

Title: Neighborhood Watch Coordinator
PG: 12
Status: Non-Civil Service
Position Reports to: Sergeant/CSU
Department: Police

Class Code: 6080
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The primary function of this position is the positive promotion of community involvement in reducing crime detracting from the quality of life by getting citizens to actively participate in neighborhood watch programs.

ESSENTIAL FUNCTIONS:

1. Recruits new crime prevention programs and instructs neighborhood groups on how to start and develop neighborhood watch programs.
2. Submits written reports outlining activities associated with the crime prevention programs, including activity reports, progress reports, neighborhood profiles, and request for directed enforcement action.
3. Promotes community involvement in reducing crime and other problems detracting from the quality of life by active participation in neighborhood watch programs
4. Recruits community involvement by surveying and developing neighborhood watch programs.
5. Encourages participation of any group/neighborhood where the potential exists for neighborhood watch.
6. Follows up on referrals from the community or the police department.
7. Distributes information at community programs.
8. Conducts door-to-door surveys.
9. Make contact on a quarterly basis with each N/W Coordinator either by phone, personal visit, e-mail, fax, or written correspondence to follow up with any concerns or problems.

ADDITIONAL RESPONSIBILITIES:

1. Assists crime prevention specialists in maintaining and promoting active involvement in existing neighborhood watch programs.
2. Assists with neighborhood watch and other crime prevention programs, prepares for program set-up, provides handouts, provides neighborhood watch information, and responds to citizens' questions by referring them to the proper source.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability and desire to work closely with all individuals and groups in the community.
2. Ability to cope with situations in a professional, courteous and tactful manner.
3. Ability to communicate effectively before groups of any size, age and composition.
4. Ability to lift, carry and set-up video/projection and other equipment used during programs.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, and routine keyboard operations.

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 taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.

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2. Must be a citizen of the United States of America and establish residency in the State of Florida and in the City of Lakeland, or within the Greater Lakeland Area, within ninety (90) days from date of appointment. In unusual circumstances, residency requirements slightly in excess of these limitations may be approved at the discretion of the Chief of Police.
3. Must be nineteen (19) years of age on or before the date scheduled to appear before the Oral Review Board for interview.
4. Must possess and maintain a valid state of Florida driver's license.
5. Must have no civilian or military arrests and convictions for felony or misdemeanor crimes. Local, city or county ordinance arrests, including traffic, will be examined and may be cause for rejection.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Applicants may be required to submit to a polygraph examination by a licensed examiner supplied by the Department. Topics covered in the testing procedure shall be limited to those specifically related to the employment process.
4. If applicant has served in any branch of the armed forces, separation must have been by Honorable Discharge.
5. 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.