

DESCRIPTION: Under general direction, is responsible for the entire operations of the Law Enforcement Training Center. Works in community with the Police Standards Advisory Board in directing/coordinating training programs for law enforcement personnel and establishing policies/procedures for the training center. Reports to the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Appoint, supervise and remove for cause such employees as may be necessary for the operation of the Training Center and delegate appropriate hours and duties to them with consultation of the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice.

Organize and direct the Center staff; develop employment standards for each authorized manpower position.

Prepare and administer Center budget and manage activities within funds available.

Conduct research for the purpose of evaluating and improving the effectiveness of law enforcement training programs.

Consults with the Nebraska Policy Standards Advisory Council on all matters pertaining to the Center.

Advise the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice concerning the formulation of training policies and procedures.

Develop and implement concepts, techniques, plans and programs for the training of Nebraska law enforcement personnel and reserve officers in accordance with State Statutes, Rules and Regulations and Operating Instructions.

Develop and implement concepts, techniques, plans and programs for the initial and in-service training of Nebraska jailers in accordance with state statutes and established jail standards/regulations.

Publish rules and regulations and operating instructions governing the operation of the Center.

Establish training schedules for the Center and for regional schools conducted by the Center staff.

Develop minimum standards for curriculum, course content, instructor qualifications, physical facilities and qualifications for the training directors of approved regional law enforcement training schools in Nebraska.

Survey all regional law enforcement training facilities in Nebraska annually and certify the facility and instructors according to statute.

Maintain liaison with the law enforcement agencies to determine their training needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: current law enforcement trends, literature, curriculum, books, films, and developments; programs, responsibilities, standards, procedures, organization, and the rules and regulations of the Law Enforcement Training Center; curriculum development, lesson preparation, testing and test procedures and instructor evaluation; law enforcement training requirements, procedures and practices; budgeting and grant applications process; basic principles of supervision and administration; familiarity with the principles, methods, tools and techniques of modern law enforcement training methods.

Ability to: coordinate training programs with other state agencies; give advice concerning the introduction of new training plans and techniques to instructors and administrative personnel; express ideas effectively; prepare clear, accurate, informative and statistical reports of training activities concerning findings, conclusions and recommendations; maintain essential records and files; schedule and coordinate people and programs; research, plan, direct and coordinate the development and use of law enforcement training material; establish and maintain effective working relations with law enforcement personnel.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in criminal justice or related field plus ten years increasingly responsible law enforcement experience including supervisory and administrative experience **OR** Master's degree in criminal justice or related field and five years increasingly responsible law enforcement experience including supervisory and administrative experience.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).