

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

POLICE TRAINING SPECIALIST

POSITION CODE: 32990
Effective: 12-1-69

DISTINGUISHING FEATURES OF WORK:

Under direction, performs responsible technical work on a statewide basis, inspecting and evaluating the effectiveness of certified police training programs; confers with and makes recommendations to executive director concerning improvements in the training program; participates in the implementation of approved programs at local training facilities; interprets training program and objectives to local governmental agencies and officials.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Inspects and evaluates program effectiveness at each of the certified police training facilities in the State.
2. Makes recommendations to executive director regarding methods, policies, or procedures that would affect the police training program at one or more of the training sites.
3. Assists in the actual implementation of agency approved programs intended to establish uniform standards of performance throughout the police training program.
4. Researches new trends in police training and education and makes occasional visits to other states to observe different methods of police training.
5. May take over the full-time direction of the police training program at a specific facility on a temporary basis.
6. Visits local governmental officials and law enforcement agencies promoting interest in police training and the need for certified police training programs.
7. Acts as liaison to representatives of various educational facilities offering police education programs.

POLICE TRAINING SPECIALIST (Continued)

8. May handle speaking engagements on assignment by director.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, including courses in the field of police administration or public administration.

Requires two years of practical law enforcement experience including at least limited experience in police training activities.

Knowledges, Skills and Abilities

Requires extensive knowledge of problems of crime and law enforcement on both national and the state levels.

Requires extensive knowledge of the systems of criminal justice both on the national and state level.

Requires extensive knowledge of police training procedures and methods.

Requires ability to exercise leadership, but also to maintain effective and congenial working relationships with a wide variety of people and to coordinate their efforts.

Requires ability to apply the knowledge of practical psychology and human relations necessary to effectively communicate with persons of all educational levels.

Requires ability to use the English language effectively both in the written and the spoken word.

Requires ability to plan and develop new programs where necessary from conception to implementation.

Requires ability to perform general administrative duties, including correspondence, preparation of reports and analysis of programs.

Requires ability to carry out various public relations duties including reports and press releases concerning the work of the agency.