

## Crime Prevention Representative

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class provide community education, outreach and support related to crime prevention.

### Crime Prevention Representative - 30000308

#### Distinguishing Characteristics

The journey level of this class typically organizes, coordinates and supports residents and businesses in problem-solving efforts related to public safety, crime and neighborhood livability.

#### Typical Duties/Examples of Work

1. Educates, trains and informs residents and businesses about crime prevention and neighborhood livability, including strategies, issues and techniques.
2. Serves as liaison with community groups, organizations and other agencies to build community policing networks, and to develop public safety strategies; provides staff support to city-wide crime prevention committees and projects.
3. Researches, plans, develops and implements crime prevention and community policing projects and programs to address public safety needs; tracks problems, crime statistics and police activities.
4. Organizes and mobilizes residents and businesses to create community policing networks; develops and maintains good neighbor agreements and community policing partnerships.
5. Performs community outreach functions, including facilitating and attending community meetings, conducting community surveys, and developing media relations and outreach materials.
6. Organizes and directs citizen efforts to abate crime and public nuisance issues such as street prostitution, youth violence, street drug dealing and aggressive panhandling; provides assistance with property crime issues such as car prowls, vandalism, graffiti, auto theft, residential burglary patterns and other issues.

- 7. Recruits, oversees and directs the work of volunteers.
- 8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: community resources

Ability to: establish and maintain effective interpersonal relationships with a diversity of others; resolve conflicts and mediate disputes; diffuse difficult situations; develop, implement and deliver training; oversee and direct the work of volunteers

Skill in: oral and written communication; meeting facilitation; community organizing and outreach techniques

**Special Requirements**

Valid driver's license

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study

This class is composed of the following classes:

5183 Crime Prevention Rep Adopted 02-17-76;

Revised 01-24-94 (Updated format, Summary, Examples of work and KSA's);

Revised 02-15-94 (Updated KSA's)

June 2009 - Change Job Class number from 5183 to 30000308, due to system change.

**Crime Prevention Program Administrator - 30000309**

**Distinguishing Characteristics**

The senior journey level of this class typically manages a specialized crime prevention and community education program, including program design, development and implementation. It is distinguished from the Crime Prevention Representative by its development and management of programs and funding addressing the special needs of vulnerable populations or a geographical area, and by representing the Bureau and the City to the community, outside agencies and the public on specialized crime prevention issues.

**Typical Duties/Examples of Work**

1. Develops program goals, policies and procedures for a specialized crime prevention and community education program; implements program.
2. Researches and designs curriculum and training programs; designs and delivers training, workshops and presentations to a variety of audiences.
3. Recruits, hires, trains, oversees and directs Bureau and non-Bureau paid and volunteer staff providing direct services to the community; provides a variety of support and facilitation to volunteer staff; provides lead direction to program support staff.
4. Designs, secures and administers grant funding; develops and administers program budget.
5. Represents the Bureau and the City to the public and serves as program liaison.
6. Creates coalitions and builds partnerships between the public, other agencies and the private sector; provides technical assistance to other agencies.
7. Coordinates neighborhood based public safety councils by recruiting members, establishing goals, policies and procedures, facilitating a needs assessment process, working with member agencies to develop and administer safety plans, and determine how best to use available resources.
8. Provides a variety of general program administration, such as logistics, needs assessments, promotions; oversees database maintenance activities and maintains program records; prepares a variety of documents, reports, ordinances, contracts, brochures and proposals.
9. Researches public safety concerns, collects and analyzes statistics, and develops public safety surveys, tools, programs, databases and reporting mechanisms in response to the concerns.
10. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: laws, rules and regulations related to specific crime prevention program, vulnerable population, or a geographical area; criminal justice system; social service networks; public entitlement programs; community policing; community organizing techniques and methods; effective principles and practices of leadership; population-based research and related statistical methods.

Ability to: secure and administer funding; design and administer programs; schedule and assign the work of others; conduct community assessments or needs assessments.

Skill in: developing and delivering effective presentations and educational programs to diverse groups; volunteer recruitment and management; demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work; forming effective coalitions and partnerships; group facilitation; technical and professional writing; database management and electronic delivery methods.

**Special Requirements**

Valid driver's license

**Classification History:**

Adopted: 2-03-99: Class created as a result of DCTU Classification and Compensation Study 1998-99.

Revised: 7-22-03: edited class specification to more clearly define duties and requirements.

June 2009 - Change Job Class number from 5185 to 30000309, due to system change.

**Working Conditions**

Work in this class is typically performed in an office and field environment. Incumbent is typically required to work outdoors in all weather conditions; and to deal with distraught, difficult or hostile individuals.