

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 003516
Grade: 20
FLSA: E**

PUBLIC SAFETY INSTRUCTOR

DEFINITION OF CLASS:

The Public Safety Instructor class that covers positions involved in training law enforcement sworn officers in safety techniques related to the operation of emergency vehicles and the use of police weapons. Positions assigned to this class operate at the full-performance level and perform skilled, non-supervisory instructional work involving development and presentation of public safety training utilizing both classroom and field practical application. An employee in this class is responsible for teaching entry-level, intermediate and advanced level courses in areas such as: 1) the use of firearms, 2) defensive driving techniques and/or 3) other courses associated with public safety activities.

MAJOR DUTIES:

Under general direction and administrative supervision of higher-level personnel, positions assigned to this job class develop and implement training strategies to provide awareness, promote safety and allow students to develop public safety skills in a simulated, non-emergency environment.

EXAMPLES OF DUTIES: (Illustrative Only)

All Positions

- Conducts assessment of instructional needs; plans, implements, coordinates curriculum based on this assessment; evaluates educational program offerings and revises curriculum to maintain state of the art instruction. Obtains recommendations from supervisory personnel as to training needs, objectives, and anticipated results to modify existing training courses and implement new course materials to be incorporated into fundamental training activities.
- Develops course syllabi, lesson plans, training aids, student outlines, instructional materials, outcomes measurement and assessment tools to determine students' mastery of content and development of competency-based skills.
- Prepares and delivers instruction; oversees the activities of course participants during instructional time.
- Evaluates learner performance, provides feedback, and develops learner remediation plans.
- Oversees the maintenance and use of classroom resources including equipment, teaching materials, and classrooms.
- Maintains a safe learning environment for students.
- Implements educational program administrative requirements and maintains all student training records including the calculation and submission of grades and preparation and submission of data and reports.
- Resolves routine personnel matters (e.g., attendance problems, minor disciplinary actions), and refers more complex issues to a supervisor for appropriate action.
- Adheres to established County and departmental policies and procedures and relevant quality and safety standards.
- Creates training bulletins to keep public safety sworn officers informed on issues regarding the subject area.

Firearms Instructor

- Researches, develops, revises, and provides firearms instruction for a variety of courses and settings involving pistols and revolvers, shotguns and other shoulder weapons. Searches for, reviews and analyzes professional literature and interviews personnel for pertinent information which can be applied to firearms courses of instruction.
- Observes, analyzes, and corrects student firing practices and positions; provides remedial training for students unable to acquire basic skills. Provides written and verbal recommendations about students' performance and their ability to handle weapons in a safe manner.
- Provides advice and recommendations to representatives of other law enforcement agencies about firearms related subjects.
- Maintains the inventory of all ammunition, weapons, tools, equipment, supplies, parts and uniforms. Orders weapons, ammunition, target materials and related firearms equipment, supplies and parts.
- Inspects, test fires, repairs and cleans firearms.
- Unloads, carries and places ammunition, weapons, cardboard "backers" for targets, obstacles, target frames, tires, and other firearms related equipment and supplies.
- Maintains all indoor and outdoor firing range targets, target tracks and target turning systems, electric motors, and other firearms related equipment and structures; arranges for repairs.
- Schedules all entry and in-service firearms instruction.
- Conducts new product weapons, ammunition and holster tests, and prepares evaluative reports.
- Provides firearms instruction peculiar to motor vehicle, hostage, domestic dispute and other scenarios.

Tactical Driving Instructor

- Trains sworn officers in defensive and evasive driving techniques, proper handling of emergency public safety vehicles equipment, pre-trip and post trip inspections, safe work methods and County rules, regulations, policies and procedures.
- Conducts refresher training which includes defensive driving; safe work methods; passenger safety; driving in hazardous conditions; emergency vehicle breakdown; operating the vehicle with violent or potentially violent perpetrators; pre-trip and post-trip inspection of emergency vehicles.
- Conducts one-on-one coaching to improve trainees' and current operators' driving skills, develop uniformity in operating practices, and ensure use of appropriate safety equipment.
- Oversees the maintenance of all indoor and outdoor training facilities and equipment; arranges for repairs.
- Arranges for use of training facilities/roadway and equipment to conduct training programs.
- Oversees and directs the use, care, cleaning, and maintenance of fleet vehicles, training equipment, apparatus, driving track, skid pads and facilities.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The employee independently plans and carries out instructional assignments – in the classroom and in the field – in accordance with departmental training standards, operating procedures and course curriculum outlines which have been established by the supervisor. The employee is expected to determine and plan the topics/subjects to be covered, subject matter content, organization of the

