

CITY OF OMAHA CLASS SPECIFICATION

Position Title:	Crime Prevention Coordinator	Department:	Police
Reports To:	Police Lieutenant	NO:	0150
EEOC Class:	C04	FLSA Status	Exempt
Date Written:	6/26/95	Date Revised:	7/08/02

General Summary: This is supervisory work in crime prevention and neighborhood coordination with the Omaha Police Department. Responsibilities include organizing and coordinating the Neighborhood Watch groups, Business Watch groups, Neighborhood Associations, and other groups, organizations, and activities as directed by the Chief of Police regarding crime prevention programs, supervising support staff within the unit, creating, implementing, and presenting programs and promotions, and working as a liaison between the groups and the Police Department. Work is performed with considerable independence; however, general supervision is received from an assigned supervisor.

Essential Job Functions:

Coordinates with Neighborhood Watch groups, Business Watch groups, Neighborhood Associations, and other groups, and organizations as directed by the Chief of Police regarding crime prevention which includes organizing, attending, and facilitating meetings.

Establishes and coordinates Advisory Councils for each Police Department precinct.

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

Works as a liaison between the Associations and Watches and the Omaha Police Department Uniform Patrol Bureau.

Uses the media to inform the public of events and programs and grants interviews with members of the media to discuss crime prevention issues.

Presents crime prevention programs, workshops, and seminars to neighborhood watch groups, neighborhood associations, and other interested groups.

Oversees the annual audit of the Neighborhood Watch Program to ensure that all watch groups meet the requirements of the Omaha Police Department's program.

Plans and hosts events in coordination with national efforts to promote crime prevention and secures private funding for the events.

Participates in the hiring and trains, plans, schedules, supervises, and evaluates the work of the crime prevention civilian staff.

Meets with superiors and subordinates to plan future crime prevention projects, their goals and timelines, and with representatives of other division and departments to discuss how their work affects crime prevention efforts.

Creates and implements crime prevention programs, presentations, newsletters, and media promotions and campaigns.

Supervises and participates in conducting research and analysis of demographic, crime, law, and law enforcement data to keep the unit abreast of the most recent developments in the crime prevention field.

Maintains records and statistics; monitors and evaluates projects; and compiles written reports.

Provides information for the application of grant monies to enable the unit to provide better service to members of the community and to conduct events geared toward promoting crime prevention.

Reviews and evaluates pending City ordinances, state statutes, and federal legislation to determine how they pertain to the work of the Crime Prevention Unit and the Community Resource Center.

Works as a liaison between the associations and watch groups and employees of the Omaha Police Department Uniform Patrol Bureau.

Oversees the updating of the unit's operations manual.

Monitors the needs of the unit and makes requests for supplies and equipment.

**Other duties as assigned. Although other assigned duties may not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

Knowledge of crime prevention methods and strategies.

Knowledge of the existence of community agencies and available resources.

Knowledge of office automation windows based software.

Ability to learn Omaha Police Department standard operating procedures regarding crime prevention.

Ability to participate in the hiring of, and to plan, schedule, supervise, and evaluate the work of subordinates.

Ability to create new crime prevention programs, lesson plans, brochures, and newsletters that impart crime prevention information.

Ability to effectively communicate, through meetings and correspondence, with members of citizens' groups, Omaha Police Department personnel, and representatives of public and private agencies.

Ability to secure funds to promote divisional projects.

Ability to conduct research and compile neighborhood data and crime statistics and to analyze them to gain information and strategies for crime prevention programs.

Ability to plan and host meetings, banquets, expositions, and other programs that further divisional goals.

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

Ability to understand written or oral instructions.

Ability to sit and use one's hands to grasp or feel objects from 50 to 75% of the time, and to stand, carry, reach, walk, balance, climb stairs, stoop, crouch, kneel, crawl, and push or pull objects up to 25% of the time.

Ability to use up to forty (40) pounds of force up to 25% of the time, up to twenty (20) pounds of force from 25 to 50% of the time, and up to ten (10) pounds of force from 50 to 75% of the time to move objects.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting up to 100 pounds occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

***Educational and Other Requirements Prior to Completion of Training**

Bachelor's degree in Public Relations, Journalism, Marketing, Sociology or any related field

AND

Two years of experience making presentations, organizing meetings, developing programs and promotions, engaging in problem solving activities, and performing general office work, one year of which must have been in a supervisory capacity

OR

Any equivalent combination of training and experience.

SPECIAL QUALIFICATIONS

May be required 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.

May be requested to submit to a background investigation.

Preferred Qualifications

The ability to speak Spanish fluently.

Physical Requirements:

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Balance	X			
Bend	X			
Carry	X			
Climb	X			
Crawl	X			
Crouch				
Drive				
Hear				
Hold				X
Keyboard	X			
Kneel	X			
Lift				
Open				
Pull	X			
Push	X			
Reach	X			
Run				
See				
Sit				X
Speak				
Stand	X			
Walk	X			
Write	X			

Working Conditions:

Work is performed primarily in an office environment amid normal levels of dust, odors, fumes, and noise. However, at times an incumbent in this classification is required to work outdoors in all weather conditions.

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work				X
Outside Work	X			
Cold below 32	X			
Heat above 100	X			
Rain	X			
Snow	X			
Extreme Noise				
Vibrations				
Mechanical Hazard				
Electrical Hazard				
Fire Hazard				
Explosive Hazard				
Blood Born Hazard				
Body Fluid Hazard				
Fumes				
Odors	X			
Dusts	X			
Mists	X			
Gases	X			
Poor Ventilation	X			
Latex Gloves				
Gas Mask				
Riot Helmets				

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the City.

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
- Typewriter
- Facsimile Machine
- Copier
- Audio Visual Equipment

Approved: 6/26/95
 6/26/03