

## **CRIME PREVENTION OFFICER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Crime Prevention Officer is responsible for developing, coordinating, and implementing a variety of crime prevention, safety, and community relations programs for the Police Department. An employee in this class manages and coordinates the following programs: Tri-Star Multi-Housing, Neighborhood Watch, Convenience Store Ordinance, Trespass Enforcement, Bicycle Registration, and Operation Identification. Crime Prevention Education Services include: Crime Prevention Through Environmental Design (CPTED), security assessments, Plat Plan reviews, Identity Theft, Adult and Child Safety Education, Drug Prevention, Cyber Safety, Elder Abuse, and Workplace Violence Education. A Crime Prevention Officer interfaces with the media, Police and/or City public information officers, and Executive City Staff regarding these programs and other City crime-related issues. An incumbent in this classification acts as a liaison between the Police Department and the community on crime-related issues and serves as an information resource to citizens and the general public. Additional duties performed include: writing program policies and training manuals; designing, writing, and producing brochures, visual aids, and other program documents; researching, providing input, and reviewing proposed City ordinances related to crime prevention, as assigned; providing instruction and training to law enforcement agencies and other organizations on crime prevention techniques; preparing and delivering oral presentations in front of public groups; coordinating, implementing, and evaluating curriculums and other various programs; preparing pamphlets, media releases, and bulletins regarding crime prevention events; preparing newsletters; maintaining statistics and preparing reports; and teaching at the police and citizen's academy. A Crime Prevention Officer typically oversees the work of volunteers who are assigned to work in a specific program area. This class is responsible for performing related duties as required.

**Distinguishing Features:** Crime Prevention Officer is a civilian classification that functions as a resource to the community on numerous topics and performs various community service activities related to crime prevention, public relations, and public education. An employee in this class may provide support to the Mayor, City Council, and Police Chief for coordinating public meetings and special events, implementing public information strategies to project a positive image of the Police Department and the City; and researching and responding to constituents' issues and concerns as requested. Special events that are coordinated by a Crime Prevention Officer include Getting Arizona Involved in Neighborhoods (GAIN). A Crime Prevention Officer often represents the Police Department on a board, task force, or committee related to crime prevention. An incumbent is required to become certified in CPTED. Considerable knowledge of the Police Department, its objectives, and the principles and techniques of public relations/information is essential in identifying and responding to current public safety and City policy issues. The nature of the work involves interpretation and explanation of departmental rules, City Ordinances, Arizona Revised Statutes, and Criminal Codes to the public. This class is allowed considerable independence of action with work being reviewed by a sworn supervisor through periodic conferences, review of final product, public feedback, and results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Public Relations, Communications, Criminal Justice, Education, Social Work, Marketing, or related field. Considerable (3 - 5 years) experience in progressively-responsible public relations and public contact work. Experience and/or training in public speaking.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire or promotion date. Must possess Crime Prevention Through Environmental Design (CPTED) certification within two years of hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Good (1 - 3 years) public contact experience in a law enforcement/public safety environment is preferred. Experience dealing with landlord-tenant issues is preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, reporters, community, church and civic organizations, neighborhood organizations, task forces, committees, public officials, management, other City employees, business owners, contractors, and vendors in order to coordinate a program, disseminate information, and provide assistance. Gives presentations to various groups. Instructs and trains others in a classroom setting on various topics including property management principles, crime prevention issues/functions, and Neighborhood Watch. Prepares written documents including: program policies, training curriculum, flyers, bulletins/manuals, media releases, reports, pamphlets/brochures, proposals, operating procedures, security assessments, and newsletters with clearly-organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and other standards/guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations, attend meetings, and research community issues related to crime prevention. Conducts home and business security checks, including CPTED assessments. Operates a variety of standard office equipment including: calculator, fax machine, copier, personal computer (PC), and brochure folding machine. Operates various audio-visual equipment such as projectors, tape recorders, media screen, public announcement (PA) systems, camera, and light meter. Enters data or information into a PC or other keyboard device. Prepares and updates schedules, graphs, charts, or props for displays and presentations. Prepares boxes/bundles of forms, mail, pamphlets, and newsletters for distribution and mailing. Moves classroom equipment and

materials using a handcart/dolly. Carries objects such as projectors and screens for distances up to 100 feet. Sets up and/or removes folding tables, chairs, and canopies for training and various events. Stands for extended periods of time to make presentations. May work in a variety of weather conditions and at night while performing CPTED assessments, Neighborhood Watch presentations, and other Crime Prevention duties.

**Mental:** Plans, organizes, and directs the activities of a community relations/crime prevention program. Supervises and evaluates the work of volunteer personnel. Prioritizes and assigns work to volunteers and prioritizes own work. Resolves procedural, operational, and other work-related problems by conducting assessments, holding meetings, sharing information, and making recommendations. Coordinates work activities, program functions, and special events with other City departments, cities, and agencies. Develops policies and procedures, plans, and short- and long-term objectives for a program. Conducts research and analyzes data including recognizing crime patterns through reviewing police reports and crime statistics to provide information to the public or evaluate the effectiveness of a program. Plans and executes media conferences including logistics, media notification, and speech preparation. Performs mathematical and statistical computations for statistical reports and cost analyses for program materials. Comprehends and makes inferences from written material including statutes, ordinances, police reports, articles, and police operating procedures. Understands and interprets blueprints, schematic drawings, layouts and other visual aids to check CPTED feasibility studies and make recommendations regarding CPTED principles. Learns job-related material in a classroom setting or on the job regarding crime prevention, community-oriented policing, and public speaking.

**Knowledge/Skills/Abilities:**

Knowledge of:

the general theories and complex principles and practices of public relations, public information and basic communication techniques;  
crime prevention and public safety programs;  
instructional theory and techniques;  
community-oriented policing;  
research techniques, methods, and procedures;  
current usage of the English language and various journalistic styles;  
techniques of publication preparation, and design of brochures, displays, and visual aids; and  
the principles, techniques, and methods used in preparing news releases and publications.

Skills in:

effectively communicating with the general public in adverse situations;  
giving oral presentations;  
organizing a program or major event; and  
producing graphic designs, brochures, and other materials for training programs or public presentations.

Ability to:

provide expertise/consultation on joint projects outside the City of Mesa jurisdiction with other municipalities, national organizations, and associations;  
interact tactfully and courteously with the public, and cope with emotionally tense situations;  
identify and respond to public and City Council issues and concerns;  
schedule and facilitate meetings;  
operate computerized informational databases for tracking programs and related information;  
keep accurate records and prepare reports;  
meet deadlines and handle multiple tasks simultaneously;  
handle negative comments and feedback from the public effectively; and  
establish and maintain an effective working relationship with coworkers, supervisors, community groups, volunteers, personnel from other departments or agencies, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 34-200

PAY GRADE: 49

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