

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DIRECTOR, LAW ENFORCEMENT ACADEMY

DEFINITION

Directs the comprehensive statewide law enforcement training and educational programs for law enforcement officers employed by the State, counties, and municipalities; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Develops and promulgates recommended rules and training requirements for all public sector law enforcement officers and jailers which are designed to establish minimum standards of physical, educational, mental and moral fitness which governs the recruitment, selection and appointment of law enforcement officers and jailers; establishes criteria and validated testing procedures in the areas of selection and training.

Attends scheduled Law Enforcement Academy Council meetings and administrative hearings; provides primary authoritative input with regard to new or revised rules, procedures, regulations, policies and proposed legislation.

Makes authoritative recommendations to the Governor, Attorney General, departmental officials, public officials and to the legislature pertaining to the qualifications and training requirements of all public sector law enforcement officers to upgrade and maximize training opportunities.

Directs and coordinates continuing educational research in the field of law enforcement training and education; enters into agreements with other public and private agencies, colleges and universities in the development and sharing of resources.

Supervises, selects and evaluates the work of key subordinates; administers personnel and related departmental policies and procedures; evaluates organizational performance in meeting immediate and long range training and education objectives; identifies and structures the desired direction of training necessary to accomplish professional goals.

Approves of the preparation of diverse educational materials, program and procedural manuals for utilization; approves of the establishment of various categories of mandated, as well as advanced specialized "in-service" training, study and attendance requirements for each modular training category.

Serves as a consultant to other local, state and national government branches and affiliated organizations in providing advice and guidance on law enforcement training and educational plans.

Directs and administers the departmental budget including costs of administration, maintenance and operation of the facility, capital improvements and resources necessary for expanded or new training programs.

Maintains continuous liaison with various law enforcement departments at the local, state and national levels to explain the activities of the academy; assists in resolving specific training needs and problems involving the application and implementation of administrative rules.

Administers overall guidance and direction in the establishment, development and revision of all Iowa Law Enforcement Academy policies and procedures.

Chairs or serves on "ad-hoc" or standing committees where contemplated changes have a direct or indirect impact on the operations, programs and functions carried out by the Law Enforcement Academy.

Directs the administration of the law enforcement library and media center and the record keeping system pertaining to the training provided to all public sector law enforcement officers and officials.

COMPETENCIES REQUIRED

Knowledge of recent educational and training trends and developments which have an impact on law enforcement in the public sector.

Knowledge of the organizational structure, functions, goals and objectives of the law enforcement academy including its standards, rules and regulations.

Knowledge of criteria and methodology utilized in the development and appraisal of law enforcement curriculums.

Knowledge of current principles of effective supervision including communication and human relations skills.

Knowledge of the principles, techniques and practices utilized in the field of public administration including financial management, employee relations, rule making, public relations and the legislative process.

Ability to establish and maintain effective working relationships with local, state and federal officials representing widely divergent backgrounds, interests and points of view.

Ability to establish specific program objectives and assess progress toward their achievement.

Ability to plan, supervise and coordinate the work of subordinate professional staff.

Ability to accurately and effectively interpret and relate training and education programs and policies to concerned or affected personnel.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision from the Governor and in implementing council policies. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and experience equal to seven years of full-time work in public sector law enforcement at the local, state or national level which includes four years of administrative or managerial level assignments in the development and implementation of training and educational programs for law enforcement personnel.

Effective Date: 2/02 GR