

CITY OF GLENDALE

TITLE: Police Crime Prevention Specialist CLASS CODE: 641

REPORTS TO: Police Sergeant GRADE: 22

DEPARTMENT: Police FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Coordinates and performs a variety of community service activities related to crime prevention, and public education. Works under the general supervision of a Police Sergeant.

ESSENTIAL FUNCTIONS:

1. Designs, Develops, markets, coordinates and presents neighborhood/community public safety, crime prevention, and self-defense programs to schools, community groups, and property and business owners.
2. Researches and develops new programs, including video programs, on safety and crime prevention education; prepares literature and visual aids for programs and presentations.
3. Implements and evaluates safety education curriculums and programs used in the public schools; implements program improvements as required.
4. Coordinates community policing as a member of the Community Action Teams.
5. Provides training/special workshops for Police department and City personnel on crime prevention.
6. Researches, tracks, and prepares reports on current trends in crime prevention.
7. Develops and maintains a library reference center of materials and program outlines.
8. Develops and distributes public safety displays for the public.
9. Develops informational computerized databases of criminal activities for neighborhood watch and other crime prevention programs.
10. Prepares pamphlets, news releases and bulletins concerning public safety education messages.
11. Conducts home and business safety and security checks and offers guidance and suggestions to the public regarding life and property protection.
12. Develops and coordinates programs to solve specific neighborhood safety and crime problems.
13. Develops plans of action to slow down neighborhood deterioration and increased crime.
14. Conducts security audits for public safety buildings; communicates weaknesses to City management.
15. Maintains records of program activities and compiles statistics.
16. Attends and chairs various committees and meetings including the Community Development Advisory Council and other neighborhood organizations to promote programs and provide information.

SECONDARY FUNCTIONS:

17. Plans and monitors the work of volunteers.
18. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

The principles and practices of public education, training and research methods.
The principles and practices of public safety, and crime prevention.
Specialized terminology relative to area of assignment, applicable City codes and regulations.
Community oriented policing and the function of neighborhood groups and activities.
Current local and national crime trends; neighborhood criminal activities. .

Skill in:

Public speaking, and producing clear, concise, oral and written communications.
The application of problem solving and negotiation techniques.

Ability to:

Assess neighborhood complaints and resolve issues.
Develop ideas and plans to solve specific neighborhood problems.
Conduct security and safety audits for City facilities, commercial and residential properties.
Effectively work with and assist emotional and unpredictable individuals.
Operate audio-visual equipment such as projectors, tape recorders, slide projectors and VCR's.
Produce graphic designs, brochures, and other artwork for public presentations.
Operate computerized informational databases for tracking crime prevention information.
Establish and maintain an effective working relationship with other members of the Police Department, business and community groups and the general public.

WORKING CONDITIONS:

Work requires making oral presentations, and the lifting and transporting of audiovisual equipment.
Includes fieldwork interacting with emotional and potentially hostile individuals.

MINIMUM REQUIREMENTS:

Associates Degree in education, police science, communications, or a related field, and one year's experience in public safety education, or crime prevention.
Any equivalent combination of training and experience, which provides the necessary knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Possession of an Arizona driver's license.
Ability to work weekends and evenings.