

## **POLICE DRIVER TRAINING COORDINATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Driver Training Coordinator is responsible for the coordination of driver training within the Police Department. A major function of this class is to instruct departmental personnel, outside agencies, citizen and civilian police academies, in the classroom and on a driving track in regard to defensive driving and collision avoidance techniques. Specific duties performed include: developing and updating lesson plans, driving exercises, and road courses; maintaining and updating standards for the selection, training, and certification of driving instructors; serving as a member of the Pursuit Board; conducting AZPOST driving waivers for other agencies; assisting other agencies with driver training; selecting facilities, instructors, equipment, and supplies to conduct training; ensuring the proficiency of instructors' driving and teaching skills; maintaining a driver training manual; and maintaining a records system for classes conducted and certifications issued. A Police Driver Training Coordinator analyzes departmental vehicle accident statistics to determine trends/problems that training could address and prepares an annual driver training report. This class performs related duties as required.

**Distinguishing Features:** The Police Driver Training Coordinator classification can be filled by a civilian or sworn employee. An incumbent in this class must maintain personal proficiency in driving and instructing skills. The work performed requires knowledge of Arizona Peace Officer Standards and Training Board (AZPOST) standards in order to ensure departmental compliance. Duties are performed in accordance with the general policies determined by the Police Department; however, some latitude is given in allowing the incumbent to use initiative and independent judgment. The Police Driver Training Coordinator serves on the department's Traffic Accident Review Board and the Safety Committee. Supervision is received from a Police Sergeant or higher ranking officer assigned to the Training Unit. Work is reviewed through observation on the job, meetings, reports, and overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to two years experience as a driving instructor.

**Special Requirement(s):** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date. Must obtain AZPOST instructor's certification within six months from hire date. To be classified as sworn, must have current AZPOST certification or attain certification within one year of hire date if current peace officer certification is from a different state.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification(s).** Graduation from high school or GED preferred. Some experience instructing law enforcement personnel is desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with other City employees, management, and personnel from other agencies, instructors, vendors, and the general public in order to coordinate driver training activities for the Police Department. Instructs and trains others regarding driving techniques. Prepares written documents such as lesson plans, training evaluations, training manuals, procedures, standards, evaluations, reports, and memos with clearly organized thoughts using proper sentence construction, punctuation and grammar.

**Manual/Physical:** Reviews the work products of others such as lesson plans, driving exercises, road courses, and driver training programs to determine appropriateness and if requirements are met. Monitors and evaluates instructors to ensure that designated lesson plans are followed. Operates a motor vehicle requiring a standard Arizona Driver's License to teach driving maneuvers and numerous driving exercises. Maintains proficiency in driving skills. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon (sworn assignment only). Observes training conditions, instructors' actions and students' performance, and takes appropriate action to ensure safety. Enters training information into a personal computer in order to maintain training records and test scores, schedule training, and prepare reports. Prepares and updates schedules, graphs, charts, handouts, and overheads to keep training curriculums current. Maintains a filing system of past and current lesson plans. Conducts inspections of all vehicles assigned to the Training Unit. Changes tires and makes other minor adjustments/repairs to vehicles. Sets up traffic cones and barriers for driving exercises on a road course. Maintains the facilities, vehicles, equipment and supplies needed to conduct driver training. Keeps an inventory of tires and other necessary supplies/equipment.

**Mental:** Plans and organizes the driver training activities of the Police Department. Researches and evaluates driver training programs, facilities and equipment to keep current with training trends and make appropriate recommendations. Designs and establishes various driver training programs for the Police Department. Selects appropriate instructors and facilities for driver training. Analyzes departmental accident statistics to determine training needs. Evaluates the performance of instructors and students. Determines various risks and safety factors involved in simulated training situations. Handles complaints regarding noise generated from the driving exercises. Comprehends and makes inferences from written materials to identify trends and stay up-to-date on information. Learns job related material through on-the-job training and in a classroom setting.

### **Knowledge/Skill/Abilities:**

Knowledge of:

the learning process and the theories, principles, methodologies, and aids which may be utilized in driver training programs;

AZPOST standards and requirements for instructor certification;

AZPOST standards for training program and coursework approval;

AZPOST lesson plans and policies;

the Police Department's general and operation orders; and

the principles and practices of effective communication.

Skill in operating a motor vehicle for the purpose of training others.

Ability to:

achieve and maintain necessary certifications as specified by AZPOST and the Mesa Police Department;  
conduct, update, and evaluate driver training programs;  
schedule, review, and participate in the implementation of driver training classes;  
objectively evaluate performance of students and instructors;  
set up road courses for driver training purposes; and  
effectively interact with other City employees, all levels of Mesa Police Department employees, other law enforcement and driver training instructors, vendors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Increments 8/15

TO/co

CS4363.DOC

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT RANDOM-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 50

SECURITY-Yes

CDL-No

IND-7720

SWORN-No