

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

Law Enforcement Training Officer

**SERIES NUMBER**

6362AG

**MAJOR AGENCIES**

Attorney General Only

**EFFECTIVE**

1/6/2019

**SERIES PURPOSE**

The purpose of the Law Enforcement Training Officer occupation is to coordinate, instruct, organize, develop, design, & implement law enforcement training courses & programs in order to provide basic & advanced law enforcement training.

**JOB TITLE**

Law Enforcement Training Officer

**JOB CODE**

63621AG

**PAY GRADE**

32

**EFFECTIVE**

1/6/2019

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of criminal justice, Ohio Peace Officer Training Commission (OPOTC) standards, Ohio Peace Officer Training Academy (OPOTA) rules & regulations, adult learning theories, training & development techniques, & applicable state & federal laws in order to coordinate, instruct, organize, develop, design, & implement law enforcement training courses & programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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**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.)**

Coordinate, instruct, organize, develop, design, & implement law enforcement training courses & programs:

- Coordinates advanced & basic law enforcement training programs (e.g., 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, presents academic content, effectively manages classroom, leads learning activities, conducts assessments, utilizes audio-visual and needed training equipment.
- Organizes, develops, designs, & implements basic & advanced law enforcement training courses (e.g., writes lesson plans, creates course materials & assessments).
- Recommends inclusion of new innovative classes in course schedule.

Consultant:

- Provides advice regarding equipment, training needs, or civil litigation.
- Serves on various committees as OPOTA representative.
- Acts as representative of OPOTA at national & international conventions & seminars.
- Conducts tours of training academy.
- Maintains training files & records of professional development.
- Maintains & reports 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 (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: use of personal computer; Microsoft Office software; 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 years experience 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 3 years' experience in law enforcement; valid Ohio driver's license.

-Or 7 years' experience 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.