

To be considered, your current application and this questionnaire must be on file, received, or postmarked by **September 7, 2007**

**Law Enforcement Instructor**  
#78-00571-3  
**LAW ENFORCEMENT TRAINING CENTER**  
**Nebraska Commission on Law Enforcement and Criminal Justice**  
**Self-Report Checklist Questionnaire**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**INSTRUCTIONS**

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience and training. The evaluation score is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the selection process should request this in advance.

Check or write out the appropriate answers for you on the Checklist. **Training** refers to formal coursework you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. **Experience** may be paid work experience, volunteer work experience, or personal life experience. **Years** or other units of experience refer to full-time 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer **in all cases** to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

**Be sure that each answer you give or check is documented on your application form.** If you have already submitted your application, write the additional information and your name and social security number on a sheet of paper, and turn it in to be used as part of your application form. **Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application.**

**Your application for this position will not be considered complete until this Checklist is returned to:**

**Nebraska State Personnel**  
wrk4neb@notes.state.ne.us  
**301 Centennial Mall South**  
**P. O. Box 94905**  
**Lincoln, NE 68509-4905**

I. The Law Enforcement Instructor must be a certified law enforcement officer with full time work experience as a law enforcement officer; and have, or be able to obtain within a year, instructor certification in firearms, defensive tactics, physical fitness, and defensive driving.

**A. Check each blank that applies to you.**

\_\_\_ 1. I am a certified law enforcement officer.

a. Agency granting certification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

b. Dates of training: \_\_\_\_\_

\_\_\_ 2. I currently have instructor certification in the following areas:

\_\_\_ a. Firearms:

\_\_\_ i. Semi-automatic.

\_\_\_ ii. Shotgun.

\_\_\_ b. Defensive tactics

\_\_\_ i. TASER

\_\_\_ ii. Pressure point control tactics management system (P.P.C.T.).

\_\_\_ iii. OC Instructor

\_\_\_ iv. Other less lethal (please specify): \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_ c. Physical fitness.

\_\_\_ d. Driving Instructor

\_\_\_ i. Emergency vehicle operations instructor

\_\_\_ e. Other Instructor Certifications: \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_ 3. I currently do not have instructor certification in one or more of the above areas, but I am willing, and I know of no reason why I would not be able, to become certified in all these areas within a year of being hired.

**B. (After each item, check the blank that best applies to you) I have no experience, some experience, three or four years of experience, or five or more years of experience involving:**

4. Working as a law enforcement officer.

\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)3 or 4 \_\_\_ (d)5 or More

5. Doing criminal investigation.

\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)3 or 4 \_\_\_ (d)5 or More

6. Performing the following tasks as a law enforcement officer:
- a. Conducting preliminary investigations in property crime cases.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - b. Operating patrol vehicle in various environmental conditions.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - c. Conducting interviews and interrogations of suspects  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - d. Conducting interviews of witnesses and victims.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - e. Conducting searches of buildings.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - f. Collect physical evidence from crime scenes.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - g. Interacting with people to establish positive relationships.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - h. Conducting drug investigations.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - i. Conducting advanced drug investigations.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
  - j. Interact with people to establish positive relationships.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
7. Working out at least 3 times a week in any exercise activity that involves at least 20 minutes of sustained effort.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
8. Conducting training or instruction in law enforcement areas.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
9. Holding another job in the law enforcement area (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
10. Handling violent offenders.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
11. Handling restraint equipment.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More
12. Instructing or teaching adults on a regular basis.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)3 or 4 \_\_\_(d)5 or More

**C. (After each item, check the blank that best applies to you) I have no coursework/training, some coursework or training, an associate degree or the equivalent (60 semester hours), or a bachelors (120 semester hours) or higher degree with an emphasis (major, minor, or 18 or more semester hours or equivalent credit) in:**

13. Criminal justice or criminology.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
14. Law enforcement or police science.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
15. Law or legal studies.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
16. Education.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
17. Adult education.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
18. Training, instructing, or teaching practices or techniques.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
19. Psychology.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
20. Sociology.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
21. Physical education.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors
22. Other social/behavioral science areas (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Associate \_\_\_(d)Bachelors

