



Mississippi Delta CC Law Enforcement Training Academy

Exempt: Yes	Salary Level/Range:
Location: MDCCLETA	Shift: Variable
Department: Police – Training Academy	Supervisor: Director

STAFF INSTRUCTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

*The MDCCLETA is responsible for conducting and maintaining academic and practical training. The Academy also conducts and assists with training for surrounding agencies. The training officer must be willing to work with, train and be a role model for sworn officers and trainees of every race, gender, age, and religion. **You must be willing and able to maintain a high level of physical fitness, motivation, professionalism, and law enforcement education.** The training officer will be required to work a very flexible schedule that will occasionally include nights. It will be required that the training officer attend instructor level training courses which in some cases will require travel to and residing at the location where the training is being held. It is important for the applicants to understand that the position of training officer demands strict dedication and commitment to the Academy and ultimately, the goal of rendering the highest quality training possible*

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Promote the goals and missions of MDCCLETA
2. Supervise cadets and control his/her command to assure to proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command and/or supervision in his/her absence. Although other supervisors may command in the TOs absence, the responsibility of the unit lies with the Director of Training. Plan and organize workloads and staff assignments. Train, motivate, review work, evaluate performance and take corrective action as needed. Encourage and support cadets to include positive feedback whenever possible. Initiation of proper action

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in cases not regularly assigned to his/her command when delay might result in failure to perform a police duty.

3. Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files. Respond to inquiries/complaints by maintaining a track record of all meetings and assure proper representation by cadets is present. Assurance that quarters, equipment, supplies and material assigned to his command are correctly used and maintained.
4. Conduct objective work appraisals of academy cadets on a prescribed basis, counsel and if necessary, discipline cadets in accordance with current policy.
5. Schedule appointments, meetings and locations. Maintain cadet's schedules, calendars and related organizational processes. Coordinate meetings, calendars and resolve conflicting demands.
6. Coordinate teaching materials for distribution to cadets.
7. Recommend needed equipment, staffing, and/or programs.
8. Must develop and maintain positive and cooperative working relationships with supervisors, coworkers and civilians, other organizations and the general public. Contribute to a positive work environment by adhering to and carrying out the Academy's performance and conduct expectations.
9. Make critical decisions on crises that may arise, requiring immediate attention.
10. Possess and demonstrate knowledge of pertinent case law and statutory law greater than that of subordinates.
11. Attend LawFit class to obtain and maintain physical fitness program.
12. Follow all safety rules and procedures for all work areas.
13. Coordinate and perform other projects, functions, and tasks as assigned, i.e. teaching classes, which may include development of new subject materials.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

License and Certifications:

Valid driver's license

(10) Years minimum of continuous full time law enforcement experience.

EVOIC Instructor

Firearms Instructor

SSGT Instructor

Knowledge of:

Principles and practices of law enforcement, organization and policy

Principles and practices of municipal court

Operational characteristics of police equipment, vehicles, and tools including firearms.

Use of firearms and other modern police equipment.

Departmental policies and procedures, guidelines, and chain of command.

Techniques and applications of self defense and proper use of force.

Problem solving techniques and methodology.

Basic knowledge and operations of the MDCCLETA

Commitment:

Accept a class to class commitment to the MDCCLETA and sign a contractual letter.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: work in weather environments ranging from extreme heat and humidity to extreme cold and wet conditions.

Physical: Primary functions require sufficient physical ability to work inside in an office setting and outside in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; occasionally push, pull, lift, and/or carry light to moderate weights; occasionally lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction; ability to speak and hear to exchange information.

APPLICATION PROCEDURE

Applicants must submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (on-line application)
<https://msdelta.formstack.com/forms/applicationforemployment>
2. **Official** College Transcript(s)
3. Current Resume
4. Consent Form

APPLICATION DEADLINE

Internal/External – until filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Center, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.