CITY OF CHINO

Crime Prevention Specialist

Definition:

Under general supervision, performs a variety of tasks in support of the Police Department's proactive crime prevention programs and community policing philosophy, and related work as assigned. These tasks include planning and presenting safety seminars for the community in the areas of crime prevention techniques, practices, and opportunities; bike, car, personal, child, and senior safety; drug and gang awareness; robbery; and retail theft.

Class Characteristics:

The Crime Prevention Specialist is a civilian position.

Essential Functions:

- Plan and implement a variety of crime prevention programs including Neighborhood Watch, Business Watch, Personal Safety, Retail Security, Fraud, and other general crime prevention programs.
- Make public presentations to groups, ranging from young children to adults; explain City policies and related programs to the public; respond effectively to citizen inquiries and prepare and maintain a variety of reports, records, and schedules.
- Prepare agenda, programs, minutes, and reports related to meetings concerning assigned programs; and attend meetings representing the City and the Police Department.
- Coordinate events including Every 15 Minutes, National Night Out, and crime prevention booths at public events.
- Conduct Police Department tours.
- Prepare, maintain, and distribute crime prevention literature and materials for programs including preparing flyers, brochures, visual displays, literature, and bulletin boards.
- Conduct residential and commercial security inspections, including reviewing building designs to determine possible Crime Prevention Through Environmental Design concerns and assist in administering the Crime Free Multi-Housing Program.
- Perform clerical duties including typing, computer input and retrieval, Power Point type presentations, and the preparation of letters and correspondence; administer budget requests.
- Assist in the administration of the Department's Citizen Academy.
- Use and prepare visual aids; exhibit initiative and use good judgment; plan, coordinate, and implement assigned programs and projects, carrying on several simultaneous assignments, with close attention to schedules and deadlines.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Some college level course work in police science, administration of justice, criminal justice, liberal arts, social science, public administration, or a related field.

Experience:

- One year of experience involving public speaking, and coordination and organization of group meetings and presentations.

Considerable knowledge of:

- Principles and practices of presentation design and delivery.
- Training and instruction.
- Record keeping.
- Data collection and report preparation.
- Budget preparation and control.
- Modern office practices and computer equipment.
- Law enforcement data bases.
- Computer applications, graphics and word processing programs.

Knowledge of:

- Criminal justice system and basic concepts of crime prevention principles and practices.
- Principles and techniques of community relations, including public speaking.
- Program development.
- Preparation of lesson plans and informational materials.

Proficient skill in:

- Operation of a computer and various hardware/software applications.

Ability to:

- Prepare and deliver effective oral presentations and programs.
- Interact effectively and sensitively with individuals from diverse backgrounds.

- Respond to inquiries and requests for information from the public.
- Analyze situations and adopt effective course of action.
- Research, collect, compile, and analyze information and data.
- Learn, understand, and apply crime related information and crime prevention measures to crime prevention and safety awareness informational and educational programs and seminars.
- Use, and edit for, correct English grammar, punctuation, and spelling.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and present reports.
- Maintain accurate records.
- Deal tactfully and courteously with internal and external customers.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Work a varying flexible schedule including weekends, weekdays, evenings, and holidays (hours/days may be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:
Category I

Employee Unit:
SBPEA (Professional, Technical and Clerical)

New: 10/24/06
Replacing Crime Prevention Specialist classification specification dated 7/20/05.
HR Drive/Classification Specifications/Crime Prevention Specialist