



CITY OF CHINO

Crime Prevention & Community Outreach Specialist

Definition:

Under general supervision, performs a variety of tasks in support of the Police Department's Readiness, Education, and Outreach Bureau. These tasks include educating the community through professional presentations and various other mediums (i.e., brochures, flyers, infographics, social media posts) in the following areas: bike, personal, child, and senior safety; anti-bullying and internet safety; drug and gang awareness; robbery and retail theft prevention; and emergency preparedness for families and businesses. In addition, assists in the planning of numerous community outreach events and meetings.

Class Characteristics:

The Crime Prevention & Community Outreach Specialist is a civilian position.

Essential Functions:

- Plan and implement a variety of educational programs, including Neighborhood Watch, Business Watch, Citizen Academy, Youth Academy, and Mentoring Alliance of Police and Students (MAPS).
- Make public presentations to groups, ranging from young children to seniors; 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: National Night Out, holiday charity events, Department Open Houses, and crime prevention/emergency preparedness booths at public events.
- Conduct Police Department tours.
- Create and distribute crime prevention/emergency preparedness literature and other media materials for programs including preparing flyers, brochures, visual displays, infographics, video clips, and social media posts.
- 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.
- Support the Emergency Management function of the organization by assisting and coordinating programs that build and foster relationships and partnerships with various community groups (citizens, businesses, faith-based groups, and other public/government agencies).
- Attend Emergency Management meetings and applicable trainings.
- Assist in the equipping and maintaining of the City's Emergency Operations Center.

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- Perform clerical duties including typing, data entry and retrieval, Power Point type presentations, and the preparation of letters and correspondence; administer budget requests.
- 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.
- Maintain prompt and regular attendance.
- 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, emergency management, or a related field.

Experience:

- One year of experience involving public speaking, and coordination and organization of group meetings and presentations; or, one year of experience involving exposure to emergency management, emergency response, or emergency preparedness responsibilities.

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.

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- Incident Command System.
- 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 courses of action.
- Research, collect, compile, and analyze information and data.
- Learn, understand, crime prevention and emergency preparedness measures to develop cohesive and thorough educational programs for the public.
- Learn, understand, and apply the Incident Command System to programs, events, and critical incidents.
- 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 – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light

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office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Employee Unit:

Depending upon assignment, Chino Police Professional Employees Association (CPPEA) or Part-time/Temporary/Seasonal.

Revised: 12/04/17

Replacing Crime Prevention Specialist classification specification dated 08/18/14.