



Title: Police Instructor (Civilian)

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide relevant and timely instruction to police department employees both sworn and non-sworn, on the proficient utilization of department firearms, proper application of defensive tactics, effective and safe police driving, and proper application of “less-lethal response options” to include, but not limited to TASER, OC Spray and Stunbag.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Serves as an instructor regarding firearms training for sworn employees to include instruction on handguns, rifle, less lethal shotguns, and related authorized weapons.
2	L	Instructs personnel on the assembly and disassembly of firearms and related equipment.
3	M	Conducts firearm proficiency tests in accordance with AZPOST, CALEA, and department requirements for handgun, rifle, and less lethal weapons authorized for carry.
4	L	Serves as a Range Safety Officer ensuring employees adhere to Police Department range and firearm safety procedures.
5	S	Repairs and maintains department owned firearms as needed.
6	M	Assists with conducting and maintaining firearms and ammunition inventories.
7	L	Assists with the issuing of firearms and related law enforcement equipment such as weapons, magazines and ammunition.
8	M	Assists with the performance of basic upkeep, scheduling, inspections and accountability for the department indoor range to include maintenance and repairs for targets and props.
9	L	Provides training in other areas such as TASER and use of simulated training guns.
10	V	Serves as instructor providing training regarding basic police defensive tactics and use of impact weapons as well as training regarding AZPOST driver programs.
11	S	Assists with development, analyzation and evaluation of training requirements
12	S	Assists with the arrangement of classes, seminars, conferences and workshops.
13	S	Assists as needed with testing and exam processes of Police department job applicants.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	At least 10 years of experience as a sworn police officer and currently AZPOST certified to include 3 years of active police firearms instructor experience.
Education	High school graduation or equivalency.
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy.
Responsibility	Will show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. Will train co-workers in job functions.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.
Environment	Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class "D" Drivers License upon hire. Arizona Peace Officers Standards and Training (AZPOST) General Instructor Certificate. AZPOST Firearms Instructor Certificate.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	F	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	F	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	F	Stairs, step stools
Balancing	F	On step stools
Vision	C	Reading, computer screen, driving
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Handguns, shotguns, rifles, Tasers, standard office equipment, Microsoft Office, Internet, laptop, a variety of hand tools, vehicle.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			F			Respiratory Hazards			D	
Chemical Hazards			F			Extreme Temperatures			S	
Electrical Hazards			R			Noise and Vibration			D	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			F			Physical Hazards			D	
Communicable Diseases			N							
Physical Danger or Abuse			F							
Other										

PROTECTIVE EQUIPMENT REQUIRED:

Ballistic vest (body armor), eye protection, and ear protection

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			R
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			R
Noisy/Distracting Environment			F
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop	X	Other – Firing Range	X
Recreation/Neighborhood Center			