

CRIME PREVENTION SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To instruct individuals and community groups on home and business security, property identification, and personal protection, and to perform related duties as required.

CLASS CHARACTERISTICS

This is the entry level class in the Crime Prevention Specialist series. After a relatively short training period, employees are expected to perform the full range of duties specified. Assists in the coordination, design, maintenance, and presentation of crime prevention training programs, workshops and lectures about burglary prevention, neighborhood watch, disaster preparedness, rape prevention, personal safety, residential and commercial security, shoplifting, and other crime risks, and to perform related duties as required. Work in this class is distinguished from that of the Senior Crime Prevention Specialist by the complexity of assignments received. This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Perform a variety of duties involved in providing safety seminars to the community including in the areas of crime prevention techniques, practices, and opportunities, bike, car, personal, and child safety, and drug and gang awareness, robbery, retail theft, and earthquake preparedness.
- Coordinate the Neighborhood Watch program throughout the City.
- Coordinate the Crime Free Multi-Housing program throughout the City.
- Coordinate the Volunteer and Intern programs.
- Conduct residential and commercial security inspections including reviewing building and landscaping designs to determine possible crime prevention through environmental design.
- Participate in special events and presentations.
- Answer the telephone and respond to public inquiries and requests regarding educational programs, seminars, and related special events.
- Analyze crimes and statistics to identify trends and commonalities.
- Schedule meetings and meet with law enforcement personnel, outside crime prevention persons, organizations, and agencies, and the public.
- Prepare informational releases and advertisements for various forms of media including newspapers, radio, and television; make television and personal appearances.

- Prepare materials for seminars and programs including preparing flyers, brochures, visual displays, literature, handouts, and videos; scan newspapers and other mediums for relevant articles and information; review new literature and videos for use in programs and seminars.
- Participate in ride alongs with police officers.
- Conduct tours of the Police Department.
- Prepare and maintain a designated informational bulletin board.
- Prepare and maintain a variety of reports, records, and schedules.
- Perform clerical duties including typing, computer input and retrieval, and preparing letters and correspondence.
- Review DUI reports and obtain CAD entry from web view.
- Compute cost breakdown for DUI incidents.
- Determined legal blood alcohol levels.
- Receive, review, log and maintain subpoenas.
- Review and process red light violations
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic function and operation of a law enforcement agency.
- Human behavior.
- Public relations.
- Effective time management.
- Research sources and techniques.
- Basic statistics.
- City customer service objectives and strategies.

Ability to:

- Assist in the organization of group activities.
- Analyze situations and draw logical conclusions to effect the prevention of crime.
- Make the best decision in providing security information and devices to suit individual needs.
- Gather and analyze simple statistical data.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public
- representing diverse cultures and backgrounds.
- Treat City employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Experience and Training Guidelines

Experience: One year of experience working with the public preferably within a law enforcement agency.

Training: Equivalent to completion of the twelfth grade supplemented by course work or specialized training in Police Science, Administration of Justice, or Criminal Justice. An Associate of Arts degree in Evidence Technology, Criminal Justice or related field is desirable.

License or Certificate: Possession of an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment. The Availability to work any shift, weekends, holidays and overtime.

Physical Conditions: Essential and marginal functions may require maintaining physical condition for sitting, walking or standing for prolonged periods of time; climbing stairs, bending, and lifting.

Background Investigation: A thorough background investigation will be conducted which may include a psychological and polygraph exam, medical examination which may include drug screening.

Probationary Period: Incumbents in this class shall serve a probationary period of twelve (12) months.