



## **JOB DESCRIPTION**

**JOB TITLE:** Director, Police Academy

**REPORTS TO:** Dean of the School of Business, Arts, Sciences and Technology

**CLASSIFICATION:** Administrator

**FLSA STATUS:** Exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lead and direct the Police Academy adhering to the rules, regulations and standards set forth by the Municipal Police Officers' Education & Training Commission (MPOETC) and the operational guidelines established by CCBC.

Lead and direct the MPOETC mandatory in-service police officer training.

### **QUALIFICATIONS:**

Candidates must meet the minimum standards for school directors as outlined by MPOETC as follows:

1. Possess an associate's degree or higher in criminal justice, public administration, or a related field.
2. Graduate of the Federal Bureau of Investigation National Academy, the Southern Police Institute Administrative Officers Course, the Law Enforcement Instructor Training Course of the Federal Law Enforcement Training Center, the Northwestern University Staff and Command School, or other law enforcement training approved by MPOETC.
3. Ten years of experience in law enforcement, including five years at an administrative level, or fifteen years of increasingly responsible full-time experience as a Federal, State, or municipal police officer with general police powers.
4. Be free of convictions for a disqualifying criminal offense,
5. Possess at least two years of experience as a police officer or adult education instructor.

Candidates must meet Community College of Beaver County criteria.