



RECRUITMENT

TAC Officer

(Teacher, Administrator, Counselor)

➤ **Basic Law Enforcement Academy (BLEA)** ◀

SALARY:	3-year contract with reimbursement of salary and benefits to employing agency (6 month probationary period)
LOCATION:	Burien, Washington
CLOSES:	Open until filled

Agency Mission:

The Washington State Criminal Justice Training Commission enhances public safety by establishing standards and providing education and training.

Agency Profile:

Established in 1974, the Washington State Criminal Justice Training Commission (WSCJTC) provides law enforcement and corrections training to all police officers, corrections officers, fish and wildlife officers, Indian tribal police, as well as providing training to county prosecutors, coroners, and private investigators. Located in Burien, the WSCJTC campus covers nearly 40 acres and is a full-service training facility with on-campus housing and meal service.

Position Description:

TAC Officers provide full-time services to the Commission, coordinating and conducting Washington State's Basic Law Enforcement Academy programs under the direction of the BLEA Commander and Assistant Commander. Successful candidates will be required to become certified as WSCJTC instructors and to complete the First-Level Supervisor course soon after assignment to WSCJTC. The position of TAC Officer is one of hard work, immense importance, and high reward. Candidates for this position will be evaluated in four main areas:

- General Abilities as an Employee/Team Member
- Emotional Intelligence
- Teaching Abilities
- Role Modeling/Mentoring

Each TAC officer is responsible for delivering instruction in one core block. During this testing process, we are looking for instructors with the knowledge, skills and abilities to teach Criminal Investigations, Report Writing and Patrol Procedures.

Application Process:

Candidates wishing to be considered for this position must forward the following:

1. Letter of interest, including a description of how the desirable qualifications are met; as well as which core block you are interested in teaching;
2. Resume;
3. Three (3) personal references; and
4. Letter of support from their sponsoring agency.

The application package must be submitted to:

Assistant Commander Shanon Anderson
Basic Law Enforcement Academy
19010 1st Avenue South
Burien, WA 98148

Upon review and acceptance of this package, qualified candidates will be contacted and notified about the next phase of the screening process. The next phase of the screening process may include: on-site visit, written exercise, oral board and/or classroom instruction. Please feel free to contact Assistant Commander Anderson at (206) 835-7289 or sanderson@cjtc.state.wa.us with requests for further information or clarification.

Principal Responsibilities:

TAC Officers act as the immediate supervisors for the BLEA students and are responsible for:

- **Recruit Training** (classroom, practical, mock scene, homework)
- **Academy Curriculum** (implementation, development, research, update, testing)
- **Acting as a Role Model** (attitude, ethics, professionalism, self-improvement)
- **Administrative Duties** (first-line supervisor, maintain files, injury tracking, scheduling, counseling)
- **Discipline** (maintain order and academy atmosphere, group and individual motivation, investigate rule violations)
- **Teaching Traditions & Customs** (Chain of Command, drill, inspections, courtesy)
- **Time Management** (scheduling, flexibility, back-up instruction, multi-tasking)
- **Other Duties as Assigned**

Desirable Qualifications:

This position is open to any currently commissioned law enforcement officer in the state with at least five (5) years experience. The ideal candidate will meet the following criteria:

- An understanding of adult teaching and learning methods. *(During the interview process, candidates will be expected to demonstrate their skills and knowledge in this area.)*
- Two (2) years experience in implementing training programs, including hands-on training, specific to training law enforcement personnel (experience as a FTO/PTO will meet this requirement).
- Meets or exceeds department performance evaluations for the past four (4) years.
- No sustained use of force complaints in the last three (3) years.

- Any sustained citizen complaints in the last three (3) years must be satisfactorily explained.
- Completion of WSCJTC Instructor Development course or equivalent training preferred.

The successful candidate should also have the following knowledge, skills, and abilities:

Knowledge of:

- The criminal justice system
- Adult learning styles and principles
- Training and instruction principles, content and methodology
- Curriculum development
- WSCJTC Agency mission, goals, and objectives
- Problem solving: analysis and strategies
- Federal, state, and local laws; ordinances and regulations
- State, county, and municipal criminal justice agencies
- Cultural diversity

Skills for:

- Effective communication/negotiation
- Facilitation/instruction
- Problem solving: analysis and strategy implementation
- Public relations
- Basic computer applications (Microsoft Office Suite)

Ability to:

- Identify cost-effective approaches to responsibilities
- Act as role model to recruit officers
- Work with little or no supervision
- Effectively develop and utilize resources
- Manage multiple tasks
- Promote a cooperative work environment
- Speak publicly