course, including manner of instruction, and the emphasis to be given selected elements of each course. Classroom and field instruction are evaluated by a supervisor who ensures the effectiveness of course content.

SUPERVISION EXERCISED:

Positions assigned to this class observe, guide and correct students but do not supervise the students of staff.

GUIDELINES:

The guidelines surrounding this class of work are numerous, and usually specific and detailed, e.g., Department and County policies, procedures and practices, Maryland Police Training Commission regulations and guidelines, State of Maryland Transportation articles, COMAR, generally accepted safety rules, techniques and procedures, and other reports, manuals and technical publications, etc. The employee independently develops lesson plans which are reviewed for consistency with training objectives and approved by police supervisory personnel before implementation. Occasionally, guidelines may be lacking or allow for the adaptation of or innovation in some non-routine situations. Incumbents in this class must exercise sound judgment in the interpretation, adaptation, modification and/or supplementation of training materials.

COMPLEXITY:

The complexity of this work is realized through an employee's independent development, organization and presentation of a variety of instructional courses which include the formulation of training, testing and evaluation criteria. The employee plans and prepares both classroom and field instructional materials in accordance with training objectives and must be able to evaluate new training materials to determine what needs to be incorporated into existing training and to make recommendations for additional training. In addition to demonstrating proper techniques and methods of the work, the employee evaluates trainee progress and makes decisions on matters such as the passing or failure of a trainee, the need for additional training, and whether a trainee should continue training until the trainee is able to pass the training. The work is further complicated by the evolving training scenarios that must be presented.

SCOPE AND EFFECT:

The outcome of the work impacts the level of knowledge and skills demonstrated by the students when they apply the techniques learned in the classroom: if the students have not mastered these skills, this may result in improper procedures conducted resulting in injury or death. Courses of instruction enable sworn officers to perform their assignments in a safe manner. This includes: shooting pistols, shotguns and rifles in a rapid and accurate manner; correcting weapon malfunctions; disassemble/assemble and clean/care for weapons; operate emergency vehicles in safely and defensively while on call, during high speed chases and under inclement weather.

CONTACTS:

Personal contacts are focused upon experienced sworn officers, to provide instruction. To a lesser extent, contacts also include other Instructors to discuss instructional methods, procedures and practices, research findings, lesson plans and instructional aids; supervisory police personnel, to receive and provide information about assigned duties and responsibilities, coordinate scheduling of instructional classes, and discuss new/revised lesson plans and research findings; and

representatives of other law enforcement and regulatory agencies and training organizations, to coordinate/schedule instructional classes, and confer about new weapons, tactics and equipment.

PUBLIC SERVICE /ASSISTANCE:

Positions assigned to this class are not required to provide direct public service and assistance to individuals outside of the County Government. The employee may periodically interact with the public, but this interaction is incidental to the primary purpose of the job.

HAZARDS:

Field work requires some risks due to the use of firearms and the driving of emergency vehicles which may expose the employee to toxic substances or injury. These hazards may result in injuries but can be controlled through proper safeguards and/or procedures. The employee may be required to take safety precautions, and/or use protective equipment such as helmets, hearing protectors, masks and protective clothing.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland or a high school equivalency diploma.

Experience: For positions providing firearms instructions – three (3) years of experience as a State and/or Federally certified firearms instructor in a law enforcement training environment; for positions providing defensive driving techniques instruction – 3 years of experience training individuals in operating emergency vehicles in a law enforcement environment.

Equivalency: None. Additional education beyond high school may not be substituted for experience.

