CITY OF ONTARIO

CLASS CODE 3244 GROUP 5
DEPARTMENT REVIEW VS DATE 1-25-99
PERSONNEL APPROVAL [signature]
EFFECTIVE DATE 1/28/99
SUPERSEDES 05-12-96

CRIME PREVENTION SPECIALIST

DEFINITION

This is specialized work in various non-safety assignments for the Crime Prevention Bureau of the Police Department. Under general supervision, this position is responsible for contacting all victims of burglaries and counseling them in the protection of their homes and contacting and making inspections of business to advise people in the protection against armed robbery and bunco crimes. Work is subject to review through observation and study of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Sets up special meetings on burglary and crime prevention and presents lectures; shows films and slide shows at meetings; develops and updates literature on crime prevention; maintains electric engravers and installation kits for locks for loan to the public; sets up and conducts Neighborhood Watch programs; sets up Neighborhood Block Captain programs; develops displays with up-to-date material on crime prevention; writes newsletter for Neighborhood Block Captains and residents; coordinates and participates in police awareness programs for schools within the city.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from high school, supplemented by college coursework in public speaking, community relations, or related field; one (1) year of work experience or training in crime prevention methods and practices;

Knowledges: knowledge of automated data systems.

Ability to: speak and write effectively; conduct survey work within the community; work independently and with minimal supervision; conduct meetings and make presentations to community and other groups; gather, summarize, and analyze data, and prepare administrative reports; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

License or Certificate: possession of a valid California Class C driver's license;

Special Requirements: ability to work flexible hours, including evenings and weekends as required.

Desirable: Ability to speak Spanish.