



Position Title:	Basic Training Director	
Reports To:	School Director	
Department:	School of Justice	Job Code: 0122
Prepared By/Date:	Thomas Hood/06-30-2009	Job Group: PEC
Approved By/Date:	Ron Grimming/06-30-2009	Salary Grade: 18
Revised:	Jennifer C. Brito/08-3-2009	FLSA Status: Exempt

Summary:

The Director of Basic Training is responsible for the management and administration of all functions of the largest police academy in South Florida. Oversees all basic recruits (Basic Law Enforcement and State of Florida-Department of Corrections) training in all high liability and curricula areas, as well as In-service all mandated by The Florida Department of Law Enforcement.

Essential Duties and Responsibilities:

- Provides operational planning for the Basic Law Enforcement and State Corrections program, including reviewing curriculum, testing, assist in writing test questions
- Makes sure all of these meet Florida Department of Law Enforcement requirements
- Manages faculty and staff ensuring compliance with all policies and procedures pertaining to law enforcement and corrections recruit training
- Ensures training is available and appropriate for all police and Florida Department of Law Enforcement policy
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the culture of police organizations and their training needs
- Knowledge of Florida Department of Law Enforcement rules and Regulations
- Knowledge of Internal Affairs and Administrative Review investigations
- Knowledge of curriculum and testing in Basic Law Enforcement and State Corrections
- Skill to communicate effectively (Interpersonal Skills)
- Maintain law enforcement minimum standards
- Moral values, integrity, and leadership ability

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Criminal Justice/Public Administration
- Five (5) years of progressively responsible experience as a police officer with a medium to large police department and three (3) years at a senior management level

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name