

## **RECRUIT TRAINING OFFICER (Temporary Position)**

### **DEFINITION**

Serves as the Recruit Training Officer for the basic law enforcement academy. Under the direction of the assigned administrator, serves as the Recruit Training Officer for the basic law enforcement academy.

### **TYPICAL DUTIES**

Meets and works closely with advisory groups, training managers and faculty to determine training needs within the basic law enforcement academy; serves as the Recruit Training Officer for the basic law enforcement academy; maintains liaison with certifying agencies such as the Commission on Peace Officer Standards and Training (POST). Serves as a role model for law enforcement trainees, exemplifying/emphasizing the values, ethics, and high standards required of law enforcement professionals. Supports the goals and values of the law enforcement profession and the academy mission statement; adheres to the Faculty/Staff Code of Conduct.

Under the direction of the director/coordinator, oversees the day-to-day recruit activities and evaluates and documents recruit activities, skills/knowledge acquisition, performance and progress. Mentors and provides support for recruits attending the basic law enforcement academy, providing guidance for student success and career counseling. Schedules and administers the POST Learning Domain Tests, including re-mediations and re-tests. Prepares overall recruit performance evaluation for each academy class. Conducts initial investigations of possible violations of Academy Code of Conduct, Student Rights, and other conduct which may be grounds for removal from the academy training program (e.g. criminal arrest, loss of driving privilege).

Assists in the design, development, implementation and evaluation of state and local law enforcement programs and courses, and assists administrators/faculty in the preparation of curriculum materials and program/course evaluation. May attend the RTO workshop, per POST mandates. Assists in the certifying, scheduling, arranging, coordinating and record keeping of individual class schedules, and the record keeping of individual course offerings; and assists in the preparation, validation and review of testing procedures for students. Assists in the recruitment and hiring of part-time faculty for the Center. Assists with a variety of administrative, operational, educational and clerical services for the Sacramento Regional Public Safety Training Center, ensuring a clean, safe and professional training environment. Performs related duties as required.

Supervision of day-to-day activities may include: Reviewing incoming correspondence and determining if any action should be initiated or followed up on. Reviewing requests for excused absences and providing a timely response to recruit. Monitoring student injuries for reasonable accommodation and medical follow-up. Assisting instructors as needed. Reviewing Recruit Weekly Self-Evaluations. Completing Weekly Recruit Evaluations and providing feedback to recruit within a reasonable time period. Maintaining recruit personnel binders; reviewing instructor evaluations; maintaining instructor files. Maintaining security of confidential documents, and POST and academy testing materials. Filing recruits correspondences in confidential recruit binders; filing recruits reports of illness in confidential medical binders. Supervision of academy volunteers. Follow-up phone calls for prospective academy students. Networking with law enforcement agencies for recruiting, facility use, equipment and personnel sharing. Creation of reports, as directed by Academy Coordinator. Equipment inventory/repair/ research for procurement.

## QUALIFICATIONS

### EXPERIENCE

Four years of sworn law enforcement experience.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

### EDUCATION

A Bachelor's degree from an accredited institution; or an associate's degree from an accredited institution plus two additional years of professional experience. Additional qualifying professional experience may be substituted for education on a year-for-year basis.

### KNOWLEDGE OF

Knowledge of law enforcement/corrections education and training program development; certifying agency program/course requirements; principles and practices of effective leadership and training; and procedures in development of class schedules and class registration procedures. Knowledge of contemporary office practices; basic computer applications; elements of correct English usage, spelling and vocabulary; and letter and report writing.

### SKILL IN

Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

### ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to plan, organize and implement law enforcement/correction programs of the Sacramento Regional Public Safety Training Center; maintain knowledge of center offerings; and assist instructors in developing training curricula and evaluation strategies. The ability to learn, interpret and apply current district, college and center rules and regulations; maintain confidentiality of information and materials; and analyze situations accurately and adopt an effective course of action. The ability to maintain accurate and complete records and prepare reports and schedules; and operate modern office equipment.

### TYPICAL EQUIPMENT USED (May include, but limited to)

Operate modern office equipment including; computer, copier, fax machine, shredder, typewriter, and calculator.

### SPECIAL REQUIREMENT

Meet the requirements of Government Code Section 1031 (completion of a basic academy certified by the Commission of Peace Officer Standards and Training [POST]). Completion of the Post-developed Recruit Training Officer Orientation Program training Course prior to performing the duties of a recruit training officer.