



## JOB DESCRIPTION

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**TITLE:** Crime Prevention Specialist (Part-time Position)  
**DEPARTMENT:** Police  
**GRADE:** 12  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Protective Service Workers  
**REVISION DATE:** 07/20/2018

### **POSITION SUMMARY**

This position works under the general direction of the Administration Lieutenant and provides training and information to the public on home security, identity theft, and other crime prevention and safety related matters. This position works closely with detectives on extensive cases, provides support to the police records division, and assists with community oriented police functions, school and group presentations, DARE, crime prevention and other special events.

### **ESSENTIAL FUNCTIONS:**

- Assists and responds to public questions and inquiries regarding crime prevention.
- Plans and conducts meetings and Community Oriented Policing (C.O.P.) presentations with citizens and businesses.
- Prepares a variety of literature for distribution to individuals and businesses on crime prevention and public safety.
- Tracks, reviews and accesses current crime trends and develops crime prevention strategies accordingly.
- Assists in the planning and coordination of displays, presentations, activities and events related to crime prevention and public safety (e.g. Draper Safety Day, D.A.R.E., etc.).
- Communicates and coordinates Neighborhood Watch and crime prevention efforts with C.O.P. officers.
- Assists volunteers involved in Neighborhood Watch program including Quadrant Coordinators, Area Leaders and Block Leaders; provides semi-annual training and arranges quadrant meetings; directs Neighborhood Watch Patrol by providing certification courses and operating plans.
- Tracks daily statistics and police activity; prepares weekly reports for supervisor documenting activities in crime prevention, C.O.P. and police activity.
- Assists with evidence collection and cataloging, fingerprinting, and entering police records as required.
- Attendance at Business Watch / Health and Safety Fairs
- Willing to work flexible hours including occasional nights and weekends
- Performs other duties as required.



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### **MINIMUM QUALIFICATIONS:**

- Must have high school diploma or G.E.D. equivalent and one year experience in law enforcement, public relations or a related field. Individuals with previous work experience in crime prevention or closely related field preferred.
- Must be 21 years of age at the time of hire.
- Must be clear of a prior criminal record.
- Must possess a valid Utah Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Working knowledge of police practices and terminologies; statistical methods; criminal justice process; and possess ethical principles.
2. Ability to effectively communicate, persuade and inform others regarding city operations under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments. Ability to handle confrontational situations and make sound decisions.
3. Provide customer service and answer customer or public inquires or ability to obtain information from individuals, residents, etc. for follow-up.
4. Must have experience working independently establishing work or project priorities and assigning workload responsibilities.
5. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
6. Working knowledge of modern office practices and procedures; working knowledge of grammar, spelling and punctuation. Proficiently use various types of audio visual materials.
7. Ability to use Microsoft Office Suite and be proficient in Word, and Excel.
8. Must be skilled in areas of instruction, public presentation, mentoring and coaching of volunteers and co-workers.
9. Performs multiple tasks in and office and field setting; tasks require presentation and interpretation of statistical information in the form of oral and written reports.
10. Greet customers, guests and visitors and consistently exercise initiative in using time productively and without close supervision. Project a professional image when serving the



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public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation.

11. Establish and maintain effective working relationships with both internal and external customers.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. May occasionally drive a motor vehicle and spend time outdoors. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*