

CITY OF HAYWARD

CRIME PREVENTION SPECIALIST I/II

DEFINITION

To perform a variety of non-sworn professional duties related to crime prevention community education, and security awareness including to plan, coordinate and facilitate neighborhood and community programs, activities, and events and work with various groups, committees, and community leaders; to problem solve, strategize and promote police and community partnerships and communications; and to provide professional support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Crime Prevention Specialist I – This is the entry level class in the professional Crime Prevention Specialist series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Crime Prevention Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Crime Prevention Specialist II - This is a journey level classification in the professional Crime Prevention Specialist series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED

Crime Prevention Specialist I:

Receives general supervision from (provide POSITION), or assigned management.

Crime Prevention Specialist II:

Receives direction from (provide POSITION), or assigned management.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Act as a liaison between the Hayward Police Department and the public; perform a variety of duties related to crime prevention, community education, and awareness.

Problem-solve, strategize and promote police and community partnerships and communications by bringing safety, education, awareness, outreach and training to the community; research various problems and concerns from citizens and businesses, non-profit organizations, and special groups such as youth and seniors.

Plan, coordinate, organize, develop and facilitate a variety of community and neighborhood programs, meetings, events and fairs; coordinate and plan tours of the Police Department; coordinate demonstrations and presentations to the public related to the functions of units within the Police Department.

Coordinate and communicate with, maintain and increase participation of block captains, community leaders, business and neighborhood watch groups; assist with multi-housing programs and related community interest groups.

Make outreach presentations for various community and neighborhood events, groups, schools, and organizations of informational topics related to crime prevention, security and safety; coordinate, promote and facilitate a variety of Community Academy activities

Recruit, screen, train, oversee, and coordinate activities of volunteers; conduct background checks on ride along applicants and coordinate scheduling of approved ride alongs.

Conduct security surveys for commercial and residential customers and provide appropriate recommendations for safety/security-related enhancements.

Research, maintain, update and participate in the design and preparation and distribution of literature and materials including brochures, flyers, newsletters, alerts, visual displays and related materials.

Provide support to research information on high profiled wanted suspects with outstanding warrants or missing persons for the apprehension or location of these individuals.

Research, analyze and identify information related to crime patterns; compile statistics; distribute information to patrol and investigative staff; process fingerprint and ID cards and forward data to appropriate agencies.

ESSENTIAL DUTIES (continued):

Create, input, update and/or revise files, databases, records, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items, as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Review, evaluate and respond to concerns and complaints of the public; prepare accurate statistical and narrative reports; assist to interpret laws to citizens.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Crime Prevention Specialist I:

Knowledge of:

Methods for clear, accurate writing and the presentation of information and data in a variety of formats.

Principles and practices of public speaking and presentation design.

Methods and procedures for managing social media platforms.

Principles and practices of public organization; and basic methods and procedures of administration.

General principles and practices for effective police/community relations.

Ability to:

Perform a variety of non-sworn professional duties related to crime prevention, community education and security awareness including to plan, coordinate, and facilitate neighborhood and community programs, activities, and events and work with various groups, committees and community leaders and to problem-solve, strategize and promote police and community partnerships and communications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist I (continued):

Ability to (continued):

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Learn principles and practices of basic crime prevention techniques and crime analysis.

Learn principles and practices to assess the needs of the local community and a variety of community organizations.

Learn the basic functions of the Hayward Police Department.

Learn to utilize departmental guidelines to analyze requirements and resources, and to follow through in assigned areas.

Learn to operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.

Learn to problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.

Learn to research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.

Learn to track and monitor funds, donations and expenditures as assigned.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist I (continued):

Ability to (continued):

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted during the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Crime Prevention Specialist II:

In addition to the qualifications for the Crime Prevention Specialist I:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of basic crime prevention techniques and crime analysis.

Principles and practices of assessing the needs of the local community and a variety of community organizations.

Basic functions of the City of Hayward Police Department.

Ability to:

Utilize departmental guidelines take initiative, analyze requirements and resources, and to follow through in assigned areas.

Operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.

Problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Crime Prevention Specialist II (continued):

Ability to (continued):

Research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.

Track and monitor funds, donations and expenditures as assigned; plan for purchase orders and purchases; submit requisitions and invoices for reimbursement.

EXPERIENCE AND EDUCATION

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

Crime Prevention Specialist I:

Experience: Some technical experience in working with community organizing, event planning, social media management and public speaking, is desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in crime prevention or a related field.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License.

Crime Prevention Specialist II:

In addition to the qualifications for a Crime Prevention Specialist I:

Experience: Two (2) years of responsible experience similar to Crime Prevention Specialist I with the City of Hayward.

Licenses and Certificates: Possession of a P.O.S.T. Crime Prevention Through Environmental Design (CPTED) certificate is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk,

SPECIAL REQUIREMENTS (continued):

reach, bend and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

TBD

September 2001

Revised July 2018

FPPC STATUS:

FLSA STATUS: Non-exempt