

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Law Enforcement Training Specialist		Class Code: 002HA3
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 11-15-13
	Summary: Incumbent provides training to new and experienced law enforcement officers. The purpose of this training is to prepare the officers for law enforcement duties and to satisfy the training mandate of officers established by law. These positions exist within the Indiana Law Enforcement Academy (ILEA).		

Duties:

- Conducts basic hands-on training courses for new recruits;
- Provides specialized courses in areas of expertise (e.g., defensive tactics, defense weaponry, firearms, emergency responder and/or emergency vehicle operation);
- Performs conditioning assessments of trainees and conducts physical training;
- Conducts emergency vehicle operations and firearms instructor training and certifies experienced police officers designated by their department;
- Instructs basic students on indoor and outdoor firearms ranges teaching revolver, semi-automatic and shotgun handling, marksmanship and safety;
- Provides training in criminal investigation, including crime scene management, fingerprinting and evidence collection;
- Instructs trainees in vehicle crash investigation techniques including basic laws of physics, measuring and mapping, diagramming, skid marks, use of a traffic template and the preparation of reports;
- Demonstrates proper laboratory techniques;
- Conducts jail officers course outlining booking procedures, inmates rights, proper search, security of jail and detecting abnormal behavior;
- Provides mandated course for new chiefs of police, which covers scheduling, manpower deployment, vehicle operations, use of weaponry, law enforcement-community relations and other topics;
- Researches, develops and updates training curricula and lesson plans;
- Recommends modifications to curriculum of other law enforcement training programs;
- Determines certification status of trainees;
- Follows laws, legal precedents and ethical standards in the performance of duties;
- Counsels, tutors and provides special guidance to trainees as needed;
- Serves as academy coordinator for training conducted by other agencies utilizing academy facilities;
- Keeps updated in field of expertise by attending various workshops, seminars and reading professional journals;
- Assists in maintaining the security of the facility and its guests;
- Performs related duties as required

Job Requirements:

- Thorough knowledge and skill in at least one police or law enforcement specialty area (e.g., criminal investigation, vehicle crash investigation, emergency vehicle operation, defensive tactics and/or firearms);
- Specialized knowledge of adult education principles and applications;
- Specialized knowledge of training and educational methods, techniques, practices, principles and group dynamics;
- Specialized knowledge of agency's mission, functions, operations and purpose;
- Effectively communicate both orally and in writing;
- Ability to supervise the participation of experienced criminal justice practitioners and fellow Law Enforcement Training Specialists in exercises or programs;
- Ability to conduct training analysis and needs assessments;
- Ability to organize and present material in lectures, demonstrations, discussions and self-study formats;
- Ability to modify designs at training site to better meet a particular group's needs;

- Ability to analyze effectiveness of techniques;
- Ability to establish effective and cooperative working relationships with trainees, other instructors and entire agency staff;
- Ability to become certified as a law enforcement officer;
- Ability to obtain certification as a trainer in specialized subject area(s).

Difficulty of Work:

Incumbent applies established guidelines, practices and methodologies that are moderately complex and broad in scope. Incumbent must adapt methodology and presentation to meet the needs of trainees and reflect changing laws. Considerable judgment is used in the design and development of programs for participants with varied responsibilities and classification levels.

Responsibility:

Incumbent works independently within established guidelines after receiving broad instructions and general direction. Technical and detailed instruction provided at the request of the incumbent. Incumbent serves as agency's expert in area of specialization and work is reviewed for technical adequacy. An error in judgment could result in the trainees using improper techniques jeopardizing the health and safety of the public and/or the law enforcement officer.

Personal Work Relationships:

Contacts are with other ILEA staff, trainees, the sheriffs and chiefs of police of the state, federal and state agencies and supervisors for the purpose of providing instruction. Contacts are also with public officials to discuss the progress of trainees, with the public and vendors to provide information and secure services.