

DEPUTY SHERIFF TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing, administering and directing a comprehensive program for the centralized training of Deputy Sheriffs and other law enforcement personnel from participating agencies. An incumbent of the class also organizes various public relations exhibits and speaks before civic groups. Work is performed under the general supervision of the Sheriff and Under sheriff with wide latitude for independent judgement. Supervision is exercised over a small number of Training Instructors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and implements a program involving the centralization of training procedures and training programs for law enforcement personnel within the county and other participating police agencies;
Confers with heads of law enforcement agencies to determine outline and scope of training programs;
Organizes lectures, training manuals, examinations, visual aids, reference libraries and other training implements;
Trains instructors and supervisory personnel in proper training methods and techniques in the field of law enforcement and assigns them to specific programs;
Maintains records of training activities and evaluates effectiveness and application of programs;
Coordinates established training courses in law enforcement with those offered at area colleges and universities;
Operates a variety of law enforcement and training equipment;
Conducts studies of capabilities to include use of new or unusual weaponry, equipment, tactics and techniques;
Prepares training bulletins, memoranda and other instructional material for area police agencies and personnel;
Assists in preparation of departmental training budget;
Assists in other law enforcement activities directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern law enforcement administration and training practices;
Thorough knowledge of Federal, State and local criminal law;
Good knowledge of principles of supervision;
Skill at the use of firearms;
Ability to plan and develop curricula and lesson plans;
Ability to teach effectively;
Ability to write clear, concise training directives and reports;
Ability to establish and maintain successful relationships with people;
Resourcefulness;
Initiative;

Tact;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and seven years of experience as a Deputy Sheriff; OR
- B) Graduation from high school or possession of an equivalency diploma and eleven years of experience as a Deputy Sheriff; OR
- C) An equivalent combination of training and experience as defined by the limits of A and B above.

NOTE: An AAS Degree in Police Science or Criminal Justice may be substituted for two years of the required experience as a Deputy Sheriff.

SPECIAL REQUIREMENT: Certification by the New York State Municipal Police Training Council as an Instructor Development Specialist.