



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: CRIME PREVENTION SPECIALIST**

**BARGAINING UNIT:** [CIV MANAGEMENT](#) **CODE NUMBER:** 0155

**PAY RANGE CODE:** [7.1MC](#) **REVISION DATE:** 5/31/18

## **NATURE OF WORK:**

This is an intermediate level professional position in crime prevention with the Omaha Police Department. Responsibilities include community education through programs and promotions, assisting in organizing and coordinating the Neighborhood Watch groups, work cooperatively with Neighborhood Associations and Alliances, and assisting with recurring criminal issues in the assigned area. Work also involves coordinating other activities as directed by the Chief of Police regarding crime prevention programs, such as creating, implementing, and presenting programs and promotions, and working as a liaison between community groups and the Police Department. Work is performed under general supervision of the assigned Precinct Captain.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists with the coordination of the Neighborhood Watch groups, and other groups, organizations, or activities as directed by the Chief of Police regarding crime prevention which includes organizing, attending, and facilitating meetings.

Works as a liaison between the associations and watches and the Omaha Police Department Uniform Patrol Bureau.

Coordinates Precinct Advisory Councils.

Assists the associations and watches in the design and implementation of crime prevention goals, objectives, and strategies.

Provides the public with education regarding crime prevention in order to reduce crime in the assigned precinct.

Works collaboratively with uniformed officers to address recurring criminal issues facing citizens in the community and uses discretion effectively to determine the proper course of action.

Researches criminal statistics to determine which areas are facing increased criminal activity and assist command with coordinating efforts to reduce or prevent recurring crime.

Plans and hosts community policing events to improve the relationship between the community and department. May also be responsible for coordinating and supervising volunteers.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of crime prevention methods and strategies.

Knowledge of community agencies and available resources.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications (word processing, spreadsheets and databases) appropriate to the assigned tasks.

Knowledge of and ability to effectively navigate social media networks and websites including but not limited to Facebook, Twitter, YouTube, Flickr, Instagram, Wikis, and blogs.

Ability to learn Omaha Police Department standard operating procedures regarding crime prevention and develop basic understanding of officer response, laws, statutes and ordinances.

Ability to effectively communicate with citizen groups, Omaha Police Department personnel, and public and private agencies and individuals.

Ability to establish and maintain effective working relationships with fellow employees, citizens groups, representatives of public and private agencies, and members of the general public.

Ability to work cooperatively with sworn and non-sworn personnel.

Ability to work with diverse groups.

Ability to plan and coordinate meetings.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to document, evaluate and monitor neighborhood data and crime statistics.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit and use hands to grasp, handle, or feel from 76 to 100% of the time and to stand up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds 0 to 33% of the time, and objects up to ten (10) pounds 34 to 66% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

One (1) year of experience making presentations, organizing meetings, and general office work.

OR

An equivalent combination of education and experience.

**SPECIAL QUALIFICATIONS**

Must be available to work varying evenings, nights, and weekends.

Must be able to transport oneself or coordinate transportation to work sites throughout the city during the course of the work day.

The ability to speak fluent Spanish is highly desirable.

Must submit to a background investigation.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Fax machine  
Scanner

Typewriter  
Copier  
Portable Radio

Printer  
Audio visual equipment

Previous Revision Date(s): 6/26/95  
7/28/16