

CRIME PREVENTION TECHNICIAN

DEFINITION

Under supervision, performs a variety of non-sworn office and field duties to support the Police Department's Crime Prevention and related community outreach programs and strategies; works closely and collaboratively with the community and plans, organizes and coordinates activities and projects in support of crime prevention efforts; develops communication strategies and prepares material including social media campaigns; assists in educating the community by providing crime prevention training and conducting security inspections and design review; and performs other related work as required.

DISTINGUISHING FEATURES

This is a specialized non-sworn classification that is responsible for performing a wide range of duties in support of crime prevention and related community outreach efforts of the Police Department. Incumbents of this class perform specific assignments in accordance with departmental policies and procedures. Initially, supervision and training are given in detail and as the incumbent becomes more capable, the incumbent will work with a higher degree of independence with only occasional instruction or assistance provided. Actual responsibilities may vary based on operational needs of the department. This classification is distinguished from other non-sworn classifications in the Police Department by its specialized and primary focus working on proactive crime prevention efforts and coordinating associated community based volunteer programs.

EXAMPLES OF DUTIES

1. Plans, organizes, and coordinates Crime Prevention Programs and activities including Neighborhood Watch, Business Watch, Citizen's Academy, Alameda Bike Safety, and other community outreach programs.
2. Coordinates the Police Department's volunteer program and collaborates with others to provide valuable support to a wide variety of police and community events; recruits, screens, and trains community volunteers.
3. Prepares and develops communication campaigns and marketing strategies and makes presentations throughout the local community on crime prevention topics in person and using a variety of digital and social media platforms including Facebook, NIXLE, and Twitter.
4. Assists with improving community engagement and crime prevention efforts through the use of in person and social media discussions to facilitate proactive and positive interactions within the community.
5. Serves as the liaison between community groups, police and City personnel and others to promote problem solving efforts to reduce criminal activity throughout the community.
6. Performs residential and commercial security inspections; reviews building and landscape designs to determine crime prevention concerns; and makes recommendations for security related enhancements.
7. Measures, tracks, monitors and reports on crime prevention activities and community engagement effectiveness; as well as monitors other trends in public engagement, sentiment or other critical community matters.
8. Attends and represents the Police Department at a variety of community activities, meetings and/or events as assigned; and participates in a variety of Police Department activities, services, and functions.
9. Maintains up-to-date knowledge of current methods, practices, systems, equipment and trends pertaining to law enforcement and crime prevention; and attends and provides crime prevention training as needed.
10. Researches, compiles, prepares and distributes a variety of material including flyers, brochures, visual displays, reports, and other documents.
11. Establishes and maintains various records and complex record keeping systems; uses computers and standard office and specialized software and applications.
12. Performs departmental administrative activities as required; answers phones and public inquiries; and maintains supplies and material for the Crime Prevention and volunteer programs.
13. May provide lead direction and training to assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school. College coursework or training related to law enforcement, criminal justice, crime prevention or related field is highly desirable.

Experience: Two years of work experience involving public contact and performing program administration activities which included developing informational materials, making presentations, and coordinating community-based and/or volunteer activities. Work experience directly supporting police department or crime prevention program activities is preferred.

Knowledge

Knowledge of organization and functions of a municipal law enforcement agency; modern crime prevention methods, principles, practices, techniques and inspections; basic crime analysis techniques; public outreach, marketing, and program development methods; principles of public speaking and audience appropriate presentation and graphic design techniques; community outreach and social media platforms and engagement opportunities; education and training methods; techniques to plan, organize and coordinate multiple activities, schedules, and projects; methods and practices of activity and volunteer tracking and coordination; applicable federal, state and local laws, codes and regulations; modern office practices, procedures and equipment including computer technology and designated operating programs and software; safe work practices and procedures.

Ability

Ability to effectively coordinate, administer and perform non-sworn police work associated with crime prevention, volunteer and other department functions; perform assignments which include clerical, administrative and technical work; engage the community and problem solve to develop strategies in response to crime prevention and community needs; identify process and program efficiencies and implement improvements; speak effectively in large and small group settings; operate computer equipment, a variety of office equipment and specialized police department equipment including designated computer systems and software; read, interpret, apply and explain complex codes, regulations, and laws; apply analytical skills in the performance of duties; use initiative and exercise independent judgment; plan and organize work, set priorities, meet multiple deadlines, and make sound decisions focused on achieving goals; establish and maintain complex and sensitive records and recordkeeping systems; design and prepare audience appropriate written, print and digital materials; perform basic math and statistical calculations, and prepare reports; effectively communicate verbally and in writing; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, other agencies, and the public.

OTHER REQUIREMENTS

Special Requirements

Willingness and/or ability to work rotating shifts, including nights, holidays and weekends; work irregular duty assignments; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; successfully pass a background investigation; work alone; attend educational and training sessions as required; travel out of town for one day or more.

Physical and Mental Health

Candidates considered for appointment must pass a job related medical examination including a drug screening, have vision correctable to 20/30 and have normal color vision and hearing. Incumbents must demonstrate a state of physical and mental health consistent with the ability to perform assigned duties.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Other Desirable Qualifications

Successful completion of either the Basic Crime Prevention Officer Training offered by the California Crime Prevention Officers' Association (CCPOA) or a National Crime Prevention Association (NCPA) Basic or Advanced Certification.