

**DOUGLAS COUNTY**  
**SHERIFF'S OFFICE**

**JOB TITLE:**     RMHIDTA TRAINING OFFICER

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**Exempt:** No

**Job Type:** 4251E

**Pay Grade:** E425

**Department:** Office of the Sheriff

**Approved/Reviewed By:** Sheriff Darren Weekly

**Date:** 01-10-23

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**General Duties:**

This position serves as the Training Officer responsible for preparing and facilitating Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) law enforcement training classes. The Training Officer will be the day-to-day contact with RMHIDTA Task Force instructors and students. Classes take place all year long and are hosted in Colorado, Montana, Utah, and Wyoming. There are generally at least fifty classes given annually. The Training Officer represents the RMHIDTA at most, if not all, the annual training events. In addition to training events, the Training Officer is part of the RMHIDTA Annual Report process and the creation of other documents, reports, and manuals.

This position is part of a collaborative team at the RMHIDTA and within the Training Program. The Training Officer will assist the Training Program Manager by judging the success and efficiency of the existing lesson plans used by the cadre of trainers. The Training Officer plays a large role in building meaningful working relationships with the RMHIDTA task force initiatives and with other law enforcement agencies.

**Supervision Exercised:**

This position has indirect supervision over the large cadre of vetted RMHIDTA trainers, following the Rocky Mountain HIDTA and the Sheriff's Office policies and procedures.

**Supervision Received:**

In pursuit of the RMHIDTA mission and without assignment interference, the Training Officer reports to the RMHIDTA Training Program Manager for daily supervision, management, and operational goals and objectives – to include work assignments.

For administrative employment matters, such as times sheets, co-evaluations, and other Douglas County Sheriff's Office routine employment topics, the Training Officer will report to the Sheriff's Office designated Commander. There will be close interaction between the RMHIDTA Director, the Training Program Manager, and the Sheriff's Office appointed Commander to minimize-if not eliminate working under two supervisors' direction.

The intent is to have the RMHIDTA Training Program Manager supervise, manage, provide leadership, mentor, and assign duties to the Training Officer. The Sheriff's

Office appointed Commander acts as the official contact for the Training Officer, the Training Program Manager, and the RMHIDTA Director for Douglas County Sheriff's Office employment benefits, policy, and procedure-related questions and actions.

**Job Duties and Responsibilities:** *(The following examples are illustrative only and are not intended to be all-inclusive)*

The RMHIDTA Training Officer is responsible for assisting with the managing of the RMHIDTA

Training Program, which provides critical training for the RMHIDTA law enforcement agencies within the large geographical area of responsibility (in four States, Colorado, Montana, Utah, and Wyoming). Duties include, but are not limited to:

- Provide specific support to the RMHIDTA Training Program Manager in facilitating approximately 45-50 classes annually in a four-state region.
- Process student course enrollment and contact students about qualifications for class entry, as needed.
- Provide telephone and email communication with students and law enforcement agencies about various training issues.
- Assist with class preparation to include classroom set up, equipment issues, various required paperwork, training certificates, class opening RMHIDTA presentations, problem-solving during training events, instructor support, and travel to training events, instructor support, and travel to training classes throughout the RMHIDTA region.
- Provide After Action Reports (AAR's) post-training to the Training Program Manager
- Assist with reproduction and collation of student manuals and additional classroom materials.
- Monitor and update the training website to include class changes, training alerts, posted student enrollment summaries per class, and quarterly training newsletter.
- Help problem-solve training database issues. In addition, expand the current database capacities to better support the RMHIDTA Training Program, as needed. This database will also support the National HIDTA Assistance Center.
- Provide support in curriculum re-writes, specifically regarding the Clandestine Laboratory Training Program, or as otherwise needed.
- Provide instructor support regarding the development of PowerPoint (PPT) presentations and the integration of different media sources.
- Prepare classes to be instructed in an online format and coordinate the suitable technology to allow for such instruction.
- Perform additional administrative duties as determined by the RMHIDTA Training Program Manager.
- Assist with the RMHIDTA Threat Assessment, Annual Report, Annual Strategy and, other narrative and statistical reports as needed. Collects data, adds to drafts, and becomes part of the annual working group that prepares various RMHIDTA documents.
- May be asked to present with the RMHIDTA Training Program Manager to the RMHIDTA Executive Board and other committees or groups.
- Interaction with local, state, and federal law enforcement agencies, students, instructors,

and outside businesses dealing with various aspects of the RMHIDTA Training Program.

- Evaluation of training needs in the RMHIDTA region through student response to class critiques. Develop, implement, and offer classes as determined by the law enforcement community. Overseeing and attending training classes both on-site and off-site. This includes both in state and out of state travel.
- Continuous development of new training courses and the revision of course curriculums as needed.
- Assists the RMHIDTA Training Program Manager in the day-to-day functions of the RMHIDTA Training Program: (i.e., databases, training calendar development, enrollments, reimbursements, alerts, roster, course curriculum standards, POST, etc.).
- Demonstrates the knowledge and ability to operate computer equipment and software applications related to assignments, including developing a mastery of new software or equipment as assigned.
- Maintains the confidentiality of all law enforcement case material at the appropriate classification levels.

