



June 2008

CRIME PREVENTION SPECIALIST

DEFINITION

Under general supervision, performs a variety of routine to complex community outreach duties in support of crime prevention efforts of the Police Department; assists in planning, coordinating, and implementing a variety of community education programs, including coordinating such programs with other agencies in the County; performs administrative and operational functions in support of assigned projects/programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief of Police. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is an experienced-level class that provides crime prevention and community outreach support to the Police Department, including assisting with planning, coordinating, and implementing community education programs such as the Neighborhood Watch, Speed Watch, and other related activities and programs. Successful performance of the work requires knowledge of Police Department functions and activities and the ability to assist in coordinating projects and programs in a variety of areas. This class is distinguished from the Public Information Officer – Police in that the latter develops and implements comprehensive community relations and public information policies and programs for the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Participates in planning and coordinating a variety of community outreach/education activities and projects in support of the Police Department's programs and services, including public safety, Neighborhood Watch, and other outreach programs.
- Speaks to groups and individuals regarding Police Department programs and efforts; participates as an active and contributing member of designated community organizations, industry specific committees/project teams, and special interest work groups as a representative of the department.
- Assists in the preparation and distribution of information about programs.
- Participates in outreach projects and activities with schools; assists and participates in educating students regarding a variety of public safety, crime prevention, and other safety programs and services; makes presentations and leads participatory discussions with teachers, students, and parents as a representative of the City.
- Assists citizens with the planning, coordinating, and implementation of existing or new neighborhood watch group programs.
- Receives inquiries and provides information to the public regarding a wide variety of crime prevention topics.

- Plans, promotes, and participates in local community events related to crime prevention and safety, including determining appropriate events and taking appropriate measures to ensure successful implementation.
- Develops information, outreach, and educational materials, including brochures, information packets, flyers, guides, handbooks, manuals, and other documents including press releases; conducts workshops and training.
- Coordinates and integrates program services and activities with other departments and City offices; develops program partnerships, where applicable, with external agencies and organizations; facilitates development of agreements for multi-agency efforts; identifies public and private resources to support program objectives.
- Monitors and evaluates performance results and effectiveness of programs and service delivery methods; makes presentations and writes reports regarding programs.
- Attends and/or participates in meetings and conferences; makes presentations to citizens groups; serves as a liaison between City and funding sources, other city agencies and the public.
- Performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Practices, procedures, and techniques of the coordination, and evaluation of crime prevention programs.
- Public/community relations, communications, customer service, and information presentation methods and procedures.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, codes, ordinances, and departmental rules and regulations.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Understand functions, principles, and practices of municipal police services.
- Coordinate crime prevention program functions and activities effectively to achieve program goals and objectives.
- Identify program deficiencies or delivery problems and develop corrective action strategies in support of established goals.
- Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Understand the organization and operation of the assigned department, program, and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.

- Effectively conduct meetings and make presentations to various groups.
- Apply sound, creative problem solving techniques to resolve difficult program issues and problems
- Plan, organize, and carry out assignments from management staff with minimal supervision.
- Prepare clear and effective reports, correspondence, and other written material.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in criminal justice, police science, communications, or a related field and one (1) year of experience performing public relations and/or community outreach functions in public or private organizations.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and at times may work in an outdoor environment during outreach efforts. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.