

COMMUNITY SAFETY SPECIALIST

DEFINITION

Performs a variety of non-sworn technical and paraprofessional office and field duties in support of law enforcement crime prevention and community safety activities; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Community Safety Specialist receives general supervision from a sworn command officer, although work is performed independently. No direct supervision is exercised, although training and guidance may be provided to volunteers assisting with assigned programs.

CLASS CHARACTERISTICS

This single-position class performs law enforcement and police support duties specifically targeted to informing the community and businesses in techniques for preventing crime and increasing safety awareness. Successful performance of the work requires the ability to interface with people from various socio-economic, cultural and ethnic backgrounds, in both individual and group settings. This class is distinguished from Community Services Officer by the emphasis on crime prevention, safety education and the requirement for a broad knowledge of law enforcement functions and activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements a broad crime prevention program applicable to all segments of the community, including residents, property owners and business proprietors.
- Compiles and reviews felony and misdemeanor crime reports and statistics to determine targeted groups and areas for the most effective promotion of the program.
- Develops educational, informational and promotional materials for dissemination throughout the City.
- Establishes and maintains a liaison with community, school and business organizations as a representative of the City and the Police Department.
- Makes presentations before community groups, homeowner associations, public service agencies, senior, disabled and school groups and City staff.
- Inspects residential and business sites to determine vulnerability for criminal activity; recommends facility and landscape modifications to minimize possible exposure.
- Prepares articles and presentations for the media; writes a periodic newsletter for media dissemination; maintains an inventory of crime prevention pamphlets and information for distribution at City sites and special events.
- Coordinates and presents crime prevention workshops for merchants.
- Represents the City and the department at local and regional meetings regarding crime trends and prevention; monitors technological changes and programs and projects of other communities for possible implementation in the City.
- Follows-up with crime victims to provide support and assistance in preventing future crime incidents.

- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Uses appropriate databases and software to compile information from various sources and prepares correspondence, reports and other written materials.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of crime prevention, including social and environmental factors.
- Sources of information regarding crime prevention and mitigation programs, such as neighborhood watch.
- Functions, principles and practices of law enforcement agencies.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic and basic statistical techniques.
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work.
- Standard office practices and procedures, including records management and the operation of standard office equipment.
- Techniques for making effective public presentations and representing the City at local and regional meetings regarding crime trends and prevention.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Developing and implementing effective crime prevention and public safety program and projects for a varied population.
- Preparing effective informational and educational materials relating to assigned programs.
- Interpreting, applying and explaining policies, procedures and regulations.
- Attending to multiple activities simultaneously.
- Organizing own work, setting priorities and meeting critical deadlines.
- Compiling and summarizing information to prepare clear and accurate reports.
- Maintaining accurate records and files.
- Typing or word processing at a rate sufficient to perform assigned duties.
- Making effective public presentations as a representative of the City and the department.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to possession of an Associate of Arts degree or completion of two years of college with major coursework in criminal justice, law enforcement or a field related to the work and two years of office or field experience in dealing with the public. Experience in a law enforcement agency is highly desirable.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Working Conditions:

Must pass a detailed background investigation. May be required to work holidays, weekends and off-hours to make presentations and meet with groups.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, to visit and investigate field settings and to drive a motor vehicle; strength and stamina to lift and carry 25 pounds; vision to read printed materials and a computer screen and to observe criminal and related sites;; and hearing and speech to communicate in person and over the telephone.