

Law Enforcement Training Center Director

G11610

DESCRIPTION OF OCCUPATIONAL WORK

Under general direction, is responsible for the entire operations of the Law Enforcement Training Center. Works in community with the Police Standards Advisory Council 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.)

With consultation of the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice, appoint, supervise, direct, 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.

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

In cooperation with DAS - State Building Division, manage all operational aspects of the Training Center facility, including short-, mid-, and long-term equipment needs, enhancements, and renovations.

In cooperation with the Law Enforcement Deputy Director/Training, align facility operations and resources to support training operations.

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

Consult with the Police Standards Advisory Council on all matters pertaining to the Center.

Ensure the efficient operation of the Police Standards Advisory Council through vetting potential agenda items, directing the review of the items by subject matter experts, and making any such analysis available to the Council. Then, create the meeting agenda upon consultation with the Council Chairperson.

In cooperation with the Council Secretary, ensure that meetings of the Police Standards Advisory Council have a quorum and, if not, follow policy steps regarding rescheduling or cancellation.

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

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Attend meetings of the Nebraska Commission on Law Enforcement and Criminal Justice to be available to offer counsel and perspective on issues coming before the Commission.

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.

In cooperation with the Jail Standards Board and the Jail Standards Board Inspectors, 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.

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.

Assist the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice with the intake, assessment, and investigation of law enforcement officer misconduct and revocation cases.

Provide management and oversight of assigned strategic initiatives such as the Law Enforcement Attraction and Retention (LEAR) Act, including supervising assigned staff and notification of recipients.

Under the direction of the Executive Director of the Nebraska Commission on Law Enforcement and Criminal Justice and/or legal counsel, prepare responses to media and policymaker inquiries, and any other requests for information, including public records requests.

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 accommodation 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 patrol, investigatory, supervisory, administrative, and training experience OR Master’s degree in criminal justice or related field and five years increasingly responsible law enforcement experience including patrol, investigatory, supervisory, administrative, and training experience. Experience may be substituted for education on a year for year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

SPECIAL NOTES:

Valid driver’s license required.

Possession of active/inactive Law Enforcement Certification which has never been revoked, required.

Ability to re-certify and/or maintain Law Enforcement Certification, if required by the Executive Director.

Ability to meet Nebraska Law Enforcement Firearms Certification standards and meet continuing education requirements, if required by the Executive Director.

The sensitive nature of this work may require, as prerequisite to employment, that applicants undergo an extensive personal background investigation that may check for: a) any criminal record; b) a driving record; c) credit rating, and d) fingerprint check conducted through the Nebraska State Patrol.

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

Established: 08/70

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

| Section | Change Description | Effective Date |
|-----------------------------------|--|----------------|
| Entire Spec/Examples of Work/MQ’s | Updated to new format and updated examples of work & MQ’s per Director request | 8/22/23 |