

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MAY 16, 2017 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

The Police Department position description for Police Academy Training Coordinator is a new position description for the Sarpy-Douglas Law Enforcement Academy is presented for review.

FISCAL IMPACT

The position will be proposed in the FY18 second year of the Biannual Budget and will not be filled unless approved and after October 1, 2017.

RECOMMENDATION

Approval

BACKGROUND

The job description for the Police Academy Training Coordinator position is being proposed and is a new job description for the proposed Sarpy-Douglas Law Enforcement Academy is being presented. City Council approved the interlocal cooperation agreement creating the Sarpy-Douglas Law Enforcement Academy. Under this agreement the position is directly responsible for curriculum and training policy development and implementation in administering the State Certified Police Training Program (in accordance with the responsibilities and duties of the training director as established by the Nebraska Police Standards Advisory Council, as set forth in Title 79, Chapter 16); oversees and supervises Training Instructors; and performs related work as required. The Police Academy Training Coordinator will be located at the La Vista Police Department and will be a City full-time employee.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Police Training Coordinator

POSITION REPORTS To: Police Chief

POSITION SUPERVISES: Law Enforcement Training Instructors

DESCRIPTION:

Under administrative direction of the Police Chief, the position is directly responsible for curriculum and training policy development and implementation in administering the State Certified Police Training Program (in accordance with the responsibilities and duties of the training director as established by the Nebraska Police Standards Advisory Council, as set forth in Title 79, Chapter 16); oversees and supervises Training Instructors; and performs related work as required.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
2. Works closely with the Agency Heads of the Participating Agencies to ensure that internal systems are operating effectively.
3. Provides leadership, direction and guidance in overall financial strategies and organizational priorities.
4. Coordinates and guides strategic processes based on present and future service demands in areas of responsibility.
5. Coordinates, supervises, and evaluates all of the instructional staff, involving curriculum, assignment of duties, planning, coordinating, and evaluation of work.
6. Develops the curriculum for state certified training programs by conducting research relative to curriculum development, preparing course outlines, handout materials, audio-visual materials, and other resource materials relative to the criminal justice and law enforcement fields.
7. Prepares written evaluations on all course material presented for certification by law enforcement instructors.
8. Instructs law enforcement, corrections, and specialized training courses as necessary.
9. Attends training or education sessions and may represent the agency at conferences.
10. Provides technical assistance to law enforcement instructors.
11. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
12. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.
13. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
14. Directs the implementation of educational and training programs for Police Department employees.
15. Maintains awareness of modern police methods and administration by attending conferences, conventions and other educational and professional meetings.
16. Makes public presentations.
17. Performs other duties as directed or as the situation dictates.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

- Work is performed both indoors and outdoors year round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions.
- Work is also performed in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Bachelor's Degree in criminal justice or related field plus ten years increasingly responsible law enforcement experience including supervisory and administrative experience OR Master's degree in criminal justice or related field and five years increasingly responsible law enforcement experience including supervisory and administrative experience.
2. Two years of demonstrated background/experience in the planning/presenting/delivery of law enforcement training and/or related field through formal training sessions, workshops, seminars, or other instructional venues.
3. Must possess a valid driver's license.
4. Must be a U.S. citizen.

SPECIAL REQUIREMENTS

1. No prior criminal history
2. Must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character

KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent leadership and communication skills.
2. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with law enforcement officials, fellow employees, members of the public and patrons.
3. Ability to establish and maintain effective working relations with law enforcement officers and supervisors; exercise good judgment, tact and diplomacy in dealing with city officials, department personnel, volunteers, patrons, outside agencies and the public.
4. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
5. The ability to evaluate and make recommendation on training programs, policies and operational needs.
6. Ability to accomplish tasks in a timely manner to meet deadlines.
7. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
8. Ability to work independently, as part of a team, and with the public.
9. Ability to provide own transportation.
10. Ability to resolve conflicts.
11. Ability to maintain regular and dependable attendance
12. Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
13. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
14. Knowledge and understanding of computer operations.
15. Extensive knowledge of the principles and practices of modern police department administration, organization and operations. Knowledge of the equipment, automation, and weapons used in modern law enforcement, including communications systems and vehicles.

16. Knowledge of the laws governing rights of citizens, custody of persons, search and seizure, the rules of evidence, and the maintenance and use of police records and their application to the solution of police problems.
17. Ability to handle confidential information in a sensitive manner.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Police Department and contributes to the success of the City by coordinating training of police employees and recruits.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

(Signature)

(Date)

DRA