



State of New Mexico
Classification Description

New Mexico Law Enforcement Academy Instructor

General Summary

Provides training and oversight of New Mexico Law Enforcement Academy Cadets, Law Enforcement Officers, and Public Safety Telecommunicators exclusively at the Department of Public Safety.

NM Law Enforcement Academy Instructor

Jobcode: I11101

Pay Band: 65 (Alternative Pay Band: 75)

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

This position is the sole full performance level of the New Mexico Law Enforcement Academy Instructor classification, responsible for developing, coordinating, and instructing various basic and in-service training programs for First Responders at the Department of Public Safety.

Recommended Education and Experience for Full Performance

Bachelor's degree in any field as it pertains to the essential duties and responsibilities of this classification and four (4) or more years' experience in law enforcement patrol operations, law enforcement training, or criminal investigations plus two (2) years law enforcement teaching experience. Must hold a current New Mexico Police Officer certification as set forth in §29-7-6 NMSA 1978 or be eligible for Certification by Waiver upon hire and/or must complete Certification by Waiver within six (6) months of hire, and currently hold the minimum of a New Mexico Law Enforcement Academy general instructor certificate or Equivalent as set forth in §10.29.4.8 NMAC.

Minimum Qualifications

Associates degree in any field as it pertains to the essential duties and responsibilities of this classification and six (6) years experience, (2) years of which must be law enforcement teaching experience **OR** High school diploma and six (6) or more years' experience in law enforcement patrol operations, law enforcement training, or criminal investigations, two (2) years of which must be law enforcement teaching experience may substitute for the degree and experience. Must hold a current New Mexico Police Officer certification as set forth in §29-7-6 NMSA 1978 or be eligible for Certification by Waiver upon hire and/or must complete Certification by Waiver within six (6) months of hire, and currently hold the minimum of a New Mexico Law Enforcement Academy general instructor certificate or Equivalent as set forth in §10.29.4.8 NMAC.

Essential Duties and Responsibilities*

- Provides training and oversight of New Mexico Law Enforcement Academy Cadets, Law Enforcement Officers, and Public Safety Telecommunicators exclusively at the Department of Public Safety.
- Monitors, regulates, and evaluates trainee performance.
- Counsels trainees on personal, professional, and academic issues.
- Researches/reviews/revises training lesson plans, handouts, manuals, audio-visual aids, simulations and other instructional tools and materials to ensure quality and consistency with Academy goals, legal standards, and law enforcement best practices.
- Prepares, utilizes, and maintains training equipment.
- Ensures safety practices and protocols are followed.
- Serves as technical or subject matter experts in one or more law enforcement and/or public safety telecommunicator discipline.

New Mexico Law Enforcement Academy Instructor

Bargaining Unit: N/A

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Working Conditions: Work is performed in a classroom and in outdoor settings. May be exposed to physical and mental stress, hazardous materials, controlled substances; may be required to work irregular hours, holidays, weekends and in inclement weather. May be exposed to loud noises and dangers inherent during firearms, defensive tactics and emergency vehicle operations training. The incumbent will participate in and conduct physical fitness training and activities with cadets such as running, circuit training and resistance training.

Established: 12/11/2020

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*