

CRIME PREVENTION COORDINATOR

DEFINITION

Under general supervision to perform responsible crime prevention work in planning, promoting, organizing, directing and evaluating the City's crime prevention program; to oversee the work of assigned personnel; and to perform related work as required.

EXAMPLES OF DUTIES

Develops implements, directs, and evaluates city-wide crime prevention programs; assists in the evaluation of current programs, staff, and facilities and in the development of new crime prevention activities and programs; makes recommendations on matters of general practice involving the conduct of the crime prevention program; receives, reviews, and acts on information, reports, and complaints obtained through review of police activities; develops and conducts informational presentations on security systems and practices for commercial and residential buildings; plans, prepares, and disseminates media public service announcements in the area of crime prevention; prepares and presents programs to civic groups, ad hoc groups, and the general public concerning crime prevention, public education, and awareness; oversees program for commercial and home security inspections to mitigate possibility for criminal activities; publicizes City crime prevention programs through various and available community resources; develops in-service training programs; works with organized community groups and committees in the promotion and organization of programs and facilities; prepares correspondence, reports, instructional manuals, fliers, and program information sheets; maintains records and files; as assigned, provides direct leadership for special group activities and instructional programs; operates a variety of audio-visual equipment to make presentations; utilizes a variety of office support equipment and automated equipment to prepare documents and maintain information on program activities; may act as representative for the Department with school officials and community groups participating in the crime prevention program.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of a comprehensive crime prevention program.
- Community organizations and resources.
- Recordkeeping and report preparation.
- Principles of an effective public relations program.
- Research methods and procedures.

and

Ability to:

- Plan, organize, schedule, direct, coordinate, and evaluate the City's crime prevention program.
- Operate, maintain, and service a variety of audio-visual aids and equipment.
- Assess community crime prevention needs and develop programs to meet those needs.
- Make effective public speaking presentations.
- Coordinate community meetings and make presentations.
- Prepare a variety of statistical reports and publicity material.
- Research, collect, and analyze information related to crime prevention.
- Effectively represent the crime prevention activities with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

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EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work from an accredited college or university in criminal justice or closely related field is desirable.

Work Background: One year of experience in the preparation and presentation of public information preferably involving law enforcement programs and activities.

August 1992