



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

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

### **JOB ANNOUNCEMENT**

#### **General Instructor – Use of Force Specialist**

**Position Grade: A- 04**

**FLSA: Exempt**

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

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

Under general supervision of the Use of Force Program Supervisor, the incumbent will coordinate, schedule, and assist in instructing use of force and control tactics training for NVCJTA basic recruits and member agencies when requested. The incumbent is responsible for providing support in all components of the existing Use of Force Program; assist assigned instructors during daily training; assist in the coordination of all Force and Control Tactics curriculum, training materials, and information; assists in conducting program evaluations; conducts classroom and practical instruction; and performs related work as required.

#### **EMPLOYMENT STANDARDS:**

Bachelor's degree in Criminal Justice, Public Administration, or a closely related field, supplemented by 5+ years of full-time experience and/or training in a criminal justice agency, or an equivalent combination of education, training, and experience.

Holds current certifications / training experience in: Virginia State Certified Instructor, De-escalation, Firearms, Defensive Tactics, Baton, Reality-Based / Practical training, Crisis Intervention Training, Simunitions, VirTra (Firearms Simulator).

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

Demonstrate knowledge of laws, rules, and regulations (state and federal) regarding use of force by law enforcement officers.

Knowledge of the Department of Criminal Justice Services rules and regulations regarding officer certification requirements.

Ability to coordinate all use of force training programs, training material, and information with NVCJTA basic staff and participating agencies.

Ability to communicate effectively, both verbally, and in writing to a diverse student body.

Ability to prepare and review lesson plans and ensure that all lesson plans are kept accurate and complete.

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.

Knowledge of instruction techniques, and adult learning principles, to include the documentation of deficient performance, preferably in a law enforcement academy or a comparable agency.

Understanding of safety guidelines as an imperative component of training and the ability to follow and enforce such guidelines to avoid injury for all those participating in training functions.

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 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 critical thinking and analytical judgment in areas of responsibility.

Ability to plan, schedule, and coordinate training needs for Academy instructors related to general instruction and the Use of Force Training Program.

Ability to train, develop, 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, to include disciplinary procedures, 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.

Possess a clear and comprehensive understanding of the principles of effective leadership and their application to functions under charge. Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

### **PREFERRED QUALIFICATION:**

Minimum 3 years of experience as a law enforcement defensive tactics instructor

Possess excellent communication skills and be highly detail-oriented and organized.

Proficient with Microsoft Office programs, including Outlook, SharePoint, Word, Excel, and PowerPoint.

Experience with officer liability issues.

Well-versed in the legal aspects of officer use of force, use of force accountability, officer rights and responsibilities about the use of force.

Familiarity with Tactical Communications

Well-versed in De-escalation theory and techniques.

Gracie Survival Tactics Level 2 certification or the willingness to become certified accordingly.

Active or past training in a formal Brazilian Jiu-Jitsu program.

### **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 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 and be of good character and reputation.

## **SALARY AND BENEFITS**

The payband for the position is \$59,106 to \$98,509 and salary will be based upon qualifications. 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.**

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 ACCOMODATION**

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, sex, national origin, age, disability, or genetic information, veteran status, political affiliation, sexual orientation, or gender identity.