

City of San José

CRIME PREVENTION SPECIALIST (FT) (2231)
CRIME PREVENTION SPECIALIST (PT) (2232)CLASS PURPOSE

Under general supervision performs work of moderate difficulty acting as liaison for the Police Department by working closely with the community in supporting and developing those activities and programs related to crime prevention and associated activities. Performs related duties as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Meets with community members in attempting to resolve neighborhood disputes, grievances, and other related social problems; identifies social conditions responsible for generating neighborhood disputes and takes appropriate action.
- Prepares and delivers lesson plans relative to the prevention of various crimes to include: burglary (residential and commercial), robbery, shoplifting, internal theft, fraud, credit card and check abuse, rape and sex-related crimes, and personal protection.
- Participates with business and community members in designing crime prevention programs to meet specific needs to include recommending specific prevention apparatus, such as locking devices, alarm systems, and lighting systems.
- May participate in the investigation of official complaints by accompanying the investigating officer, performing an educational role by interpreting the policy and procedures of the department, and explaining the conclusions arrived at as a result of the investigation.

DISTINGUISHING CHARACTERISTICS

This is the single class in the Police Community Relations series. This class differs from Police Officer in that incumbents of the latter have a more responsible and broader function in reacting to apparent criminal actions and the direct preservation of life, limb, and property.

QUALIFICATIONSMinimum Knowledge, Skills, and Abilities

- Knowledge of the principles of counseling and guidance.
- Ability to communicate effectively, both orally and in writing.
- Ability to make presentations to individuals and groups of diverse ages and composition.

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- Ability to analyze various types of community relations problems and make recommendations for alleviation.
- Ability to relate to individuals at all socioeconomic levels across
- cultural lines.
- Ability to prepare complete and accurate reports.

Competency Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of crime prevention.
- Knowledge of the availability of social services aid from local, State and Federal agencies as they pertain to housing, medical aid, and counseling services.
- Knowledge of the basic functions of the Police Department.

Education

Completion of two years of course work at an accredited college or university, including courses in the social sciences.

Experience

One year of experience in work concerned with the improvement of inter-group relations, delinquency prevention, community welfare, social development, community relations programs, or developing lesson plans and classroom teaching.

Acceptable Substitutions

None.

Licenses/Certificates

Possession of a valid California driver's license.

(Formerly Community Relations Representative)
(5/22/80), (Ret. 7/1/85), (F/T added 3/91), (Rev. 7/97)
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