

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LAW ENFORCEMENT INSTRUCTOR

DEFINITION

Under general supervision, instructs law enforcement officers and other criminal justice employees at the Iowa Law Enforcement Academy and at times other locations; performs related work 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

Conducts or assists others in conducting general or specialized training to law enforcement officers and criminal justice employees.

Plans, assigns, checks work, gives instructions and maintains discipline.

Counsels and provides guidance to officers and criminal justice employees in the area of the instructor's proficiency.

Prepares, administers, and grades examinations.

Uses educational media equipment for instructional purposes.

Assists in planning, preparing, and evaluating training materials and course outlines.

Writes articles for law enforcement and/or criminal justice publications.

Corresponds with former students in response to questions or problems in the field of the instructor's experience.

Makes public appearances before law enforcement agencies or interested public groups.

COMPETENCIES REQUIRED

Knowledge and understanding of programs, responsibilities, organization, standards, procedures, rules, and regulations of the Law Enforcement Academy.

Knowledge and understanding of programs, responsibilities, organization, standards, procedures, rules, and regulations of the Iowa Criminal Justice Information System, Iowa On-line Warrants and Articles System (IOWA System) and FBI Criminal Justice Information Services Division (CJIS)/National Crime Information Center (NCIC).

Knowledge of the principles, methods, tools, and techniques of progressive law enforcement training and instructional methods.

Knowledge of current law enforcement programs, literature, curricula, printed and visual material available.

Knowledge of the basic principles and techniques of investigating including areas such as fact-finding, interviewing, records checking, surveillance and undercover work.

Knowledge of current professional law enforcement theory and practice.

Ability to persuade, challenge, and motivate classroom students.

Ability to research, plan and make use of law enforcement training materials.

Ability to operate various office machines as needed.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in police administration, police science, criminal justice, criminology, nursing, or the social or behavioral sciences, or a closely related field, and five years of full-time experience 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, dispatcher, dispatch trainer, dispatch supervisor/administrator, nurse (RN or LPN), EMS paramedic or other closely related emergency medical services provider;

OR

an equivalent combination of education and experience, substituting 30 semester hours of graduate level course work in law, police administration, police science, criminal justice, criminology, nursing, the social or behavioral sciences, or a closely related field, for each year of the qualifying experience to a maximum substitution of three years;

OR

an equivalent combination of experience and education, substituting one year of full-time experience as a police or certified peace officer, civilian jailer, jail trainer, jail administrator, correctional officer, training instructor in a recognized law enforcement training program, dispatcher, dispatch trainer, dispatch supervisor/administrator, nurse (RN or LPN), paramedic or other closely related emergency medical services provider, for each year (30 semester hours) of the required education to a maximum substitution of four years.

Effective Date: 09/12 BR