Crime Prevention Officer/Community Relations Coordinator

Department/Division:	Police/Administration
Reports To:	Police Captain
Provides Direction To:	Not applicable
Exemption Status:	Exempt
Date Prepared:	January 16, 2007

GENERAL PURPOSE

Under general supervision, plans, develops, organizes, implements and participates in a variety of crime prevention and community relations programs directed to adults, juveniles, senior citizens, businesses, and community groups; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position reports to a Police Captain and works largely independently in coordinating and conducting public outreach, neighborhood volunteer, and crime prevention programs. This position is distinguished from other civilian classifications by its specialized knowledge of marketing, community outreach, and crime prevention training programs and techniques.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates the Neighborhood Watch Program, prepares Neighborhood Watch Newsletter, administers Neighborhood Watch block meetings, and prepares and coordinates agendas, tips, and block captain lists for Neighborhood Watch Board meetings.

2. Develops and coordinates school educational crime awareness and safety programs involving parents, students, and school administrators; makes presentations; implements and monitors effectiveness of programs on a continuing basis.

3. Prepares and disseminates information related to crime prevention programs to community members, businesses, and City staff, including press releases, brochures, videos, and bulletins regarding events and crime alerts.

4. Coordinates and participates in various events, such as Back To School Night, Heritage Day Parade, National Night Out, church events, and related activities.

ESSENTIAL FUNCTIONS (continued)

5. Fosters relationships with the Chamber of Commerce, church groups, school organizations, local churches, and related groups and organizations.

6. Coordinates and implements Skills and Assets for Excellence (S.A.F.E.) program for sixth grade students; recruits attendees for related crime prevention programs.

7. Coordinates community outreach with other agencies, such as the Red Ribbon Program.

8. Conducts home security and business security checks; reviews building designs and blueprints to provide recommendations in accordance with the Crime Prevention Through Environmental Design Program.

9. Supervises Police Explorers at various events and prepares training resources and presents tips at bi-monthly meetings.

10. Organizes fundraisers and seeks donations or sponsorships for a variety of events.

11. Prepares burglary statistics, release for occupancy, and monthly recap reports.

12. Facilitates Community Emergency Response Team training.

13. Schedules and conducts Police Department tours.

14. Considers appropriate marketing design for materials; orders supplies.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a Bachelor's degree in communications, marketing, education, criminal justice, or related field; and three years of experience in the development and presentation of crime prevention and community service-oriented programs.

Knowledge of:

California Penal Codes and Municipal Codes; crime prevention and community awareness programs such as S.A.F.E., D.A.R.E. and Crime Prevention Through Environmental Design; law enforcement organization, operations, regulations, and practices; crime prevention programs, strategies, methods and practices; display and brochure design for program presentations; principles, methods and techniques of community relations for a law enforcement agency; media resources and operations; customer service and community relations skills; law enforcement practices and department services and programs; common public questions related to crime trends and neighborhood issues and concerns.

Ability to:

Create brochures, training materials, and informational packets; estimate materials and equipment to complete assignments and make mathematical computations; research, analyze and prepare crime prevention programs and reports; provide training and make effective oral and written presentations; plan, organize, and complete work in accordance with deadlines; exercise independent judgment and initiative without close supervision; read and interpret laws, regulations, manuals, blueprints, and other materials; establish and maintain effective working relationships with management, staff, community, school, and business representatives, media, neighborhood, community, and business groups, and others; operate computer hardware and word processing, spreadsheet, and graphics software, standard office equipment, and motor vehicle.

Special Requirements:

Possession of a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms. The employee is frequently required to walk and stand and to lift and move records and documents weighing up to 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with City management, staff, business and community groups, school representatives, media, the public, and others encountered in the course of work.

ENVIRONMENTAL CONDITIONS

The employee works in both office and field settings. The noise level is moderately quiet within the office. In the field, the employee is subject to traffic and outdoor weather conditions. Frequent driving is required to attend meetings at schools, community facilities, businesses, neighborhood groups, and with other departments. The employee is required to work extended hours in order to attend meetings with neighborhood watch groups, community associations, business groups, and various professional groups.