

**CLASS SPECIFICATION  
Police Training Instructor**

FLSA Status: Covered  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, instructs police recruits and police officers in specific police skills sets, including firearms, police vehicle operations, patrol tactics, defensive tactics and crisis communications; creates written lesson plans; conducts classes and assesses student progress; maintains equipment; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Police Training Instructor is a civilian instructor who trains new police recruits and current police officers in specific police skill sets. Incumbents are one of several primary instructors of the curriculum and may teach one or several of the police skills. They work closely with sworn officers that teach the disciplines assigned. Instructors develop and implement lessons plans, monitor and report student progress and restock and maintain equipment. Incumbents assist with development of overall curriculum, critique trainings and recommend changes.

Police Training Instructor is distinguished from Training and Development Analyst in that incumbents in the latter class design and develop specialized training programs, assess bureau training needs and provide internal consulting and facilitation services for work process improvement initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Conducts classes for new recruits and current police officers in specific police skill sets, including firearms, patrol tactics, police vehicle operations, defensive tactics, and crisis communications; develops written lesson plans; instructs students; evaluates students regarding their subject matter expertise; corrects issues and documents student progress; reports lack of progress concerns to Sergeant and participates in discussions about how to address the situation; corrects and reports any behavioral issues; provides a safe training and learning environment.

2. Maintains equipment used in trainings; cleans and maintains 'hit-man' suits, pads, mats; restocks the firearms truck with ammunition; cleans weapons; maintains target systems; requests re-stocking of items as needed.
3. Assists with the design and development of student curriculum; critiques trainings, recommends changes and provides input on proposed changes.
4. Participates in role playing during scenarios; assists other instructors as needed.
5. May coordinate the training and activities of newly hired officers.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of adult learning and instruction.
2. Sufficient knowledge of assigned police skills set to demonstrate and instruct others.
3. Law enforcement operations and the work of a city or county law enforcement officer.
4. Principles and practices of group training.

### **Ability to:**

1. Teach adults from diverse backgrounds.
2. Create lessons plans.
3. Assess student progress and provide feedback to students in a manner that encourages and instructs.
4. Maintain a safe working environment at all times.
5. Communicate effectively verbally and in written format.
6. Exercise tact and diplomacy in dealing with sensitive and complex situations.
7. Establish and maintain highly effective working relationships with managers, supervisors, peers, students, and others encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in law enforcement, criminal justice or a closely related field; and at least three years of law enforcement experience; or the equivalent combination of training and experience. Prior experience teaching in one or more of the described police skills sets is preferred. A background related to specific skills sets is desirable, such as a martial arts background for defensive tactics instruction, a military background for patrol tactics instructor, or communications education and experience for crisis communications training.

**Licenses; Certificates; Special Requirements:**

Ability to successfully pass an in-depth background investigation. A valid state driver's license and an acceptable driving record at time of appointment. Certification as an Instructor in Patrol Tactics, Police Vehicle Operation, Firearms or Defensive Tactics is desirable.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 10-29-08

June 2009 - Change Job Class number from 7916 to 30001036, due to system change.