



Training Coordinator **Exempt, Full-Time** **Police Department**

Job Summary: Under general supervision of the Administrative Captain, responsible for planning, coordinating, scheduling, and documenting all training for police personnel. The Training Coordinator must have considerable knowledge of departmental policies, procedures and have the ability to explain each policy to personnel should the need arise. Must possess organizational and technical skills and have the ability to use independent judgment working with little direct supervision when necessary. Training Coordinator will report to the.

Equipment Used / Job Locations / Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under office conditions; however acts as backup to patrol. The employee will operate law enforcement equipment including police cars, mobile radios, walkies, recorders, finger printing equipment, cameras, camcorder, VCR'S, radar equipment, typewriters, tear gas equipment, batons, and lethal weapons such as pistols, shotguns and rifles.

Employees patrol the City and work must be performed in all kinds of weather conditions. The employee is exposed to dangerous conditions.

Essential Functions & Job Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

The Training Coordinator shall develop courses, create lesson plans, and/or instruct training courses to ensure all sworn police officers meet Peace Officer Standards and Training, (POST). Provide career development training, supervises, records, and evaluates the Field Training Officer Program. Collects, creates, circulates roll call training materials, training videos and publications. Maintains the departmental training resource information and provides legal

information that affects the daily duties of police personnel. Develop and prepare department's training manuals and professional staff work, in support of the department's recruitment and selection. Participate in departmental interviews, as well as assisting other outside police agencies with promotional boards. Recommend and assist in the implementation of goals, policies and procedures with objectives related to assigned areas of responsibilities.

Maintain departmental website, Facebook account; Oversees the Defensive Driving School; develops, oversees, and maintains the Field Training Program; Develops, implements, and oversees the Citizens Police Academy; conducts the department's Community Relations Program – attends speaking engagements; provides Crime Prevention classes for the community; schedules personnel to participate in special event programs for the community; Cop's Corner – newsletter articles written for the Goodlettsville Chamber of Commerce on a monthly basis; departmental contact and liaison with the Tennessee POST Commission and Tennessee Law Enforcement Training Academy; coordinates department's In-service training – responsible for the scheduling, collection and documentation of all records submitted to POST Commission for yearly certification; schedule security for court, commission meetings and other meetings as needed.

Additional Work Performed: Citizens fingerprinting Program; assists with internal promotions; grants – Ability to write grants for special programming; manuals –respond to emergency or critical incidents.

Required Knowledge & Abilities: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

Knowledge / Education: Knowledge of training needs for police officers and their supervisors to benefit the department as a whole. Knowledge of legal and professional standards of law enforcement training, including, Federal, State, Municipal law, codes and regulations. Knowledge of Community Oriented Policing Methods, Departmental Policies, Problem Solving Techniques, Supervisory Effectiveness and Conflict Management. Learning principles as applied to adult training; training and instructional strategies; liability issues inherent in training programs; law enforcement methods and procedures; developing strategies and solutions for training techniques; making oral presentations to groups.

Ability to: Involved in strong and effective public speaking with above average written and oral communication skills. Effectively communicate, both orally and written; develop short and long term goals/plans to project and develop programs and projects; establish and maintain effective working relationships with those involved in course assignments; organize and prioritize multiple tasks; independently make sound decisions and take appropriate action; conduct research, gather information and analyze data; motivate those who attend

classes in a professional manner. Ability to assemble information, write reports and document in a clear, concise and effective manner.

This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.

Training & Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from high school or GED; must be a citizen of the U.S.; not have been convicted of a felony or a serious misdemeanor involving Moral Turpitude as the term is defined by law, and not to have been released or discharged under any other than Honorable conditions from any of the Armed Forces of the U.S.; have his or her fingerprints on file with the Tennessee Bureau of Investigation; pass a medical examination by a licensed physician; pass a drug screen by a licensed physician; be free of all apparent mental disorders as described in the Diagnosis and Statistical Manual of Mental Disorders Third Edition (DSM -11) of the American Psychiatric Association and must be certified as meeting the criteria by a qualified professional in Psychiatric and Psychological fields; have completed a POST approved Police Academy with a satisfactory score in all fields, including firearms qualifications, physical education, and defensive techniques; possess a valid Tennessee operator's license; have experience in police work; complete a Post Approval Criminal Investigation school; at least 2 years experience in police work.

Physical & Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this class, have sufficient strength, stamina, and ability to perform normally assigned functions and to use maximum exertion for brief periods under severe, strenuous, and hazardous police situations. Must meet minimum POST and departmental fitness and physical standards to remain on active police officer status. Must meet minimum vision (normal or corrected to 20/20 or better, uncorrected vision now worse than 20/80) with no color blindness sufficient to perform law enforcement functions. Hearing (normal or corrected) must be sufficient to normally communicate using car/hand held radios, one to one or group conversations and hear potential hazards (traffic, etc.) And warning shout at police scenes. Dexterity sufficient to crawl, crouch, stoop, bend, stretch, walk, run, and to perform physical aspects of law enforcement. Strength sufficient to pull, lift, and carry unconscious individuals from vehicles or other police, fire, or emergency scenes, as necessary and to defend from aggression and physical attacks.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.