



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	P-48
Last Revision:	October 1996

CRIME PREVENTION OFFICER/YOUTH SERVICES COORDINATOR

DEFINITION

Under general direction to organize and maintain crime prevention programs; to educate the public in the techniques of crime prevention, promoting citizen awareness and the use of crime prevention methods; to assist in the development of a youth center and youth related programs.

SUPERVISION EXERCISED

Receives general direction from the Police Chief.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn, uniformed position classification. Incumbents in this position work in cooperation with sworn personnel to educate the public in the area of crime prevention. Incumbents in this class have high public exposure.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and organize crime prevention programs for adults and youth in order to meet specific groups needs.

Develop, update and maintain a database system of existing and potential Neighborhood Watch areas, including establishing contact persons.

Recruit and train volunteers from both residential and commercial groups to support crime prevention activities.

Conduct public speaking presentation to community groups and organizations.

Conduct public information and media efforts in support crime prevention and youth services programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Educate the public to recognize and report suspicious activities and crimes which may be in progress.

May demonstrate security devices and alarm systems.

Compose written reports and press releases related to crime prevention and youth services.

Assist in the development of a youth center and youth related programs.

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Research grant availability.

Instruct commercial business personnel regarding burglary, shop lifting and fraud prevention.

Maintain statistical data on crime prevention activities.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic concepts, principles and techniques of crime prevention.

Organization and operation of a municipal police department.

Police department rules and regulations.

Basic principles of record keeping.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Organize and implement community based programs with minimal supervision.

Communicate effectively both orally and in writing.

Ability to:

Understand, and explain to others, laws, regulations and police procedures.

Work closely with community organizations.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of responsible experience organizing and implementing components of a community crime prevention program.

One (1) year or responsible experience organizing and implementing components of varied youth related programs.

Experience in an environment which includes extensive public contact is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in business administration, public administration or related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, and squat. Exposure to noise and outdoors.

Effective Date: October 1996