

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

POLICE TRAINING SPECIALIST

POSITION CODE: 32990
Effective: 3-1-17

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible technical work on a statewide basis by inspecting and evaluating the effectiveness of certified police training programs to ensure compliance by local government agencies; confers with and makes recommendations to executive director concerning improvements in the training program; participates in the implementation of approved programs at local training facilities and may administer the state examination; interprets training programs and objectives to local governmental agencies and officials; investigates training credentials and reporting discrepancies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Inspects and evaluates the program's effectiveness at each of the certified police training facilities in the State; makes site visits to ensure local government agencies are compliant with state mandated training standards and rules; discusses and clarifies issues with agencies.
2. Makes recommendations to executive director regarding methods, policies or procedures that would affect the police training program at the training sites; determines certificate validity and tracks origin of fraudulent certificates and recommends administrative action .
3. Assists in the actual implementation of agency approved programs intended to establish uniform standards of performance throughout the police training program; administers state mandated examinations, checks credentials and forwards examinations to the appropriate area for grading.
4. Researches new trends in police training and education and makes visits to other agencies to observe different methods of police training.
5. Provides technical assistance to local government agencies and training entities regarding training programs and activities; takes over the full-time direction of the police training program at a specific facility on a temporary basis when needed.
6. Visits local government officials and law enforcement agencies and promotes interest in police training and the need for certified police training programs.
7. Acts as liaison to representatives of various agencies or training entities offering police education programs; attends meetings or special training programs to relay policies and directives and reports issues to supervisor.
8. Performs speaking engagements when assigned by the director.
9. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

POLICE TRAINING SPECIALIST (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, including courses in the field of police administration or public administration.

Requires two years of professional law enforcement experience, which includes experience in police training activities.

Knowledge, Skills and Abilities

Requires extensive knowledge of the problems of crime and law enforcement on both the national and the state levels.

Requires extensive knowledge of the systems of criminal justice, both on the national and state levels.

Requires extensive knowledge of current police training methods and procedures.

Requires ability to exercise leadership, to maintain effective working relationships with others and to coordinate these efforts.

Requires ability to apply the knowledge of practical psychology and human relations necessary to effectively communicate with others.

Requires ability to communicate effectively both orally and in writing.

Requires ability to plan and develop new programs where necessary from conception to implementation.

Requires ability to perform general administrative duties, including correspondence, preparation of reports and analysis of programs.

Requires ability to carry out various public relations duties, including reports and press releases concerning the work of the agency.

Requires a valid appropriate driver's license and the ability to travel.