



Community Engagement/Crime Prevention Coordinator

Department:	Police	Pay Grade:	NE-10
Bargaining Unit:	EPOA Law Support	FLSA Status:	Non-Exempt
Revised Date:	01/21/2020	Reports To:	Police Sergeant

POSITION PURPOSE:

Under the direction of a Police Sergeant, oversee, coordinate and implement a variety of crime prevention programs; research and develop new methods and programs for the Department; serve as liaison between police and residential and business communities. Produce, promote, manage, implement and coordinate communications, public relations, marketing and media outreach activities for the department utilizing a variety of innovative tools, software solutions, social media platforms, and other web-based services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversee, coordinate and implement a variety of crime prevention programs and crime prevention organizations, including Crime Watch, Radar Watch, Block Watch and other programs.
- Serve as a liaison between police and residential and business communities.
- Collaborate with neighborhood, residential, and business communities to provide outreach regarding crime prevention and neighborhood watch programs.
- Evaluate crime data and trends to aid in department operations and for distribution to the public as necessary.
- Make presentations, develop marketing materials, distribute forms, develop informational packets, and perform other activities applicable to assigned programs.
- Work in conjunction with the Department Public Information Officers on related media matters.
- Plan, organize and implement special programs and activities for the community related to crime prevention and police/community relations events.
- Develop and coordinate outreach events and activities with underrepresented population groups within the City, including developing materials in languages other than English and establishing partnerships with the City's culturally diverse communities.
- Provide information to others regarding policies, procedures and programs as requested.
- Recruit, train, schedule and oversee volunteers for a variety of community programs.
- Prepare and review a variety of news articles, correspondence, records, reports, invitations, statistics and other written materials related to assigned programs and activities.
- Communicate with appropriate City departments related to the installation of signs, removal of graffiti, road repairs and other matters.
- Recommend ongoing social media strategy for the Police Department.
- Support the City's Communications officer as the Police Departments website content provider and power user; keep website content current.

JOB DESCRIPTION

Community Engagement /Crime Prevention Coordinator

Essential Functions (continued)

- Manage community relations by developing innovative programs and services to maintain and enhance involvement, engagement and partnerships.
- Operate a computer and other office equipment as assigned; operate various audio-visual equipment for presentations; drive a vehicle to conduct work.
- Serve as a representative to a variety of community and business meetings and participate in various community group boards and programs on behalf of the Police Department.
- May be tasked with performing related duties. Related duties as required are duties that may not be specifically listed in the position description, but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

Required Knowledge of:

- Current laws, police procedures and crime prevention techniques.
- Principles and practices of community/media relations and public information, including conduct of media relations relative to public-sector agencies.
- Policies and objectives of assigned programs and activities.
- Principles of training and providing work direction.
- Effective oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of audio-visual equipment.
- Operation of a computer, assigned software and use of various social media platforms.
- Record-keeping techniques.

Required Skill in:

- Overseeing, coordinating and implementing diversified crime prevention programs and activities within the community.
- Preparing and presenting interesting and informative programs.
- Training and providing work direction to others.
- Communicating effectively both orally and in writing.
- Operating a computer and assigned software.
- Conducting oneself competently and professionally on various social media platforms.
- Operating audio-visual equipment.
- Preparing a variety of records, reports and other materials related to assigned programs.
- Meeting schedule and time line obligations.
- Working independently with little direction.
- Planning and organizing work effectively.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Associate's Degree in Criminal Justice, Media Relations, Communications, Marketing or related field. Three (3) years' experience in an applicable field with progressively responsible authority. Experience working in the public sector, specifically in a law enforcement environment, is desirable or an equivalent combination of education, training and experience that will allow the incumbent to successfully perform the essential functions of the position. Must be able to attend evening and weekend events/meetings on occasion. Overtime may be required at times.

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Required Licenses or Certifications:

- Valid Driver's license required at time of hire. State of Washington Driver's License required within 30 days from date of hire.
- Washington State Patrol's ACCESS certification Level 1 must be completed within six months of hire.
- Successful completion of a pre-employment background investigation is required.

WORKING CONDITIONS:

Environment:

- Work is generally performed in an office environment.
- Occasional fieldwork may be required.

Physical Abilities:

- Hearing, speaking, or otherwise communicating to exchange information with others in person, through email or on the telephone.
- Sitting, standing or otherwise remaining stationary for extended periods of time.
- Operating a computer keyboard, cell phone, camera and other related office equipment.
- Frequent ascending/descending stairs and walking.
- Occasional lifting/carrying, pushing or pulling heavy items up to 50 pounds.
- Frequent bending at the waist, kneeling or crouching or otherwise positioning oneself to accomplish tasks.

Hazards:

- Contact with angry and/or dissatisfied individuals.
- Prolonged exposure to glare from computer monitors.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____