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.

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.
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.