

Survey to Chief APOs

Issue: Training Coordinator

Question (from Erie County):

Erie County is considering the creation of a full-time training coordinator (Supervisor level) position that would oversee training for both Adult & Juvenile Probation. Also, we are considering a Stipend for current Firearms/Defensive tactics trainers in addition to their current salary. If your County currently has a full-time trainer position and/or compensates your training staff please reply to the following and if possible provide a job description:

- 1) Is your Training Coordinator a management level position?
- 2) What is the stipend amount for your trainers (firearms/DT)?

Adams County

- 1) Is your Training Coordinator a management level position? The Department currently has a member of Management in charge of Training along with other duties
- 2) What is the stipend amount for your trainers (firearms/DT)? Stipends for staff are as follows.

Section 4 Employees shall receive an annual stipend for possession of one or more of the following various skills and or certifications (Employees shall only be eligible for a stipend of \$100 regardless of the number of Program Specialist categories they satisfy):

Program Specialist: (programs that require specialized training or certification) shall receive a stipend of \$100.

- Firearm Instructor
- Firearms Armorer
- Protective Safety Systems Instructor (PSS)
- Youthful Offender Program Facilitator (YOP)
- First Aid/CPR Instructor*
- Victim Awareness Program Facilitator (VAP)
- Level of Service Case Management Inventory Trainer (LSCMI)
- Case Management Inventory Risk Assessment/Youth Level of Service Trainer (YLS)
- Motivational Interviewing Coach*
- Evidence-based Practice Trainer
- Crisis Intervention Trainer* (The CIT Trainer Trainer)

*Indicates incentives applicable to both Domestic Relations Services and Department of Probation Services.

In the event that additional certifications are required, both parties will meet and discuss how these will be incorporated into this agreement.

Lead Probation or Conference Officer: The lead position is one in which the Probation Officer or Conference Officer, because of experience or qualification, makes field decisions or office decisions. Lead Probation or Lead Conference Officer shall receive an annual stipend of \$500. An employee who receives the stipend for the Lead Probation or Lead Conference Officer shall not be eligible to also receive a Program Specialist stipend.

Dauphin County

- 1) Is your Training Coordinator a management level position? Yes
- 2) What is the stipend amount for your trainers (firearms/DT)? All trainers receive a 4% increase in pay

Job Description for Training Administrator in Dauphin County

OVERALL OBJECTIVE OF JOB:

This position is responsible for monitoring, orienting, and training new Probation Officers, developing and monitoring staff training, overseeing Juvenile Court Judges Commission (JCJC) and Firearm Education and Training Commission (FETC) training budgets, maintaining and participating in the updating the manual of Policies and Procedures, organizing and conducting all staff orientations, participating in interviewing and selecting applicants for the position of Probation Officer. This individual's responsibilities require flexibility, imagination, organizational skills and diligent, focused employee relations skills to accomplish assignments. This individual is responsible for determining work assignments based on an understanding of the limits of established practice within the position and taking responsibility for initiating adjustments to new areas of responsibilities in the position. Supervises the Community Service Section within the Juvenile Probation Division. This position reports to a Deputy Director in the Department of Probation Services.

ESSENTIAL FUNCTION OF JOB:

1. Provides training and orientation to probation officers on a variety of topics including, but not limited to, defensive tactics, firearms, motivational interviewing, and Court policies and procedures.
2. Reviews and updates Probation Officer training and lesson plans.
3. Tracks and ensures that Probation Officers are meeting their minimum training requirements annually.
4. Researches and publicizes relevant training opportunities to Dauphin County Court personnel.
5. Evaluates current and potential Court training programs for effectiveness and makes necessary modifications to enhance training where possible/necessary
6. Prepares annual training report for Director to meet reporting requirements of JCJC and FETC.
7. Conducts performance evaluations on new Probation Officers upon completion of their orientation.

8. Participates in interview and selection of Probation Officers.
9. Assists with the development and distribution of policies and procedures as required.
10. Attends and participates in meetings, programs, and committees as required.
11. Serves as liaison to external entities.
12. Prepares and presents information to outside agencies.
13. Supervises community-service activities.
14. Operates a variety of office equipment.

OTHER DUTIES OF JOB:

1. Recognizes that their work schedule must be flexible at times to allow for urgent work and/or customer service issues to be resolved.
2. Ensures a cooperative environment and open dialogue with management to achieve office consistency.
3. Attends meetings, trainings, seminars as requested.
4. Serves on boards and committees.
5. Assists with special projects and/or reports as required.
6. Interacts with the Judges, Court Administration and other County Departments, County Commissioners, State Legislators, and public sector organizations.
7. Performs functions of subordinate staff as necessary to maintain organizational efficiency.
8. Performs other related tasks as required.

