

Class Code: H76 + 506  
City of Anaheim  
Class Specification

Classification:  
POLICE FIREARMS INSTRUCTOR I/II

Definition: Under minimal supervision, to train Police Officers in the safe and accurate handling of firearms; and to maintain a modern and safe shooting range facility including related range equipment.

Distinguishing Characteristics:

Police Firearms Instructor I: Positions in this classification perform at the entry level of the Police Firearms Instructor job series. They include employees who have some directly related experience in firearms training. Incumbents work under close supervision, and assignments are routine and repetitive in nature. Decisions are made within established procedural frameworks.

Police Firearms Instructor II: Positions in this classification perform at the journey level of the Police Firearms Instructor job series. They include employees who have substantial and directly related or prior occupational experience and perform a full range of duties assigned to the position. They work under moderate supervision with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results.

Senior Firearms Instructor: Positions in this classification are performing highly complex assignments requiring substantial previous work experience. In addition, they act as the lead person, making work assignments, reviewing work, and recommending and/or implementing disciplinary actions as required.

Examples of Essential Job Functions:

Demonstrates and instructs Police personnel in the proper firing, operation and safety method of firearms.

Develops courses of training specific to a variety of law enforcement situations and in accordance with department standards and legal requirements.

Ensures the use of the most modern firearms training techniques and equipment.

Operates a variety of video equipment for instruction purposes. Researches and arranges for purchase of modern video training tools.

Inspects, breakdown, diagnosis, repairs and maintains firearms used at the range.

Maintains inventory and storage of ammunition, gun cleaning supplies, targets, range apparatus and safety equipment.

Maintains a clean and safe range.

Instills in officers the judgement necessary for rational and defensible decisive action through the conduct of comprehensive firearms training.

May testify in court regarding firearms training provided to officers.

Performs related duties as required.

Minimum Requirements:

Police Firearms Instructor I:

Experience: Some previous experience in firearms training and range operation.

Knowledge of: Laws and directives governing use of firearms; safety methods, proper firing and operating techniques of various firearms; overall operations of a practice pistol range; effective training techniques.

Ability to: Develop and present effective firearms training courses; set up range for instructional and/or practice purposes using appropriate equipment and targets; operate video equipment for instructional purposes; inspect, breakdown, diagnose, repair and maintain firearms; maintain an appropriate inventory of supplies and equipment used in the operation of a firearms training/practice range; identify need for further training with individual personnel; effectively and safely use a variety of firearms; effectively testify in court regarding firearms training techniques; establish and maintain effective interpersonal relations and diplomacy with people.

Police Firearms Instructor II:

Experience: Journey-level experience in firearms training and in the operation of a police firearms training and practice range.

Knowledge and Ability: As noted above under I level.

Physical Requirements: Walk, stand, use both hands and arms, for long periods of time, have good night vision.

License and/or Certifications Required: Possession of, or ability to obtain, a valid California Driver's License, and a P.O.S.T. certificate in firearms training, by date of appointment.

Supervision Exercised: None

Supervision Received: Works under general supervision. Judgement is necessary in selecting appropriate established guidelines to follow. Interpretation of general administrative and operational policies or procedures is sometimes necessary. Significant deviations require prior approval.

Career Ladder Information: Experience gained in this classification may serve to meet minimum requirements for promotion to the Senior Police Firearms Instructor class.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 3/86 - Nash  
Revised 9/88 - L. Harvey  
Revised 9/90 - V. Kilmurray  
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