**D. (After each item, check the blank that best applies to you) I have no coursework/training, some coursework or training, or a certificate in:**

23. Cultural diversity.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate
24. Drug Enforcement Training  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate
25. Ethics.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate
26. Deadly use of force.  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate
27. Less lethal use of force  
\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate
28. Clandestine Labs

\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate

29. Training the trainers.

\_\_\_(a)No \_\_\_(b)Some \_\_\_(c)Certificate

**E. The following narrative describes my experience and/or education in law enforcement or law enforcement training or that has given me the knowledge, skills and/or abilities to be a law enforcement officer or a law enforcement instructor (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE; Add more paper if needed).**

II. The person in this position must be willing and able to meet a number of specific requirements in order to perform and demonstrate the necessary training and carry out the other duties of the position.

**A. (Check each blank that applies to you) I am willing and (if trained) able to:**

\_\_\_ 30. Bend each wrist (as used in the transport wrist lock).

\_\_\_ 31. Grab and restrain resisting subject using approved techniques.

\_\_\_ 32. Manipulate handcuffs and unlock cuffs using approved techniques (Tactical Handcuffing).

\_\_\_ 33. Bend knee to go to the ground.

\_\_\_ 34. Bend knees to deliver knee strike.

\_\_\_ 35. Grasp baton and demonstrate techniques.

\_\_\_ 36. Perform sit-ups.

\_\_\_ 37. Perform push-ups.

\_\_\_ 38. Perform weight lifting on all stations on universal machine.

\_\_\_ 39. Sit and reach--flexibility test.

\_\_\_ 40. Perform and demonstrate pull ups, back benders, stretching exercises, toe raises, jumping rope, jumping jacks, or any other calisthenics exercises required by the Physical Training Program.

\_\_\_ 41. Run or jog one and one-half (1 1/2) miles.

\_\_\_ 42. Draw weapon from holster.

\_\_\_ 43. Grip gun with each hand.

\_\_\_ 44. Pull trigger (strong and weak hand) and shoot semi-automatics, revolvers, and shotguns.

\_\_\_ 45. Focus visually on target using depth perception.

\_\_\_ 46. Reload weapons (handguns and shotguns) using approved techniques (such as combat reloading).

- \_\_\_ 47. Shoot during inclement weather.
- \_\_\_ 48. Teach in gym or classroom for extended periods of time.
- \_\_\_ 49. Communicate in a manner appropriate for the class being taught.
- \_\_\_ 50. Lift and move objects as necessary.
- \_\_\_ 51. Connect various computer components
- \_\_\_ 52. Remain out in inclement weather during practical exercises.
- \_\_\_ 53. Take responsibility for the use of force, defensive tactics, and officer survival skills taught as course content and their later application by the trained officers on the job.
- \_\_\_ 54. Travel overnight when necessary.
- \_\_\_ 55. Work occasional nights and weekends.
- \_\_\_ 56. Lead instruction or assist another instructor as needed.
- \_\_\_ 57. Keep abreast of research, developments, and changes in my areas of expertise or instruction.
- \_\_\_ 58. Modeling or demonstrating appropriate actions or demeanor.

**B. For each item, 30 through 58, that you did not check, explain how else you expect to meet that requirement of the job:**

III. This Law Enforcement Training Instructor must coordinate legal areas with the attorney, the professional and support staff, the reserve program, and classroom and practical portions of the Reserve Officer Training; inspect and monitor Research Training conducted by others, and teach classroom and practical portions, as well as having knowledge of basic law enforcement concepts and techniques.