### **Minimum Qualifications:**

- A bachelor's degree from an accredited college or university, one (1) year of law enforcement experience in a local, state, or federal law enforcement agency, counter drug, or a similar environment, or an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.
- Should have a general understanding and knowledge of the HIDTA program.
- Must have adequate skills in computer applications to include Word, PowerPoint, and Excel.
- Demonstrate effective written and verbal communication skills.
- Ability to write reports, business correspondence, and procedural manuals.
- Must have excellent interpersonal skills and the ability to demonstrate diplomacy and credibility when interacting with others.
- Must hold a valid Colorado Driver's License.
- Must be a U.S. citizen.
- Must pass a law enforcement background check, including drug testing, polygraph examination, psychological examination, and medical examination.
- Must qualify for and hold a Federal **SECRET** Security Clearance.

### **Knowledge, Skills, and Abilities:**

The employee needs to have knowledge, skill, and ability in the principles and practices of training and performance evaluations, research and statistics, writing, editing, and the use of graphics, database management, data collection, and feedback. Demonstrate skill and ability to maintain area or stakeholder working groups to augment regional training programs and explain and evaluate the instructor group.

Must become familiar with HIDTA PMP and the process. Must have the ability to convey the general concept of the PMP forms and final reporting to members of the RMHIDTA task forces and the DUCs.

Demonstrate knowledge, skill, and ability to work with all ethnic and cultural groups tactfully and effectively both in the community and at work. Demonstrate the knowledge

and ability to maintain up to date knowledge of and comply with all state and federal Privacy, Civil Rights, and Civil Liberties laws and regulations always. Demonstrate a high degree of Emotional Intelligence and self-control in the work environment and show respect for all personnel without exception.

### **Essential Job Functions:**

#### **Policies and Procedures**

Demonstrate working knowledge of and compliance with all RMHIDTA and the Sheriff's Office policies, procedures, and other associated directives.

#### **Emotional Abilities**

Controls personal emotional responses and acts appropriately under high individual and group stress levels—the ability to work while remaining calm and effectively communicates under pressure and unusual circumstances. Demonstrates sensitivity to others' feelings,

listens with empathy towards others and displays compassion to those in distress. Controls individual aggressive responses and acts in a manner designed to calm volatile persons.

#### **Mental Abilities**

Applies reason and logic rapidly when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately.

#### **Physical Skills**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing this job's duties, the employee is regularly required to sit; use hands; talk and hear; see and read paper documents and documents or presentations on a computer screen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift, move, or both up to 50 pounds.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires some availability outside of normal working hours to respond to requests from the Training Program Manager, other RMHIDTA Staff, and the Instructor cadre for specific training events or other meetings. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, including, but not limited to, extreme cold and heat.

Work is primarily performed indoors in a carpeted and climate-controlled office environment with fluorescent lighting and moderate noise levels; however, the job

performs some work in the field, including site surveys for numerous public safety-related projects. Work with smartphones or laptops for a prolonged period may be required. Daily work frequently is disrupted by the need to respond in person, by

telephone, or a computer program such as email and video conferencing.

### **Travel**

This position will require travel to various RMHIDTA Task Forces and other meetings or training in and out of state as required.

### **Social Skills**

Establishes and maintains effective relationships with peers, supervisors, others in task forces, law enforcement personnel, and the public. They can assert themselves when necessary to confront or exert control over others in their duties' proper performance.

### **Verbal/Language Skills**

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Ability to read, analyze, and interpret studies, reports, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information and respond to questions.

### **Testimony**

Must be able to provide credible testimony in a court of law (local, State, or Federal) or any other legal proceeding or investigation.

### **Conflicts of Interest**

Per the Office of National Drug Control Policy (ONDCP), a HIDTA funded employee may not participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the HIDTA funded employee, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein that has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. Also, a HIDTA funded employee may neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients, contractors, or parties to sub-awards or contracts.

Per the ONDCP guidelines and following the Mandatory Disclosure Requirement, a HIDTA funded employee will promptly disclose, in writing to ONDCP, all federal criminal law violations involving fraud, bribery, or gratuity violations potentially affecting the HIDTA Federal award.

*Note: The successful applicant must perform ALL the above job functions, unassisted, and at a pace and performance level consistent with actual proficient job requirements.*

*The Training Officer position is an at-will position with the Douglas County Sheriff's Office-bearing in mind that the Sheriff's Office does not have control over the ultimate decision to fund any RMHIDTA position federally. All RMHIDTA positions are federally funded initiatives from the Office of National Drug Control Policy (ONDCP).*

***Inasmuch, the position is solely based on the RMHIDTA Board of Directors recommending a budget that includes this position to the National HIDTA. Then the United States Congress must allocate funding each fiscal year towards the RMHIDTA initiative. Should the grant funding not be approved, or the current fiduciary moved, the Sheriff's Office will no longer employ a Training Officer.***