CLASSIFICATION TITLE: THREAT ASSESSMENT AND CRISIS INTERVENTION TEAM (TACIT) PROJECT COORDINATOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0060

PAY RANGE CODE: 18.1 MC REVISION DATE: 3/28/19

NATURE OF WORK:
This position in the Omaha Police Department (OPD) plans, coordinates, develops, manages, and implements the TACIT training program. Manages all related grant responsibilities and data integrity, serves as the link between community providers, school districts, consumers, mental health professionals, and law enforcement, and participates on the TACIT team. This position reports to the Deputy Chief of Police-Executive Services Bureau.

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.)

Coordinates and conducts TACIT training for those working in school security, criminal justice field, and mental health response; schedules and coordinates the TACIT program.

Develops and maintains a list of instructors for each training segment to meet the needs of the TACIT program.

Assists the TACIT team with the revision and further development of the TACIT training curriculum to meet the needs and demands of the community, school districts, mental health professionals, and law enforcement agencies.

Prepares all training announcements, schedules, logistics, and class materials.

Assists with the development and expansion of the TACIT program to include policies, procedures, operations manual, and social media expansion.

Manages quality assurance processes related to the TACIT program and grant.

Collects and maintains information and data.

Maintains familiarity and compliance with TACIT grant requirements.

Maintains accurate tracking system of all TACIT members by class and agency.
Compiles evaluation results of feedback from the TACIT classes. Uses feedback to adjust classes as necessary.

Prepares and submits reports as needed regarding TACIT.

Assists with the development, facilitation, and expansion of OPD’s Teen Brain Training Program.

Assists with additional grant writing needs and fundraising efforts to sustain programs.

Works with community partners to promote and sustain the TACIT program.

Conducts presentations as needed, both to the public and/or to the TACIT team.

Recruits new members for the TACIT team from identified community partners as needed for the program.

Coordinates and leads executive committee meetings, including maintaining meeting minutes; develops agendas and meets regularly with the TACIT team.

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

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

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

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of school security, threat assessment, mental health, and community based mental health.

Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to communicate effectively, orally and in writing, with other city employees, TACIT team members, and the public.

Ability to effectively present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and community partners in the areas of school safety, law enforcement, mental health, and with advocacy groups.
Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to perform assignments in a timely manner with accuracy and proper detail.

Ability to manage complex budget activities.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push and pull up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% 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.)*

High school graduation or equivalent.

Associate’s degree in Criminal Justice, Sociology, Psychology, Criminal Justice, or Business Administration preferred

OR

Two (2) years of experience in school security, law enforcement, criminal justice, or mental health systems, including experience with developing or training professionals.

**SPECIAL REQUIREMENTS:**

Successfully complete the Crisis Intervention Team training by the Heartland Crisis Intervention Team by the end of the probationary period.

Obtain a Teen Brain Training Certificate from the Omaha Police Department by the end of the probationary period.

Must be able to transport oneself or coordinate transportation to work sites throughout the City and surrounding communities during the course of the work day.

Must be able to work a flexible schedule as agreed upon with the supervisor.

**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.)*
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Previous Revision Date(s):