

Title: Training Instructor - LPD
PG: 49
Status: Civil Service
Position Reports to: OIC/General Services Section
Department: Lakeland Police Department

Class Code: 2278
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is specialized work responsible for performing technical duties in the administration of training programs and procedures. Duties include affecting a coordinated training process by scheduling students, maintaining availability of materials, demonstrating proper utilization of video equipment and texts and coordinating applied training in areas of departmental needs. Duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conferences, critiques and/or records and reports. This specialist is responsible for the coordination of all LPD in-service training efforts and all use of the facility.

ESSENTIAL FUNCTIONS:

1. Develops in-service training that will cover FDLE high liability areas and mandatory retraining.
2. Schedules available training space for Polk Community College, law enforcement and correctional agencies.
3. Coordinates and evaluates all training programs to meet the goals of the department.
4. Responsible for all training records, attendance, lesson plans and test documentation.
5. Responsible for keeping the driving course vehicle(s) in running condition.
6. Coordinates daily use of training facilities, orients students to materials and equipment and grades tests.
7. Implements training programs and procedures in coordination with supervisors, user agencies or departments and outside training sources.
8. Obtains and returns vendor video modules and ensures proper utilization and maintenance of all training equipment.
9. Prepares budget for all supplies needed at the Training Center.
10. Initiates the ordering of all ammunition needed by the agency.
11. Maintains a safe and secure area for the storage of agency ammunition and weapons.
12. Accepts and secures all ammunition deliveries.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to communicate with the general public and other members/appointees of the agency for the purpose of providing guidance, giving technical directions, and/or explaining or interpreting policy.
2. Ability to work independently and with minimal supervision.
3. Motivation and the desire to expand training efforts
4. Knowledge in the area of minimum mandatory re-training requirements.
5. Ability to establish and maintain rapport with Polk Community College Police Academy Staff.

WORKING ENVIRONMENT/CONDITIONS:

This is potentially heavy work that requires walking, running or standing much of the time, exerting up to 100 pounds of force on a recurring basis and routine keyboard operations. The job risks exposure to less than lethal chemical agents and other potentially hazardous material.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited college or university with a four (4) year degree with major course work in adult education and/or training or related field
2. Must possess Florida Criminal Justice Standards and Training Commission (CJSTC) Firearms Instructor Certification.
3. Must possess CJSTC High Liability Instructor Certification.
4. Minimum of five (5) years of training/instructor experience.
5. Must possess a Firearms Armorer certificate.
6. Must be willing to attend training, which may require travel.
7. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
8. Certified or former Law Enforcement or Corrections Officer preferred.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.