

Position Description

Position: Police Training Manager

Reports To: Chief Executive Officer

Position Purpose

The Police Training Manager is responsible for development, implementation and management of in-service training programs for local law enforcement and criminal justice professional in Champaign, Vermilion, and Piatt Counties. Incumbent manages 400 hour basic recruit training program for part-time officers and all aspects of Training Project, including research and development, grant(s) development and submission, budgeting and fiscal management in coordination with Chief Financial Officer, needs assessment, and records management. The Police Training Manager must maintain positive working relationship with police executives, command personnel, training officers, coroners, corrections administrators, and elected officials as well as members and staff of the Illinois Law Enforcement Training and Standards Board.

Dimensions

Serves a target population of approximately 600 full-time law enforcement officers and 100 sworn part-time officers from 40 units of government.

The Training Project provides annually approximately 65 courses over 120 training days for 1,550 persons providing approximately 20,000 man-hours of attendance.

In conjunction with the Chief Financial Officer, the Police Training Manager oversees a budget of approximately 290,000 (FY97).

The Police Training Manager works closely with police administrators and government representatives to select programs, acquire speakers and shape presentations which allow for maximum opportunities for problem-solving.

Incumbent supervises Police Training Coordinator.

Nature and Scope

The Police Training Manager works under the authority of the Illinois Law Enforcement Training and Standards Board and coordinates activities with the Local Law Enforcement Training Board. Incumbent provides direction to the local board concerning the establishment of sound training policy receiving feedback from local advisers.

The Police Training Manager develops, coordinates, and directs in-service training programs for local law enforcement personnel. To be successful in the development of

Police Training Director

Position Description pg 2 of 4

the training sessions the incumbent must accurately identify the needs of personnel and coordinate activities and needs with agency managers. After the identification of needs the incumbent must convince agency managers and training officers to support what may be necessary yet unpopular training programs.

Incumbent must develop the curriculum and customize instruction for local presentations, selecting training programs and instructors. Incumbent must be prepared to relocate classes and provide a substitute instructor in cases when the primary instructor is unable to be present. Incumbent receives and must respond to feedback from trainees and agency managers regarding the quality and appropriateness of programming.

Incumbent is responsible for developing the operational budget, approving expenditures, making line-item transfers, documenting receipt of tuition fees and supplemental grant awards, submitting fiscal reports, and projecting future expenses and revenues. (The Police Training Director must function in conjunction with the Chief Financial Officer.)

The Police Training Manager supervises the Police Training Coordinator in managing instructional staff, classroom and range facilities, course monitoring, and development of the course evaluation tool, to assure that programs run smoothly and receive positive feedback from trainees and managers. In addition incumbent provides support and guidance in the preparation of supplemental grant applications. Success of this activity being measured in the number of new programs offered through such funding opportunities.

The Police Training Director supervises the Police Coordinator in the management of the 400-hour Basic Training program required for part-time officers. Assistance and guidance is given in regard to the enforcement of the disciplinary policy governing the training. Success of this program is measured in the percentage of graduates who pass the Comprehensive State Exam.

Acting as a representative of the State Police Training Board the Police Training Manger provides technical assistance to local government officials and police administrators on matters related to training and career development as well as the operational and administrative procedures of the State Training Board.

Address the State Training Board when necessary to gain official recognition of training programs to insure maximum financial support and appropriate program certification. Success of this task is measured most directly in the level of financial support received from the State Training Board.

Incumbent networks with other statewide organizations to coordinate and co-sponsor state-wide conferences in Champaign County.

Police Training Manger
Position Description pg 3 of 4

Incumbent participates in and/or leads special projects as assigned or approved by Lead Team Member and/or Management Team.

Principal Accountabilities

The Police Training Manager is responsible for the overall research and development, selection and scheduling, and instructor selection and compensation from a developed instructor pool for all training programs for local law enforcement and criminal justice professionals in Champaign, Vermillion, and Piatt Counties.

The Police Training Manager assumes responsibility for budget development and expenditures.

The Police Training Manager develops and submits the Annual Grant Application, Annual Training Report, Budget Grant Adjustments, Quarterly Fiscal Reports (State Board), Quarterly Training Activity Reports (State Board), Annual Report (Local Advisory Board), Quarterly Training Schedule (State Board), Annual Training Activity Plan, annual needs assessment, and course applications for State Certification.

The Police Training Manager directly supervises and guides the Police Training Coordinator approving time sheets, travel vouchers, program expenditures, and performing annual evaluations.

Incumbent must develop and maintain close, ongoing working relationship with all levels of law enforcement personnel.

Required Knowledge

Incumbent must possess clear and concise writing skills with experience in grant writing, excellent verbal and interpersonal communication skills.

Incumbent must have the ability to work with local officials and police administrators, to establish rapport and maintain credibility with law enforcement practitioners.

Incumbent must have proven organizational and planning skills with attention to detail and keen problem solver.

Knowledge of budgeting and fiscal management.

Knowledge of how public sector works and ability to influence state funders and local departments, maximizing participation in the course offerings.

Police Training Director Position Description pg 4 of 4

Masters degree in criminal justice, law enforcement, public administration and three years of experience or a Bachelor's degree and five years preferably with some significant background in law enforcement.

11/9/97