

POLICE COMMUNITY PROGRAMS COORDINATOR

DEFINITION

To act as liaison between the Police Department, the public, and other agencies in community relations activities; to develop and implement various crime prevention and safety programs; to monitor and expand the City's Neighborhood Watch Program; and to perform a variety of administrative duties in support of departmental personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Police Department management/supervisory personnel.

Exercises technical and functional supervision over assigned personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Develop and present educational programs, speeches, and learning activities to provide information about public safety and crime prevention to a variety of audiences; arrange necessary materials, equipment, and personnel; set up for events and programs as necessary.

Coordinate and participate in various crime prevention and related programs and community activities; establish contact with and coordinate activities with public service, volunteer, and professional organizations, schools, businesses, private citizens groups, and other City departments; organize the Police Department's involvement in various requests for services from the general public.

Prepare and present media releases, public relations material, statistical information, and special reports concerning public safety, crime prevention programs, and other Police Department activities; compose newsletters and articles; maintain computer databases and other files.

Represent the Police Department to other City departments, elected officials, outside agencies, and the community; represent the City and the Police Department in a courteous, professional manner.

Participate on a variety of boards and commissions; attend meetings and make presentations to the City Council, local community, and service groups; serve as Police Department's representative on the City's Project Evaluation Committee; review plans submitted by the Planning Department; complete the referral/request for comment section for each new proposal; complete security plan for each proposal.

Assist in a variety of operational and administrative activities including setting crime prevention goals and objectives, preparation of budgets and grants, researching information and preparing reports, and providing administrative support to departmental staff.

Monitor and expand the City's Neighborhood Watch program; provide information and materials to interested parties; schedule, organize material for, and attend meetings at interested party's home; conduct Block Captain meetings; research, prepare, and distribute monthly Neighborhood Watch Update.

Recruit and train volunteers from residential and commercial groups to participate in Neighborhood Watch and other crime prevention programs and activities.

Stay abreast of new trends and innovations in the field of law enforcement and crime prevention; maintain certifications and memberships in associations as required.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of program development and administration.

Modern principles and practices of crime prevention.

Procedures, methods, and techniques used in effective oral presentations.

English usage, spelling, punctuation, and grammar.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office procedures, methods, and equipment including computers and standard word processing and spreadsheet applications.

Principles and procedures of record keeping, business letter writing, and report preparation.

Ability to:

Develop and utilize a variety of communication forms, including oral, visual, and written, including public speaking.

Maintain effective and positive communications with a wide variety of individuals and groups.

Effectively coordinate and schedule a variety of activities and projects.

Prepare clear and concise oral presentations and written reports.

Read, understand, and interpret law enforcement publications and materials.

Gather, analyze, and compile technical and statistical information and prepare reports.

Interpret and apply pertinent laws, rules, and regulations.

Understand and act in accordance with City and Police Department policies, procedures, and rules.

Respond to a wide variety of requests and inquiries from the general public.

Organize and prioritize tasks in an effective and timely manner.

Adapt to a changeable and fast-paced working environment.

Operate and use modern office equipment including a computer and standard software packages.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience:

Two (2) years of increasingly responsible experience analyzing, developing, and implementing policies and programs, preferably in law enforcement. Experience in community relations, public relations, or related field is highly desirable.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in criminal justice, law enforcement, police science, public or business administration.

License or Certificate:

Possession of a valid State of California driver's license.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an indoor environment with some work performed in an outdoor environment. Incumbents will travel to various locations throughout the City, which will require exposure to traffic and weather conditions.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk or stand for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while retrieving and/or returning files, program supplies, or equipment. Perform simple grasping and fine manipulation. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, review information, and enter/retrieve data. See and read characters on computer screen. Lift light to medium weights. Maintain mental capacity which allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.