

Selection Standards for BLEA and Correction Mock Scene Raters

Duties and Responsibilities:

Under the direction and supervision of Training Commission staff or their designee, observe, document, and evaluate the practical testing performance of academy students.

Minimum Qualifications for New and Current Raters:

- Current or past employment with a criminal justice agency
- Three years working experience in the subject area(s) they desire to rate
- Written recommendation/endorsement and time commitment from agency management

Desirable Experience or Training:

Classroom teaching, public speaking, formal education or degree; current experience in evaluation and feedback strategies; instructor development training; field training officer training; diversity training for instructors; past attendance in a corrections or law enforcement academy.

Application:

Application may be made by submitting a letter of interest to the respective division manager of CJTC. The letter of interest should contain complete information in the following categories:

- Personal information – Include a cover sheet providing name, address, telephone and fax number, your criminal justice agency address, telephone and fax number, and name of your immediate supervisor.
- Field experience – List total years of experience in the criminal justice field. Specify agencies, duties, address of agency and immediate supervisor.
- Training Background – Explain your current and past training background. Include on-the-job training, classroom instruction, or other training that you have provided that would provide testimony to your strengths as a rater.

- Endorsement – A letter of endorsement and commitment as described above, from the head of your agency (i.e. Director, Chief, Sheriff, Superintendent) should be included with your letter of interest. Retired criminal justice professionals or private contractors/consultants should submit two letters of reference stating their experience and knowledge in the subject area(s) they desire to rate.

Selection Process:

1. For current criminal justice employees or persons retired from a criminal justice agency for not longer than two (2) years.

- Informal interview with respective Program Manager or Program Coordinator.
- If approved as a qualified candidate, applicant must observe the respective division's rating process in its entirety. (Non-paid requirement)
- Once observation requirements have been successfully completed, applicant must co-rate with a certified instructor or qualified rater. (Non-paid requirement)
- Once applicant has successfully completed the rating process, they will be considered qualified, and may be hired as a rater for CJTC training programs.
- Other process as determined by the CJTC Manager.

2. For individuals who have been retired from a criminal justice agency for longer than a two (2) year period.

- Informal interview with Program Manager or Training Program Coordinator.
- If approved, must observe all academy courses that apply to the areas that they will be hired to rate. (Non-paid requirement)
- If approved as a qualified candidate, applicant must observe the respective division's rating process in its entirety. (Non-paid requirement)
- Once observation requirements have been successfully completed, applicant must co-rate with a certified instructor or qualified rater. (Non-paid requirement)
- Once applicant has successfully completed the rating process, they will be considered qualified, and may be hired as a rater for CJTC training programs.
- Other process as determined by the CJTC Manager.