

## **CRIME PREVENTION SPECIALIST**

### DEFINITION

To perform a variety of clerical and technical duties related to promoting and supporting programs and activities related to crime prevention and other community-based programs; provide traffic regulation enforcement.

### DISTINGUISHING CHARACTERISTICS

This is a journey-level classification within the Crime Prevention Specialist series and lead supervision is provided by the Senior Crime Prevention Specialist. This position is differentiated from the higher class in the level of responsibility assigned to the latter, which involves overseeing and areas of program responsibility.

### SUPERVISION EXERCISED AND RECEIVED

Receives technical and functional supervision from the Senior Crime Prevention Specialist.

ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

1. Assist in developing, maintaining and supporting the Neighborhood Alert Groups, serving as the liaison between the groups, police and City personnel and others to promote problem solving efforts for the community.
2. Assist with coordinating special community events, community programs, tours of the Police Department and demonstrations and presentations of other units within the department.
3. Coordinate and participate in the design, preparation, and distribution of community brochures, flyers and newsletters.
4. Make presentations to various community and neighborhood groups, schools, organizations on safety and informational topics related to crime prevention.
5. Recruit, screen, and train volunteers in staffing various community events and resource offices.
6. Conduct security surveys for commercial and residential customers and provide appropriate recommendations for security-related enhancements.

7. Maintain supplies and materials for the Crime Prevention Unit.
8. Provide support in researching information on high profiled wanted suspects with outstanding warrants or missing persons for the apprehension or location of these individuals.
9. Research various problems and concerns from citizens and businesses; review and evaluate complaints and prepare accurate statistical and narrative reports.
10. Process fingerprint cards for potential block captain applicants and ID cards and forward to appropriate agencies.
11. Drive prisoner vans and motor home to various events as needed.
12. Direct traffic, issue citations, and mark/tow abandoned vehicles to enforce traffic regulations.
13. Respond to public and interpret laws to citizens.
14. Perform clerical duties such as answering the phone, typing, and word processing.

OTHER JOB RELATED DUTIES:

1. Perform other related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles and practices of basic crime prevention techniques.
- B. Principles of assessing the needs of the local community and community organizations.
- C. Basic functions of the Police Department.
- D. Basic crime analysis.
- E. Records management and general office skills.

Ability to:

- F. Develop and/or assist in developing crime prevention programs to fit the citizen's of the community.

- G. Interpret laws.
- H. Problem-solve to develop strategies in response to community needs.
- I. Develop and maintain a positive working relationship with community leaders, co-workers, organizations, businesses, citizens, and City departments.
- J. Compile statistical data and assist in preparation of written reports.
- K. Coordinate a variety of programs and activities related to crime prevention
- L. Communicate effectively, both orally and in writing; speak effectively in large and small group settings.

### EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience

Two years of considerable work experience in community-based or crime prevention programs with a high degree of public contact. A Bachelor's Degree from an accredited university or college with coursework in crime prevention is highly desirable.

#### Education

Equivalent to the completion of twelfth grade.

#### Licenses or Certificates

Valid California Class "C" driver's license is desirable.

### SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, lift up to thirty pounds and operate a computer. Work environment includes: working outdoors, in public meetings and standard office environment.

PROBATIONARY PERIOD: One Year

188CS  
September 2001

APP GROUP: 10

FPPC STATUS:

FLSA STATUS:Non-exempt

8/21/01