CLASS SPECIFICATIONS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Act as a role model, assist faculty with class presentations, and provide guidance to cadets within a structured P.O.S.T. law enforcement academy.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Public Safety Programs and exercises supervision over law enforcement cadets and other assigned personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

1. Supervise day-to-day academy operations, providing feedback and counseling to cadets.
2. Provide tutoring assistance (under the direction of faculty).
3. Supervise and monitor discipline throughout the duration of the Academy.
4. Prepare and facilitate paperwork including, but not limited to, counseling notices, remediation notices, and cadet injury reports.
5. Assist in administering and correcting exams; monitor classes to ensure compliance with P.O.S.T. mandates, and assist instructors with class preparation.
6. Participate in physical fitness activities in order to be a positive role model.
7. Monitor attendance requirements.
8. Maintain documentation within cadet files.
9. Respond to requests, feedback or information from client agencies regarding students.
10. Maintain a clean, safe and professional training environment.
11. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Modern law enforcement training philosophies and California P.O.S.T. regulations.
- Basic and modular format curriculum and accreditation standards; principles and practices of supervision and training.
- Recordkeeping and report writing techniques.
Ability to:

- Project a positive professional law enforcement image.
- Establish and maintain cooperative and effective working relationships with others.
- Use discretion in handling difficult persons.
- Critically observe, analyze, and evaluate behavior of cadets compared to a given standard and offer constructive criticism to cadets.
- Effectively supervise law enforcement cadets.
- Participate in all aspects of physical fitness activities without restrictions.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Experience and Education/Training Guidelines:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

**Experience:**

Must be currently employed by a California law enforcement agency as a full-time police officer or deputy sheriff, with approval of current department administrator, to be employed on a part-time basis as a Training Officer and to wear the agency uniform while employed at Palomar College. Requires three years of full-time peace officer experience with a law enforcement agency.

**Education/Training:**

Equivalent to completion of the twelfth grade. Associate’s degree or higher from an accredited college and/or current or prior experience as a Police Academy Training Officer or Field Training Officer preferred.

**License and/or Certificate**

Possession of a valid California driver’s license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environments; subject to working during evening hours; exposure to computer screens, noise and electrical energy.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting, standing, walking, and participating in all physical fitness activities without restriction. Ability to operate motorized equipment and vehicles. Near visual acuity to read computer screens, files and printed materials.