

Title: Civilian Crime Prevention Practitioner
PG: 31
Status: Non-Civil Service
Position Reports to: Sergeant/CSU

Class Code: 4017
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The primary objective of this position is crime prevention which is accomplished by recruiting, organizing and instructing residents how to protect life and property by organizing themselves to combat crime in their neighborhood. Work involves the responsibility of working with the residents in the public housing complexes and surrounding neighborhoods to combat crime and promote crime prevention programs. Duties will include the interaction with the youth and young adult members of the communities, acting as mentors and advisors regarding crime reporting, anti-drug use and crime prevention. Must canvass the complexes and surrounding neighborhoods on foot making direct and indirect contact with the residents. Duties will require the set-up of projection equipment and giving talks before residents, officials and other interested persons. Must attend advisory meetings, social organizations, law enforcement meetings and community meetings as required. Assignments are received from superior officers or supervisors and are carried out under the established policies and procedures. Performance is reviewed through conferences, handwritten and computer generated reports and inspections.

ESSENTIAL FUNCTIONS:

1. Performs work at residential complexes to include Lakeland Housing Authority complexes and mobile home communities by initiating citizen involvement in neighborhood watch programs; promote citizen involvement and gives individual and group presentations on how to organize and maintain neighborhood watch programs; monitors and responds to the needs of established watch programs.
2. Initiates contact with youth and young adults to enable them to obtain information and advice about crime reporting, anti-drug use and crime prevention tips and programs. Acts as mentor to the community's youth and provides assistance and education.
3. Sets up and uses projection equipment before and during presentations.
4. Gives talks before school and community groups on juvenile delinquency, drug abuse, family abuse and other topics related to crime prevention.
5. Submits written reports outlining activities associated with the Crime Prevention Program. Completes activity reports, progress reports, neighborhood profiles and requests for directed enforcement actions.

ADDITIONAL RESPONSIBILITIES:

1. Assists in other departmental community activity.
2. Conducts research and updates in new approaches or procedures in crime prevention or community concepts.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of crime prevention techniques and information in the instruction, development and maintenance of neighborhood watch programs.
2. Knowledge of the set up and operation of audio visual equipment.
3. Ability to interact with all members of the community in an effective and professional manner.
4. Ability to communicate effectively with individuals and in large group settings.
5. Ability to work with minimal supervision; must be a "self-starter".

WORKING ENVIRONMENT/CONDITIONS:

Requires active work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

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The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) months of public speaking experience preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.