

FLORIDA GATEWAY COLLEGE

Job Description

DIRECTOR – PUBLIC SERVICE TRAINING

DISTINGUISHING CHARACTERISTICS:

This is a professional position responsible for the supervision of occupational credit law enforcement, corrections, EMS, and Fire Fighting programs as part of the Public Service Training Center at Olustee. An employee in this position will plan and organize programs for local and state agencies with regard to law enforcement, corrections, EMS, Fire and retraining of currently employed individuals. This individual must promote college and community partnerships, develop and coordinate programs, and oversee all reporting to appropriate agencies, such as the Florida Department of Law Enforcement, State Fire College, and EMS accrediting agencies. The individual must be motivated, organized and willing to establish strong ties with all agencies in the college service area.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Serves as the College liaison with the State of Florida and law enforcement agencies within the five county service area.

Manages the faculty and staff responsible for training.

Develops the Public Service academic plan for the year

Recommends to the Occupational Programs Vice President appropriate budgets for the department and monitors all budget expenditures for the various programs.

Supervises the programs to maintain standards, program improvement, and program upgrading.

Evaluates program plans and recommends improvements.

Ensures compliance with all applicable policies and procedures pertaining to the education of basic and continuing education officer training as outlined by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement.

Supervises the scheduling of training classes and the facilities used for training.

Support retraining needs of service area agencies.

Evaluates instructors and instructional techniques.

Supervises and supports the program coordinators

Represents the Criminal Justice Training Center in issues with the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission.

Acts as Coordinator of Basic Training in the Coordinator's absence.

Monitors Criminal Justice Standards and Training Commission issues.

Conducts informational briefings and attends speaking engagements on behalf of the College.

Reports directly to the Vice President, Occupational Programs and keeps him/her informed of all activities.

Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor’s degree in a related field from a regionally accredited institution and a minimum of seven (7) years of progressively responsible experience as a sworn officer, which should include three (3) years working in Corrections and/or Law Enforcement and at least one (1) year of management experience in Law Enforcement training. Possess an ITW certification from the Florida Criminal Justice Standards and Training Commission.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Criminal Justice Standards and Training Commission Basic Recruit Training Courses for Correctional and Law Enforcement Officers.

Possess excellent communication skills (verbal and written).

Ability to work a flexible schedule.

Ability to work in a multi-ethnic/multi-cultural environment.

ADDITIONAL DESIRED QUALITIES:

Knowledge of EMT/EMS Training and Licensure

Proficient in computer use, including Word and Excel

Understanding of the ATS information system

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without hearing aid)

Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment; some travel necessary.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

JOHN H. JEWETT

422 S.W. Cross Pointe Ct.

Lake City, FL 32024

Home phone: (386) 719-2327

EMPLOYMENT

- United States Army 1989-1992
Military Policeman
- Reached rank of Specialist
 - Combat veteran of the Gulf War
 - Performed many duties from standard patrolling to nuclear site security
 - Served in several overseas assignments
 - Served as a team leader during combat operations
- Lake City Police Department 1992-1993 Lake City, FL
Patrol Officer
- Performed standard patrol duties
 - Resigned to join Columbia County Sheriff's Office
- Columbia County Sheriff's Office 1993-2005 Lake City, FL
Sergeant
- Patrol Deputy 1993-1998
 - Field Training Officer 1995-1998
 - S.W.A.T. member 1994-2001
 - Promoted to Sergeant January 1998
 - Supervised the field training program for many years
 - Supervised a patrol shift
 - Resigned January 2005 to work for Third Circuit State Attorney
- Third Judicial Circuit State Attorney 2005-2009 Lake City, FL
State Attorney Investigator
- Perform various criminal investigations
 - Assist prosecutors with trial preparation
- Lake City Community College 1998-2009 Lake City, FL
Adjunct Instructor
- Coordinator for all night-time law enforcement training
 - Lead instructor for the police academy

Santa Fe Community College 2003-2010 Gainesville, FL
Adjunct Instructor

- Perform general instructional duties with the law enforcement program

Lake City Community College 2009- Present Lake City, FL
Director of Public Safety

- Directed all Public Safety Programs/Training for Florida Gateway College
- Supervised 4 full time employees and over 50 adjunct instructors
- Budget custodian for over \$500,000 annual budget

EDUCATION

Columbia High School 1985-1988 Lake City, FL

- Graduated with diploma

Lake City Community College 1994-1996 Lake City, FL

- A.A. in criminal justice

Saint Leo University (L.C.C.C. campus) 1996-1999 Tampa, FL

- B.A. in criminal justice
- Graduated Cum Laude
- 9 Graduate Credits toward Master's Degree

TRAINING

- F.B.I. National Academy Graduate, Session 235

- Certified State of Florida law enforcement officer
- Certified F.D.L.E. instructor in general subjects, firearms, defensive tactics, 1st Aid, and police driving.
- N.R.A. certified patrol rifle instructor
- Basic S.W.A.T. school
- Homicide Investigations
- Basic and Intermediate Police Sniper
- Critical Incident Response
- Report Writing, Radar Operator, Sex Crimes Investigations, Special Tactical Problems, and Youthful Offender.
- D.E.A. Pipeline Drug Interdiction Course
- Numerous other courses

AWARDS

- U.S. Army Achievement Medal (Three Awards)
- Medal of Commendation, Columbia County S.O.
- Certificate of Commendation (Three awards), Columbia County S.O.

CIVIC ORGANIZATIONS

- Rotary International (Board of Director's) 2006 - Present
Secretary 2010-2013
- State of Florida Banner Center for Homeland Security Board
- Team Captain for Boy Scouts of America fundraising committee
- Cub Scout Den leader
- Prior Columbia City Elementary School P.T.O. (Board of Directors)
- Prior Columbia County Safe and Drug Free School advisory council member
- Continuing guest lecturer at the University of Florida school of law