



Police Training Coordinator

Summary

Coordinate and implement the Police Department's training program for all sworn and non-sworn professional staff. Work with staff to identify training needs and opportunities and to develop training; schedule training activities and functions; ensure compliance with all applicable Federal, State, and local laws and regulations, as well as department policies and procedures; and maintain all records related to the Police Department Training Program.

Class Characteristics

General supervision is provided by an assigned Lieutenant or Sergeant within the Police Department; responsibilities may include the indirect supervision of technical and/or support staff.

This is a non-sworn professional class that is distinguished from other administrative support classes in that it performs complex technical duties that require advanced knowledge in the area of specialization of training program coordination.

Essential Duties, Skills and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, coordinate, manage, and implement the Petaluma Police Department Training Program for all sworn and non-sworn staff.

Maintain Police Department calendar of training events, activities, and schedules and facilitate events being hosted by the Department.

Assist Police Department staff with individual training plans and makes recommendations for training; ensure that staff complies with the California Commission on Peace Officer Standards and Training (P.O.S.T.) Continued Professional Training requirements and/or specialized training; assist in identifying and resolving problems related to training issues.

Assume responsibility for the oversight and administration of the Police Department's annual training budget; forecast, track, and control expenditures related to the training program.

Prepare and maintain accurate and complete records of the work performed; prepare clear and concise reports to monitor/audit the success and compliance of the Department training program; create related written training plans and audits reports with appropriate data and graphic materials.

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Schedule training, conferences, travel arrangements and itineraries for staff.

Track employees training hours and expenses.

Communicate to appropriate supervisory personnel for Department staff who are about to be out of compliance with mandated POST requirements and Department training standards and policies.

Notify POST of all employment status changes for applicable personnel.

Monitor and track POST certifications for employee career development, including college units for sworn and non-sworn staff, and will advise personnel of certification and eligibility and authorized education and training compensation benefits provided for by applicable collective bargaining agreements.

Establish and maintain a network of training and employee development resources including fostering close working relationships with academies, various training facilitators, community colleges and allied agency training coordinators.

Attend department, City, and external meetings to attain and convey information regarding training and other related matters.

Develop and implement a comprehensive Petaluma Police Department Training Program and is responsible for periodic updates and maintenance of the program.

Coordinate and handle training logistics and activities including venue and equipment set-up.

Coordinate, develop, and facilitate online training utilizing virtual platforms including but not limited to Zoom and Microsoft Teams.

Perform other duties as assigned.

Skills/Abilities:

Coordinate, direct, and implement a comprehensive training program to meet the needs of the community and the Police Department.

Recommend and implement goals, objectives, and practices for providing an effective and efficient training program.

Learn the certification and licensure requirements for sworn and non-sworn staff.

Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.

Prepare written reports and correspondence.

Make sound independent decisions within established policy and procedural guidelines.

Effectively manage multiple priorities, organize workload, and meet established deadlines.

Operate modern office equipment, including computer equipment and specialized software applications, including but not limited to Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint.

Successfully navigate political or other sensitive situations using tact, initiative, prudence and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform successfully in a team-based environment and achieve common goals.

Communicate effectively both orally and in writing.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk, or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Principles, practices, and methods of administering and coordinating a comprehensive police training program.

Functions, principles, and practices of law enforcement agencies.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Principles and practices of work planning, program review and evaluation and work procedures related to the presentation of training.

Functions, principles, and practices of law enforcement agencies.

Officer safety practices, procedures, and standards.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and software applications related to the work, including word processing, spreadsheets, database, and graphic design programs.

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Appropriate language usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with internal and external customers, vendors, and contractors.

Office safety practices, procedures, and standards.

Education and Experience

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Bachelor's Degree from an accredited college or university with a major in public administration, management, human resources, or a related field.

Experience:

Two years of progressively responsible experience in instruction design, training methodology, and adult instructional and learning principles and theories.

Prior experience with California POST training requirements and procedures is highly desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a POST Training Coordinators certificate or ability to attain the certificate after being hired.

Established: 07/12/2021

Resolution #: 2021-113 N.C.S.

Department: Police

FLSA Status: Non-exempt