

JOB DESCRIPTION

DIRECTOR OF TRAINING:

RESPONSIBILITIES:

- 1) Coordinating all training of police in Viet-Nam.
- 2) Selecting and training local instructor personnel.
- 3) Developing screening examinations for prospective students.
- 4) Developing curriculum for recruit training, general in-service training, training in specialized areas such as leadership, traffic, identification, records systems, driver training, vehicle maintenance, radio operation and maintenance, criminal investigation, immigration service, narcotics agents, etc.
- 5) Develop and prepare use of visual aids effectively.

BACKGROUND:

- 1) Appropriate academic background.
- 2) Experience in developing training programs for a sizeable Police Academy.
- 3) Directing and supervising instructor staff.

JOB DESCRIPTION

TRAINING MAN:

BACKGROUND:

- 1) Appropriate academic background.
- 2) Ability to develop curriculum for various types of police training.

EXPERIENCE:

- 1) Should be an experienced police officer from a sizeable police department.
- 2) Should have had experience in practical police work, as well as police training.

DUTIES:

- 1) Would be expected to work under the direction of and with the Director of Training.

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FIELD MEN (5)

QUALIFICATIONS:

- 1) They should be men who have had at least 10 years experience in a good sized department, and attained the rank of Lieutenant or higher, or who have had experience as administrators in smaller departments.
- 2) They should be prepared to spend considerable time in the field - in other words, home life about that of a travelling salesman.
- 3) They must be ambitious and prepared to learn the language to live with and work with local police officials.
- 4) They must be prepared to advise in everything from records to re-organization, traffic, maintenance and operation of transportation equipment, intelligence work, etc.

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STAFF MAN:

QUALIFICATIONS:

- 1) One of the field men should have experience in staff work.
- 2) Should be interested in research, developing reports, programs, etc.
- 3) Our men, after returning from a field trip, summarize the data they have gathered. We need a research-type individual who can gather together this information and make it readily available to us and the Vietnamese Government.

All the men described above must be healthy and young enough to withstand some of the physical hardships of work outside of Saigon, besides having the qualifications mentioned in my letter.

HWH/mmd

HOWARD W. HOYT, Chief
Police Program Division