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.
CRIME PREVENTION COORDINATOR

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.

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
CRIME PREVENTION COORDINATOR

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