains policy documents (e.g., manuals, forms) for OPOTC approved training programs.
- Prepares investigative reports & memorandums.
- Testifies in court & assists in evidence gathering.
- Represents OPOTC at meetings & on various committees.
- Gathers data & conducts statistical analysis of relevant training programs.
- Prepares, reviews, & categorizes records for storage.
- Prepares administrative reports for supervisor.
- Completes & maintains administrative paperwork (e.g., activity reports, school inspection reports).
- Assists in developing & conducting training courses (e.g., commanders’ conference).
- Investigates complaints related to approved training schools.

MAJOR WORKER CHARACTERISTICS
Knowledge of: criminal justice, public administration, or related field; *OPOTC rules & regulations pertaining to OPOTC approved training schools & programs; training techniques & equipment; safety practices associated with dynamic training environments. Skill: in public relations; computer usage; proficient use of Microsoft Office & Adobe software. Ability to: use research methods to gather data, define problems, collect & organize data, establish facts, & draw valid conclusions; gather, collate, & classify information about data, people or things; prepare meaningful, concise, & accurate reports; *answer technical questions. Competent in public speaking.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Completion of undergraduate core program in criminal justice, public administration, or related field; 5 years’ experience in criminal justice or law enforcement work; valid driver's license.

-Or 7 years’ experience in criminal justice or law enforcement work; valid 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
Travel required; works out-of-home; inclement weather; must carry cell phone during working hours; exposure to live rounds fired on firing range.