

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: DIRECTOR POST ACADEMY AND EVOC

FLSA Status: Exempt

Pay Grade: E402

Approved by: Sheriff Darren M. Weekly

Job Type: 4022E

Department: Office of the Sheriff

Date: 03-17-2023

GENERAL DUTIES:

Provide leadership and direction and assumes management responsibility for the Law Enforcement POST Academy and the Emergency Vehicle Operations Center (EVOC) programs, services, and activities. Must have the ability, willingness, and talent to advance the facilities and programs to meet the high expectations and ever-evolving needs of the POST Academy and the EVOC amenities. Delivers results on the global success of the POST Academy and the EVOC. This includes dynamic planning and implementation of a multifaceted approach to forecasting training programs, infrastructure, technology, and adequate instructor staffing for the contemporary instruction of law enforcement professionals.

Performs a variety of technical and administrative duties to enforce state, federal, and county ordinances, statutes, and codes necessary for the protection of life, health, safety, welfare, and property of persons.

SUPERVISION EXERCISED:

Directly supervises all POST Academy and EVOC staff. Provides overall leadership and direction to instructors, students, volunteers, and programming.

SUPERVISION RECEIVED:

Reports directly to the Captain of Professional Standards or designated Command Staff member.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Collaborates and liaises with other leadership within the County, metro area(s), state, and nationally to establish effective relations and partnerships. Serves as a liaison with local law enforcement agencies; negotiates and resolves significant and controversial issues.
- Inspects facilities, programs, equipment, and personnel. Stays up to date with advancements in law enforcement technology and best practices for training police officers.
- Manages and participates in the development and administration of the POST Academy and EVOC programs annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approving expenditures; directs and implements adjustments as necessary.
- Analyze data and trends related to training program outcomes to identify areas for improvement and implement changes as needed.
- Recommends budgets and expenditures and negotiates contracts.
- Develop and maintain relationships with local law enforcement agencies to ensure training programs meet their needs and are aligned with their policies and procedures.
- Directs and implements the organization's advertising and promotional activities. Analyzes target market information to identify and recommend effective marketing approaches.
- Collaborates with executive staff and industry experts to develop growth plans for the

facilities and staff.

- Identifies new market sectors that represent services that should be provided by the POST Academy and/or the EVOC to advance public safety, public outreach, and/or portions of the operations business plan.
- Responsible for legal, ethical, and procedural conduct of subordinates. Prepares and administers performance evaluations of subordinate supervisory and non-supervisory members assigned directly to this position. Recruit SMEs and instructors for LEA courses. Connect regularly with SMEs and help to develop new SMEs when necessary.
- Plans, coordinates, organizes, oversees, and directs activities regarding the construction and maintenance of assigned structures, facilities, and systems.
- Collaborates with clients, supervisory staff, contractors, and design professionals to discuss and resolve problems, including work procedures, complaints, and construction or design issues.
- In coordination with Douglas County Facilities and other involved entities, schedules, and coordinates projects in logical steps, and budgets the time necessary to meet each deadline. May supervise each contractor and subcontractor to ensure that work meets quality standards and adheres to specifications.
- Directs special projects and tasks as assigned.
- Develops and recommends policy and procedure updates.
- Manages, selects, trains, motivates, counsels, and evaluates assigned personnel; provides or coordinates staff training; works with employees to develop skills and abilities.
- Excellent leadership and communication skills.
- Strong analytical and problem-solving skills.
- May conduct internal administrative investigations. May suspend personnel on disciplinary matters based on policy and procedure.
- Coordinates, validates, and schedules training for Office and staff personnel
- Ability to work effectively, be flexible, and be efficient in a fast-paced and high-pressure environment.
- On-call and responds to calls or circumstances as required. May be required to command disaster/emergency scene.
- Performs other duties as necessary and required by law and assignment. May be reassigned in case of emergency.
- Performs other related duties as assigned.

These duties and responsibilities are intended to be illustrative only and are not meant to be all-inclusive.

EDUCATION/EXPERIENCE:

- A G.E.D., high school diploma, or equivalency certificate.
- Five (5) years of experience as a POST-certified peace officer, including a minimum of two (2) years of experience in an **executive command-level** position.

CERTIFICATION(s):

- Must be a Colorado Peace Officer Standards and Training (POST) certified peace officer at the time of hire. Note: When in a Sheriff's Office uniform (soft or formal), this position will display the rank of lieutenant.
- Possesses a valid Colorado driver's license.
- Current first aid and cardiopulmonary resuscitation certificates or equivalents.
- Able to pass qualifying exams and background investigation, including federal, state, and

local background clearances.

- No felony convictions or decertifying misdemeanor convictions under the CO POST certified peace officer rules.
- A U.S. citizen or a qualifying non-U.S. citizen (who can obtain a POST certification) may be subject to passing a federal secret background clearance.

PREFERRED QUALIFICATIONS:

- Law enforcement command schools such as the FBI National Academy (FBINA) and/or the Northwestern University Center for Public Safety's School of Police Staff and Command.
- Bachelor's degree in a related field, such as criminal justice or law enforcement, 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.

REQUIRED SKILLS/ABILITIES:

- Possess an in-depth knowledge of project planning and business operations within the government.
- Knowledge of personnel issues, budget management, law enforcement practices, and trends.
- Ability to develop policies, procedures, budgets, and individual performance standards.
- Excellent public speaking skills.
- Ability to create and present ideas along with budgets in a variety of formats.
- Ability to pass the basic requirements as a CO POST certified deputy sheriff.
- Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.
- Ability to establish and maintain effective working relationships with County government, subordinates, and the public.
- Must have basic to intermediate levels of competency with MS Office 365 operating systems, the use of a smartphone, laptops, tablets, MDTs, and other computer programs and hardware.

PHYSICAL DEMANDS:

Work is performed in an office environment, in a vehicle, and outside in all types of weather and conditions. Must be able to perform the duties and physical demands of a Douglas County Deputy Sheriff (4202E).