

Position Description:

**Terrorist Crime Scene Investigations
(TCSI)**

Title:

Lead Instructor

Course Description

The objective of this two-week course is to provide the participants with the skills to conduct crime scene searches, collect and process physical evidence, and to provide testimony in judicial proceedings in order to successfully prosecute members of terrorist organizations.

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
3. Draft End of Course Review for submission utilizing ATA approved reporting format
4. Administer Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. Administer Course Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. Administer Course Critique and summarize results utilizing ATA approved format
7. Responsible for the day to day operational activities as reflected in the program of instruction
8. Responsible for validating, justifying and reporting any deviations from the program of instruction.
9. Supervises and assigns daily activities for staff instructors.
10. Interact professionally outside of normal training hours 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. Five (5) years work subject matter related experience may be substituted for one year education.
2. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidates credentials will be considered on a case by case basis.
3. Specialized training shall include instructor certification from a recognized law enforcement local, state, or federal law enforcement agency.
4. Instructor certification from a recognized local, state, or federal law enforcement institution.
5. Familiar with curriculum Design/Development.

Mandatory
Qualifications:

1. Graduate of any local, state, or federal law enforcement academy.
2. Ten (10) years of experience in crime scene investigations to include the collection, preservation and processing of evidence.
3. Demonstrated operational management and administrative experience in the subject matter.
4. Graduate of an advanced criminology course(s) from any local, state, or federal law enforcement agency.

Preferred
Qualifications:

1. Understanding common terrorist tactics and emerging trends in international terrorism.
2. Possess a comprehensive knowledge of criminal law and rules of evidence.
3. Proven abilities as a crime scene technologist and experience handling major crime scene(s). Expert courtroom testimony knowledgeable in current methodologies of evidence collection, evidence preservation, and analysis.
4. Advanced training with conducting evidence collection at various terrorist crime scenes such as vehicle bombings, suicide bombings, bombings of major modes of public transportation, or other similar major crime scene investigations.
5. Experience with international student training in the subject matter field.

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