

DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: **RMHIDTA MANAGER, TRAINING DIVISION**

Exempt: Yes

Job Type: 4044E

Pay Grade: E404

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties:

This position serves as the Manager, Training Division responsible for coordinating and overseeing numerous operations at the Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA). The Manager, Training Division will be responsible for day-to-day contact with RMHIDTA Task Force Drug Unit Commanders (DUC) for the input and evaluation of Task Force data into the HIDTA Performance Management Process (PMP).

The RMHIDTA Manager, Training Division role is highly responsible, professional work that requires coordinating, planning, managing, and administering the RMHIDTA training initiative and the tracking and reporting requirements for HIDTA's Performance Management Program (PMP). This position will facilitate a collaborative team environment at the RMHIDTA and within the Training Program. The Manager, Training Division will gauge the effectiveness and efficiency of the existing lesson plans used by the cadre of trainers. The Manager, Training Division will act as an educational resource when needed and build meaningful working relationships with the RMHIDTA task force initiatives and with other law enforcement agencies.

Supervision Exercised:

This position has direct supervision over the RMHIDTA Training Officer and indirect supervision over the large cadre of vetted RMHIDTA trainers. This includes hiring, promotion, training, performance evaluation, and discipline 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 Manager, Training Division reports to the RMHIDTA Executive Director 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 Manager, Training Division will report to the Sheriff's Office designated Commander. There will be close interaction between the RMHIDTA Executive Director, and the Sheriff's Office appointed Commander to minimize-if not eliminate working under two supervisors' direction.

The intent is to have the RMHIDTA Director supervise, manage, provide leadership, mentor, and assign duties to the Manager, Training Division. The Sheriff's Office appointed Commander acts as the official contact for the Manager, Training Division 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 Manager, Training Division is responsible for managing 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:

- Directly assists with the coordination of the RMHIDTA Threat Assessment, Annual Report, Annual Strategy and, other narrative and statistical reports as needed. Oversees, approves, and completes the preparations and final drafts of the above reports and various others.
- Presents to the RMHIDTA Executive Board and committees.
- Problem solves RMHIDTA Training Program complications and issues.
- 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.
- Coordination and facilitation of various instructor meetings.
- The overall coordination of classes to include students, instructors, lodging, and facilities.
- Coordination of day-to-day functions of the RMHITA Training Program: (i.e., databases, training calendar development, enrollments, reimbursements, alerts, roster, course curriculum standards, POST, etc.).
- Responsible for the development and implementation of the RMHIDTA instructor program: (i.e., applications, training, symposium, curriculum, and scheduling).
- Supervision, evaluation, and mentoring of RMHIDTA the Training Officer(s) and other RMHIDTA assistants as assigned.
- In collaboration with other RMHIDTA management, develop and manage the Training Program's annual budget.
- Prepare, oversee, and manage the RMHIDTA Training Program initiative budget.
- Responsible for the updating and maintenance of the RMHIDTA website.
- 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.
- Responsible to negotiate hotel contracts and process hotel statements.
- The Manager, Training Division is part of the RMHIDTA management team.
- Prepares and presents oral and written briefings on numerous RMHIDTA Training Program subjects to various audiences.
- Oversees and maintains the confidentiality of all law enforcement case material at the appropriate classification levels.
- On behalf of the RMHIDTA Training Program, attends internal and external meetings. May attend meetings or other functions for the RMHIDTA Director at the Director's request.
- Have in-depth knowledge of law enforcement and an understanding relative to the National HIDTA Program, RMHIDTA, and the Performance Management Process (PMP). Able to

assist DUCs and staff with the tracking and reporting requirements of HIDTA PMP. Must stay up to date on any changes to the PMP procedures.

- Ensures that the relative data for the PMP reports is submitted accurately and on time by the RMHIDTA DUCs.
- Perform other duties as assigned by the Rocky Mountain HIDTA Director, the RMHIDTA Board of Directors, or both.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university, five (5) years of experience in a law enforcement training program or similar work, and two (2) years of experience in a law enforcement or similar work in a supervisory role is required, 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.
- One (1) year of law enforcement experience in a local, state, or federal law enforcement agency, counter-drug, or a similar environment is preferable. 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.
- Can 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 leadership and supervision, training and performance evaluations, research and statistics, writing, editing, and the use of graphics, database management, data collection, and feedback.

Demonstrate knowledge, skill, and ability to analyze data from all sources, including classified and unclassified sources, and present written products, verbal briefings, and research documents to a wide variety of audiences maintaining the appropriate classification level for that audience always. Demonstrate skill and ability to establish and lead community or stakeholder working groups to enhance regional training programs and can explain and teach classes with the instructor group. Become well versed in all the details of the PMP and its reporting process. Must have the ability to convey the details behind 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 in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately.

Physical Skills

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands; and talk and hear; see and read 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 availability outside of normal working hours to respond to requests from the Director, 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 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.

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 Manager, Training Division 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 Manager, Training Division.