**A. (After each item, check the blank that best applies to you) I have no coursework or experience, some coursework, some experience, or both coursework and experience involving:**

- 59. Developing goals or objectives.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
- 60. Identifying training needs.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
- 61. Curriculum development.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
- 62. Developing learning goals or learning objectives for classes being taught.  
 (a)No     (b)Coursework     (c)Experience     (d)Both

63. Choosing or developing audio/visual aids for classroom teaching.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
64. Instructional evaluation.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
65. Developing tests or choosing or preparing test items.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
66. Developing tests or test items for classes being taught.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
67. Developing lesson plans.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
68. Developing practical exercises or scenarios.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
69. Monitoring practical exercises or the carrying out of scenarios.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
70. Coordinating and reviewing lesson plans and course materials with other professional staff members for continuity of course content.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
71. Correcting and grading or scoring tests or examinations.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
72. Correcting and grading or scoring compositions or exercises.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
73. Maintaining classroom discipline.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
74. Counseling or providing instructional guidance.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
75. Interpreting and applying statutes and regulations.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
76. Interpreting and applying policies or procedures.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
77. Interpreting and applying statutes or regulations on law enforcement or law enforcement training.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
78. Interpreting and applying law enforcement policies and procedures.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
79. Interpreting and applying training policies and procedures.  
 (a)No     (b)Coursework     (c)Experience     (d)Both
80. Interpreting and applying policies and procedures related to law enforcement training.  
 (a)No     (b)Coursework     (c)Experience     (d)Both

81. Developing and preparing audio-visual aids.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
82. Developing or preparing training aids.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
83. Communicating abstract ideas and information.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
84. Communicating practical ideas and information.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
85. Working with other people as a team or to accomplish goals or objectives.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
86. Conducting surveys.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
87. Identifying potential problems or areas of study.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
88. Researching new approaches or ideas.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
89. Contacting others to update information or learn of new research findings.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
90. Reviewing and evaluating audio, video, or audiovisual materials for purchase.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
91. Reviewing written materials for purchase.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
92. Testifying in court.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
93. Testifying at hearings or trials as an expert witness on appropriate law enforcement practices or procedures.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
94. Teaching or instructing others.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
95. Making presentations to groups.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
96. Listening and responding to others or active listening.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
97. Coordinating activities with or eliciting cooperation from outside groups.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
98. Coordinating activities with or eliciting cooperation from co-workers or support staff members.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both

99. Providing information or answering inquiries.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
100. Using a computer.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both
101. Preparing charts or diagrams.  
 \_\_\_(a)No \_\_\_(b)Coursework \_\_\_(c)Experience \_\_\_(d)Both

**B. The following narrative describes my experience and education related to performing the duties of a Law Enforcement Instructor. It also describes my knowledge and ability to work with others to develop and accomplish law enforcement training goals and objectives (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE; Add more paper if needed).**

IV. The Law Enforcement Instructor must know and be able to use the principles of English grammar, composition, spelling, and punctuation in order to compose and prepare correspondence, sample reports, plans, tests, written examinations, course materials and handouts, and goals and objectives.

**A. (After each item, check the blank that best applies to you) I have no experience, some experience, one or two years of experience, or three or more years of experience involving:**

102. Composing correspondence.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
103. Compiling and preparing narrative reports.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
104. Composing or writing police reports.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
105. Proofreading materials for distribution.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
106. Composing or editing schedules or plans.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
107. Composing or writing law enforcement or correctional policies or procedures.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
108. Composing or editing goals and objectives.  
 \_\_\_(a)No \_\_\_(b)Some \_\_\_(c)1 or 2 \_\_\_(d)3 Years
109. Composing or editing tests or examinations.

\_\_\_(a)No \_\_\_(b)Some \_\_\_ (c)1 or 2 \_\_\_(d)3 Years

110. Composing or editing course materials or handouts.

\_\_\_(a)No \_\_\_(b)Some \_\_\_ (c)1 or 2 \_\_\_(d)3 Years

111. Using a word processor or word processing program.

\_\_\_(a)No \_\_\_(b)Some \_\_\_ (c)1 or 2 \_\_\_(d)3 Years

112. Using a dictionary.

\_\_\_(a)No \_\_\_(b)Some \_\_\_ (c)1 or 2 \_\_\_(d)3 Years

**B. The following narrative describes my experience and education in composition or writing or that has provided or demonstrated my knowledge of English grammar, spelling, and punctuation (BE SURE TO COMPLETE THIS PORTION OF THE QUESTIONNAIRE; Add more paper if needed).**

HEIM 188/376/Mac/G2000/Dell