



## **NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**

45299 Research Place • Ashburn, Virginia 20147-2600  
703 729-4299 • Fax 703 729-4634

### **JOB ANNOUNCEMENT**

#### **USE OF FORCE TRAINING SUPERVISOR**

**\$59,163 to \$97,319 DOQ**

#### **FLSA: Exempt**

The Northern Virginia Criminal Justice Training Academy (NVCJTA) is seeking a highly motivated and engaged professional to lead and manage the Use of Force Training Program within the Academy's Basic Training Program. This position requires strong knowledge and experience regarding legal and tactical aspects of the use of force by law enforcement officers. The NVCJTA provides basic training to law enforcement recruits representing seventeen police and sheriff's agencies.

#### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to coordinate, schedule, and supervise all Use of Force training for the Basic Training Program. This includes use of deadly and non-deadly use of force and defensive tactics. The incumbent is responsible for supervising staff instructors and assisting them in instructing on a daily basis; coordinating all use of force curriculum, training materials, and information; conducting staff meetings; conducting program evaluations and instituting changes; conducting classroom and field training instruction; coordinating, planning and scheduling training; and preparing and maintaining files and reports. The incumbent also conducts Department of Criminal Justice Services Defensive Tactics instructor certification classes.

#### **EMPLOYMENT STANDARDS:**

Bachelor's Degree in Criminal Justice, Public Administration, or a closely related field; supplemented by six (6) years previous experience and/or training in a criminal justice agency with a minimum of two (2) years supervisory experience in a criminal justice agency; or an equivalent combination of education, training, and experience.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of laws, rules, and regulations (state and federal) regarding use of force by law enforcement officers.
- Knowledge of the Department of Criminal Justice Standards (DCJS) rules and regulations regarding law enforcement officer and instructor certification requirements.
- Ability to coordinate all use of force training programs, training material, and information with NVCJTA basic staff and participating agencies.
- Ability to plan, schedule, and coordinate training needs for Academy instructors related to the Use of Force Training Program.
- Ability to prepare and review lesson plans and ensure that all lesson plans are kept accurate and complete.
- Knowledge of instruction techniques, and adult learning principles, preferably in a law enforcement academy or a comparable agency.
- Ability to plan, coordinate and utilize information effectively to improve activities and production, and ensure training and instruction is realistic, applicable, and effective for law enforcement.
- Ability to communicate effectively, both verbally, and in writing.
- Ability to recognize, comprehend, and adapt to the dynamic landscape of law enforcement / use of force training. Understanding of the various influences driving change in this area of training.
- Ability to conduct program evaluations and institute necessary changes, to include talking with trainers, and receiving updated training.
- Ability to identify issues or situations as they occur and specify decision objectives or assist in identification of alternative solutions to issues or situations.
- Ability to exercise analytical judgment in areas of responsibility.
- Has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge. Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.
- Ability to develop and implement safety guidelines for newly instituted training techniques, lesson plans, and activities.
- Ability to train, develop, supervise, and evaluate performance of staff efficiently and effectively.

- Ability to implement decisions in accordance with prescribed and effective policies and procedures, and with a minimum of errors. Seek expert or experienced advisement where appropriate, and research issues, situations, and alternatives prior to exercising judgment.
- Ability to prepare and maintain inventory and control of equipment and supplies to include, but not limited to, that which is assigned to the Use of Force Training Program.

### **PREFERRED QUALIFICATIONS:**

Current certification as a Virginia DCJS general instructor and defensive tactics instructor.

Four years law enforcement use of force training experience in:

- De-escalation
- Reality Based Training
- Non-lethal weapons and tactics
- Crisis Intervention
- Use of Force Decision Simulator
- Simunitions
- Firearms
- Use of Force Liability

### **LICENSURES/CERTIFICATION:**

Must possess and maintain a valid Driver's License from state/district of residence.

Must possess and maintain, or obtain within 90 days of employment, or as training classes are scheduled, a Virginia Department of Criminal Justice Services General Instructor and Defensive Tactics Certification.

### **NECESSARY SPECIAL REQUIREMENTS**

Must successfully complete a character background investigation, must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case basis); must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor, must be of good character and reputation.

## **SALARY AND BENEFITS**

The salary range for this position is \$59,163 to \$97,319 depending on qualifications. The position offers an extensive benefits package including comprehensive life and health insurance, vacation and sick leave accrual, and retirement plans.

The Academy operates on a four-day work week schedule, Tuesday through Friday, 6:00 AM through 4:30 PM

All Academy buildings and training facilities are smoke free.

## **TO APPLY**

**Resumes and cover letters may be submitted by mail or e-mail and will be accepted until June 30, 2021.**

Email address: [jobs@nvcja.org](mailto:jobs@nvcja.org)

Mailing address: Northern Virginia Criminal Justice Training Academy  
45299 Research Place  
Ashburn, VA. 20147-2600  
Attn: Mr. Jeff Mees

## **REASONABLE ACCOMMODATION**

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, pregnancy, genetic information, veteran status, political affiliation, or any other characteristic protected by law.