

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Law Enforcement Instructor

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### Definition

Develops, organizes, instructs, monitors, and evaluates law-enforcement-related training programs and courses for the Iowa Law Enforcement Academy in the area of expertise; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Provides professional instruction and specialized training on assigned law enforcement topics, conducts scenarios-based training, and utilizes adult learning principles.

Researches and revises established lesson plans; designs and develops new lesson plans and instructional materials for law-enforcement and law-enforcement-related topics.

Counsels and provides guidance to recruits.

Incorporate a variety of instructional methodologies into lessons.

Uses educational media equipment for instructional purposes.

Prepare and complete all required administrative paperwork including testing, grading, and class required reports.

Attends internal and external training courses and conferences.

Use a variety of technology applications and resources educational media equipment for instructional and administrative purposes.

Facilitates trainings at off-site locations in areas of expertise.

Monitors, evaluates and documents recruit progress and competency.

Develops and/or utilizes a variety of instructional strategies, techniques and delivery methods in the classroom and in practical drills.

Collaborates and assists with other disciplines when needed and/or assigned.

Represents ILEA in the most positive manner with all present and former recruits, agencies, and departments.

### Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.

**Abilities:**

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Instructing – Teaching others how to do something.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to three years of full-time work as a certified peace officer in a law enforcement agency or program, civilian jailer, jail trainer, jail administrator, or correctional officer in a jail, holding facility, prison, or correctional institution, nurse (RN or LPN), EMS paramedic, or other closely-related emergency medical services provider.
- 2) A total of seven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 3) All of the following (a, b, and c):
  - a. One year of full-time work experience in as a certified peace officer in a law enforcement agency or program, civilian jailer, jail trainer, jail administrator, or correctional officer in a jail, holding facility, prison, or correctional institution, nurse (RN or LPN), EMS paramedic, or other closely-related emergency medical services provider; and
  - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience; and
  - c. A total of two years of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in any field equals one year of full-time experience.

*Effective date: 07/24 KC*