

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1463310

Senior Training Technician (Police), Grade 18 1463310
Associate Training Technician (Police), Grade 23 1463410

Brief Description of Class Series

Training Technicians (Police) research, develop, and implement training programs for law enforcement or security personnel. Incumbents oversee the administration of training programs; perform duties related to the research and development of training-related grants; serve as an instructor in training programs; conduct training-related studies; conduct public speaking engagements; and review and evaluate complaints arising from training programs. Positions are located at the Division of Criminal Justice Services (DCJS) and the Division of Homeland Security and Emergency Services.

Distinguishing Characteristics

Senior Training Technicians (Police): civilian law enforcement support employees with the primary assignment of developing, delivering and evaluating training directed to law enforcement, security, and related employees.

Associate Training Technicians (Police): coordinates training and training outreach efforts within a defined area and supervises Senior Training Technicians (Police) and support staff.

Related Classes

Senior Training Technicians (DHSES) are temporary, per-diem trainers that deliver advanced and comprehensive training to government, law enforcement, and emergency responders at the Division of Homeland Security and Emergency Services.

Senior and Associate Training Technicians (Veterans Services) provide on-going training programs that the Division of Veterans Services (DVA) delivers to staff, and other parties throughout New York State at DVA.

Training Specialists develop and present training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission, including the care and treatment of vulnerable persons in the care and/or custody of the State. The positions are classified in a variety of State agencies.

Illustrative Tasks

Senior Training Technician (Police)

Conducts or provides direct training or instruction to law enforcement and partner law enforcement support agencies and licensed security personnel.

Researches, develops, evaluates, reviews and otherwise implements various kinds of presentations and training to law enforcement, and licensed security personnel. This may also include reviewing and evaluating complaints from training program recipients.

Evaluates instructors currently providing training to covered persons or agencies.

Conducts research into new technologies, emerging law enforcement and criminal justice trends, offers best practice recommendations and conducts model policy development to increase the safety, efficiency and effectiveness of law enforcement actions.

Activities are conducted within a certain, defined area of training specialty such as missing persons, highway safety, or accreditation.

Associate Training Technician (Police)

Supervises training and support staff assigned to a training specialty or unit.

Prepares or supervises development of training programs for law enforcement, law enforcement support agencies and licensed security personnel.

Liaisons with high-level law enforcement officials, the courts, advocacy groups, local governments, nonprofits, and related groups.

Conducts informational meetings, presents training materials or supervises training delivered to law enforcement, security, and related personnel.

Revises training curricula of various basic and in-service training programs to align with changes to training topic policies or procedures.

Minimum Qualifications

Senior Training Technician (Police)

Open Competitive: bachelor's degree and two years of qualifying experience*; OR an associate's degree in criminal justice, public justice, police science, or law enforcement and four years of qualifying experience*; OR 60 semester credit hours, including or supplemented by 12 semester credit hours in criminal justice, public justice, police science, or law enforcement and four years of qualifying experience*.

*Qualifying Experience: Local, state, or federal experience as a police officer, probation officer, parole officer, correction officer, or military police officer in any branch of the armed forces. Military police officer candidates must have received an honorable discharge or under conditions in the NYS Restoration of Honor Act. All qualifying experience must have been gained after basic/recruit training. Time served for basic/recruit training will NOT count towards the qualifying experience

Associate Training Technician (Police)

Promotion: one year of permanent service as a Senior Training Technician (Police).

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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