ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Sergeant (Training)
Job Code: 6088
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and implement training programs for Police Department staff and to maintain training documentation to ensure compliance with applicable local, state, and federal requirements.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned staff: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with assigned staff; assists with complex/problem situations and provides technical expertise; assists with training and instructing assigned staff regarding operational procedures and proper use of equipment; and assists with supervision of assigns staff by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Maintains training files and records for the department: ensures compliance with local, state, and federally mandated training requirements for officers, certified instructors, and non-sworn personnel; tracks and records training received by individual officers and instructors; certifies and approves instructor status, renewals, and initial certifications; prepares and submits required reports regarding mandated training; receives and catalogs training

certificates and records; and maintains statistical information regarding training requirements.

Coordinates training activities: processes and tracks enrollment of officers in training courses; coordinates with department staff and local community college regarding class offerings and content; evaluates instructional content and lesson plans; and ensures classes comply with Criminal Justice Training and Standards rules and requirements.

Designs, develops, coordinates, and implements training for sworn and non-sworn employees, including firearms, field training, law enforcement databases, and other training on various law enforcement topics: provides guidance and technical expertise regarding training needs and content to command staff, instructors, and committees; recommends or assigns training classes and programs; and coordinates training schedules.

Performs related duties in support of department operations: provides guidance and advice regarding firearms and use of force policies; evaluates and recommends firearms and ammunition purchases; sets up database accounts; purchases training equipment, materials, and supplies; and makes recommendations regarding department budget requests.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to law enforcement and public safety training; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Operates a variety of equipment to complete essential functions, including a vehicle, firearms, law enforcement duty gear, training gear, or other equipment, as needed.

Communicates with Police Chief, supervisor, other City employees, vendors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, field training documentation and release forms, training rosters and certificates, timesheets, training requests and applications, lesson plans, presentations, activity reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software: and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice or a related field required; supplemented by three years of experience in law enforcement and training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Basic Law Enforcement, Instructor, and

Cardiopulmonary Resuscitation (CPR).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.