

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: CRIME PREVENTION SPECIALIST

DEPARTMENT: POLICE

BASIC FUNCTION:

Under general supervision, to organize, coordinate and implement the city's Crime Prevention Program; to perform community relations activities; and to perform other related duties as assigned.

KEY RESPONSIBILITIES:

Develop, implement and maintain community action programs, such as Neighborhood Watch Programs, including recruitment of volunteer block and district captains and area coordinators, coordination of meetings, and maintenance of records and assignments.

Promote community awareness of crime prevention through media and newsletters, events, including designing and producing educational materials, writing press releases and organizing and participating in special community events.

Organize and develop crime prevention strategies, including developing educational programs, working with officers in follow-up activities after crimes are committed, conducting needs assessment and surveys, and developing reports for information to the public.

Review and compile written reports on all blueprints submitted to the city for compliance regarding Crime Prevention through Environmental Design (CPTED); inspect commercial projects, schools, housing developments and others, and recommend techniques to improve environmental security.

Speak at community meetings, schools and to other groups regarding crime prevention and awareness.

Prepare reports and program evaluations; compile and analyze crime report statistics.

Oversee compliance with the city's alarm system municipal code, including coordination of the city's contracted agent and alarm user penalty disputes.

Monitor and update the unit's budget.

Conduct residential and commercial security surveys, including reviewing blueprints, inspecting facilities on-site, and providing information about security systems.

Represent the city's Police Department in meetings with other agencies, taskforces, and committees related to crime prevention programs.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Crime prevention programs and practices.
- City of Carlsbad Police department policies and procedures.
- Crime Prevention through Environmental Design program elements.
- Automated and manual record keeping and reporting systems, procedures and methods.

Ability to:

- Analyze program effectiveness and make recommendations.
- Prepare and maintain records and reports.
- Utilize computer software programs to maintain or prepare promotional materials, newsletters, or flyers as necessary.
- Make oral presentations to groups.
- Understand and carry out oral and written directions.
- Work independently without close supervision.
- Effectively communicate both orally and in writing.
- Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background may include:

Equivalent to the completion of high school supplemented by courses in administration of justice, community relations or police science, **and** three years of progressively responsible work experience involving frequent contact with the public. Additional experience in a police-related area or vocational and/or college level coursework in criminal justice are desirable.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License and evidence of insurability are required.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret statistical data, information and documents; analyze and solve problems; use and apply reasoning and statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, the public and others encountered in the course of work.

The incumbent works under typical office conditions and the noise level is usually quiet. The responsibilities require driving to site locations for inspections, meeting with other staff and the public on a regular basis. The incumbent is also expected to participate in evening meetings and weekend events to make presentations as necessary to encourage participation in crime prevention programs.

DATE APPROVED: July 18, 2000