SUPERVISION RECEIVED:

1. Works independently and receives occasional instruction with limited supervision from a Deputy Director of Probation Services regarding daily work assignments.

SUPERVISION GIVEN:

1. Supervises subordinate Probation Services staff on all policies and procedures, technical, and administrative matters within the department.

WORKING CONDITIONS:

1. Works indoors in adequate office space with adequate lighting, ventilation and temperatures.

2. Frequent exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works outdoors in a variety of temperatures and conditions.
5. Regularly works beyond normal work hours and on-call or as needed.
6. Travels during all seasons and is exposed to outdoor elements, including snow and icy roadways.
7. Periodic staff shortages create stress and potential unsafe working environment.

PHYSICAL/MENTAL CONDITIONS:

1. Must be able to sit for long periods throughout the day with intermittent periods of movement to carry out essential functions.
2. Must be able to move objects of variable weight.
3. Must be able to record, convey and present information, explain procedures and follow instructions.
4. Must be resourceful in decision-making and problem solving.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stresses of the position.
7. Must be able to react quickly in the event of a disturbance or physical outbreak.
8. Must have agility and be able to withstand occasional physical and mental pressures needed to restrain clients.
9. Must be able to pay close attention to detail and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

Bachelor's degree in criminal justice, social or behavioral sciences, law enforcement, or a related field; Master's degree preferred. Firearm certification required. Requires continuing education twice annually in law enforcement techniques and procedures.

B. WORK EXPERIENCE:

Five years of experience in probation/parole work including investigation and supervision of cases with two years of supervisory experience.

C. OTHER REQUIREMENTS:

Valid class C Driver's License required.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

1. Must possess knowledge of the principles and practices of criminology and penology.
2. Must possess principles and practices of individual and group behavior.
3. Must possess knowledge of the principles and practices of social service casework.
4. Must be able to effectively work within the confines of Federal, state, and departmental regulations, policies and procedures.
5. Must possess knowledge of applicable Rules of Court.
6. Must maintain confidentiality in regard to employee information, client information, and County information and records.
7. Must possess skill in observing and documenting clients' demeanor and behavior.
8. Must possess knowledge of principles of administration, supervision, and customer service.
9. Must possess skill in interviewing, fact-finding, and mediation.
10. Must possess knowledge of current best practices in firearms and defensive tactics.
11. Must possess the ability to develop and present effective training in an adult setting.
12. Must possess a willingness to travel as needed.
13. Must possess the ability to practice effective time management skills.
14. Must be able to communicate effectively in order to carry out essential job duties.
15. Must possess initiative and problem-solving skills.
16. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, employees, co-workers, and others.
17. Must possess technical knowledge of operating computers and accounting methods.
18. Must possess the knowledge of the principles and practices of supervision; plans, organizes, and delegates work; completes disciplinary actions and motivates employees within DPS.
19. Must possess knowledge of the principles and practices of supervision and methods of probation investigation and social case work.
20. Must possess ability to understand and complete complex oral and written instructions.

21. Must possess the ability to plan and direct the work of subordinates.
22. Must be able to establish and maintain effective working relationships.
23. Must be able to analyze and develop department training budgets, to work within a budget, and understand the financial impact of the budget.
24. Must be able to work within an inherently stressful environment with irregular work hours.
25. Must possess ability to exercise independent judgment within stipulated bounds.
26. Must possess the ability to arrest or order arrests of individuals.
27. Must possess technical knowledge in the operation of firearms.

Westmoreland County

- 1) Is your Training Coordinator a management level position? We have a supervisor in charge of training. She has some other duties as well.
- 2) What is the stipend amount for your trainers (firearms/DT)? We have some supervisors and some officers who are trainers for firearms and defensive tactics. Their stipend is \$40.00 per month.

York County

- 1) Is your Training Coordinator a management level position? Yes, I have one who coordinates our arrest training; however, she does have other duties.
- 2) What is the stipend amount for your trainers (firearms/DT)? My officer level trainers received the following stipends:
 - Assistant Supervisor: \$2000 annually
 - PSS Instructor: \$1500 annually
 - CFI: \$1500 annually
 - MI Coach: \$500 annually
 - ORAS/WRNA Trainer: \$500 annually