Knowledge, Skills, and Abilities:***Thorough Knowledge of:***

- Adult learning theory and methodologies and techniques as well as competency-based education principles and methods as it applies to current public safety curricular content and education standards.
- Generally accepted law enforcement firearms principles, practices, methods and techniques to develop course content and conduct courses of instruction in this field.
- Operations of various firearms, their functioning, safety, malfunctions and proper procedures for “clearing” a weapon, and ballistics to provide instruction about same.
- Tactical driving techniques related to the operation of emergency public safety vehicles.
- Knowledge of various law enforcement techniques and procedures; various state and local criminal, traffic and civil laws, codes and ordinances and their applications.
- Familiarity in the use of computer systems and MS Office or similar software, departmental policies and procedural manuals, guidelines and chain of command.

Skill in:

- Demonstrating and instructing others in the safe use of firearms including analytical ability and judgmental shooting.
- Demonstrating and instructing others in the safe operation of emergency public safety vehicles in a defensive and tactical manner.

- Communicating written information and verbal information (e.g., instructions, descriptions, course materials, ideas, etc.) and to express such information in a manner that is easily understandable to others. Delivering instruction in classroom and field training locations.
- Interacting tactfully and effectively with both students and public safety personnel in a customer service oriented, businesslike manner.
- Independently operating, maintaining, and repairing equipment used in training.
- Independently researching and reporting on source material related to the subject area.
- Curriculum development (course including, developing training goals, organizing, illustrating and interpreting course materials).
- The demonstration of teaching and educational facilitation and the adherence to established standards for educational quality.
- Overseeing the activities of a large group of trainees.
- Assessing student performance and progress and to provide appropriate feedback and preparing and maintaining accurate records and reports.

Licenses, Registrations, Certifications, or Special Requirements:

- Possession and maintenance of a valid driver's license from the applicant's state of residence appropriate to the type and class of vehicle(s) which employees are required to drive as part of their instructional duties and responsibilities. No "at fault" accidents or citations with points for the 5-year period proceeding appointment.
- Possession of certifications from the day of appointment, promotion or transfer in the subject area related to the instructional assignment. This may include:
 - Possession of from day of appointment/promotion/transfer a current Maryland Police Training Commission issued Firearms Instructor Certificate.
 - National Academy for Police Driving (NAPD), Law Enforcement Advanced Driver Instructor Training Program through the Federal Law Enforcement Training Centers (FLETC), the Maryland Driver Training Facility trainer certification or similar certification that recognizes that the employee is qualified to train others in operating emergency vehicles at high speed and performing defensive and evasive maneuvers.
- Employees in this class must also pass a background check that may include: Federal check with fingerprint screening, State of Maryland criminal record check and/or 5-year driving/DMV report.

Substitution: None

Work Environment:

Work is performed both in a classroom environment and in the outdoors. Indoor classroom conditions include adequate heating, lighting and ventilation. Field work assignments may exposure the employee to extreme heat and cold and other seasonal conditions. The employee may also have to wear hearing protection, eye protection, driver helmet, gloves, etc. to prevent injury. The employee may be exposed to environmental hazards associated with firing ranges and/or emergency vehicle training facility.

Physical Demands:

The physical demands include standing and walking for extended periods of time while instructing in the classroom. Persons involved in weapons training demonstrate the safe use of firearms while running, jumping, bending, climbing and rolling during live firing and other exercises; periodically and independently unloading, carrying, and stacking ammunition, weapons, tools, target parts and equipment weighing up to approximately 50 pounds;

constructing, repairing, moving and positioning targets, weapons, and simulated rooms and furniture; and “policing” weapons firing ranges for cartridges and other debris. Those individuals instructing public safety personnel in tactical emergency vehicle operations demonstrate how to operate an emergency vehicle at high speed, ride as observers with drivers, set-up driving courses including placing obstacles, and

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are in the Office, Professional and Technical unit.

MEDICAL PROTOCOL: Core Exam with Drug and Alcohol/Public Safety

CLASS SPECIFICATION HISTORY:

Class Established: November 1998

Revised: August 2013

Classification Study: October 2018

NOTE(s): Formerly titled “Firearms Instructor”