

Position Description:

**Major Case Management
(MCM)**

Title:

Instructor

Course Description:

The Major Case Management Course is designed for police managers, supervisors, and investigators responsible for handling and investigating major criminal cases. This course is designed to provide the skills needed to respond to and investigate comprehensive terrorist crime scenes and develop the skills necessary to evaluate and manage large scale crimes.

Description of Duties:

Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning **all** ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation as directed by the lead instructor
3. Assist, as directed, with the drafting of the End of Course Review for submission
4. As directed, assist in the administration of Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. As directed, assist in the administration of Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. As directed, assist in the administration of Course Critique and summarize results utilizing ATA approved format
7. Assist in the day to day operational activities as reflected in the program of instruction
8. Interact professionally outside of normal training hours, as directed by the lead instructor, with course

participants and training venue officials when appropriate and approved by ATA.

General
Qualifications:

1. Bachelors Degree or equivalent work experience in the field. Two years work subject matter related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case-by-case basis.
3. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidates will also be considered on a case-by-case basis.
4. Familiar with curriculum Design/Development.
5. Instructor certification from a recognized law enforcement local, state, federal or military institution.

Mandatory
Qualifications:

1. Possess a minimum of three years investigative experience in dealing with major crimes such as terrorist attacks, hostage/barricades, homicides, robberies, or other like incidents, which involved coordination of numerous resources (local, state, federal, or military).
2. Minimum of two years of teaching experience instructing Major Case Management in an adult education program, college, police agency/police training program, or military institution.

Preferred
Qualifications:

1. Training in the field of criminal investigations by a local, state, federal, or military training school (minimum of 40 hours).
2. Demonstrated operational experience in the subject area.
3. Possess a comprehensive knowledge of criminal law and rules of evidence.
4. Training in basic incident management.

Other Office/Skills
Mandatory:

1. Familiarity with Microsoft Office applications to include but not limited to:
 - a. MS Word
 - b. MS PowerPoint
 - c. MS Outlook

Other Office/Skills
Preferred:

1. Familiarity with Microsoft Office applications to include but not limited to:
 - a. MS Excel