

## CRIMINAL INFORMATION TRAINING SUPERVISOR

This is administrative and supervisory work involving the supervision of a unit of professional employees that conduct formal and informal training of the criminal justice community.

Employee supervises the development, scheduling and implementation of formal training courses in criminal information network terminal use, criminal information record-keeping and dissemination, and fingerprint impression and identification. Employee oversees the installation of terminals and modems in local law enforcement offices develops the overall training program, ensures that training specialists are kept informed of law and procedure changes for consultative purposes with the criminal Justice community and performs related work as required.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee determines the overall training emphasis plans and schedules formal training courses based on the needs of the criminal justice community. Employee coordinates the development of formal training lesson plans and associated teaching aids.

Organizing and Directing - Employee directs the work of the unit and determines course schedules and coordinates the training specialists in identifying places to hold instruction and in registering participants. Work involves designating geographical areas of responsibility for hardware support and informal consultation. .

Budgeting - Employee assists the section supervisor in budget projections by determining and justifying needs of the unit based on previous year's expenditures and proposed activities for the year.

Training - Employee provides on-the-job training of new training specialists by determining work assignments of new personnel with current employees. Employee assists the new employees in initial training activities and evaluates employees and makes suggestions for improvement.

Setting work Standards - Employee develops work standards for employees of the unit through discussions with the section supervisor based on agency policies regarding work planning procedures.

Reviewing work - work is reviewed through periodic on-site examinations and discussions of unusual or problem situations that may require clarification of laws guidelines or policies.

Counseling and Disciplining - Employee resolves minor complaints and problems through discussions with the section supervisor. Serious disciplinary actions are recommended discussed and referred to the section supervisor.

Performing Other Personnel Functions - Employee assists the section supervisor in recommendations regarding the selection, appraisal, promotion, dismissal, and salary adjustment of personnel in the unit.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is subject to change infrequently based on changes to federal and state criminal information system requirements. The regulations for fingerprint classification are stable.

Variety of Work Supervised - Employee supervises a unit of employees that perform the training in fingerprint identification and impressions and criminal information system use and policy.

Number of Employees Responsible For - Employee supervises a unit of approximately 10 professional and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Daily work activities are performed independently and are reviewed by the section supervisor through routine reports or discussion of problems or resolution of unusual situations. Disciplinary problems or changes to procedures are discussed with the unit supervisor for technical or administrative guidance.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - None

Fluctuating Work Force - None

Physical Dispersion of Employees - Employee supervises professional employees who are assigned and work in designated areas of the state requiring them to be on-call and schedule activities based on unexpected problems.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of criminal justice concepts and procedures. Knowledge of the nature and extent of identifying information needed by law enforcement agents in the performance of their work. Knowledge of the laws pertaining to confidentiality of personal information. Knowledge of data processing technology including equipment and applications requirements and constraints. Knowledge of state and federal laws and requirements regarding criminal information systems. Ability to coordinate and supervise the work of others. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective work relationships.

Training and Experience Requirements - Graduation from a four-year college or university with a major in criminal justice, education, business administration, or a closely related field and four years of experience in law enforcement instruction, information or communications, research, or administrative experience in law enforcement; or an equivalent combination of education and experience.