



Southwestern College - Basic Police Academy
David Espiritu, Director
Shaun Donelson, Coordinator
8100 Gigantic Street San Diego, San Diego, CA 92154
(619) 482-6462/Fax (619) 217-6765

Academy Recruit Training Officer

The Southwestern College Basic Police Academy is seeking qualified candidates for the position of Recruit Training Officer. The purpose of this announcement is to establish a list of qualified candidates to fill future vacancies. This position is an **8-hour to 21-hour week** assignment, pays \$35.00 an hour with no benefits.

Tuesday	1800-2200 – 4hrs
Wednesday	1800-2200 – 4hrs
Thursday	1800-2200 – 4hrs
Saturday	0700-1700 – 9hrs

Opportunity to Develop Personal & Supervisory Skills

Recruit Training Officers will learn supervisory and leadership techniques used in law enforcement including:

- Identifying performance issues
- Providing constructive criticism to correct deficient areas
- Interviewing and counseling Recruits regarding disciplinary issues
- Writing reports recommending specific levels of discipline
- Improve knowledge of the application of personnel rules
- Learn P.O.S.T. Basic Academy training requirements
- Improve personal knowledge of laws and law enforcement tactics

Qualifications

The Academy Recruit Training Officer will be under the direct supervision of the Police Academy Coordinator. Minimum qualifications will include, but not be limited to:

1. Currently employed or prior California law enforcement agency as a full-time peace officer with a minimum of three years experience.
2. Be in sound physical condition, able to pass a 5-point Performance Test (WSBT) Work Sample Battery Test and perform physical training with academy Recruits.

3. Have written approval from his/her law enforcement department head to be employed on a part-time hourly basis as an Academy Recruit Training Officer and to wear the agency uniform on certain occasions.
4. Possess the basic ability to supervise law enforcement academy Recruits.
5. Recruit Training Officers must attend the POST Recruit Training Officer Workshop and POST Physical Training instructor school within the first year of appointment. Both POST Certified Courses are on the POST Reimbursement Plan.

Responsibilities/Duties

The Police Academy Recruit Training Officer will be responsible for the first-line supervision of all academy Recruits attending the Police Academy.

Specific duties include, but are not limited to:

- Supervise day-to-day academy operations of a specific academy class
- Accompany academy classes when attending off-site training such as firearms, EVOC, etc.
- Provide feedback and counseling to academy Recruits
- Evaluate and document Recruit performance and discipline
- Prepare and facilitate paperwork including, but not limited to, counseling notices, remediation notices, Recruit injury reports, instructor evaluations prepared by Recruits
- Proctor examinations, quizzes and examination reviews
- Assist Recruits with remedial assignments
- Clarify instructional questions presented by Recruits
- Coordinate and supervise Recruit physical training sessions (participate with each academy class)
- Monitor Recruit attendance
- Maintain documentation within academy Recruit files
- Respond to requests for information from client and law enforcement agencies regarding academy Recruit performance
- Maintain a clean, safe, and professional training environment
- Be a positive role-model
- Other duties as assigned.

The academy could not operate without Recruit Training Officers. The ability to meet POST mandates revolve around the Recruit Training Officers.

All interested applicants should submit the following:

- 1. A letter of interest**
- 2. Personal Resume**
- 3. POST Profile (POST ID#)**

Documents should be submitted via email to Elizabeth Valdez at evaldez@swccd.edu.

Rev. 07/13/2021