

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CRIME PREVENTION COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate community relations activities and provide public education relating to crime prevention and law enforcement issues. Duties and responsibilities include developing crime prevention programs, making presentations, providing education and information to the public, preparing and distributing educational literature, coordinating neighborhood crime watch programs, processing documentation, and performing related tasks as assigned. Reports to Sergeant, Patrol.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Creates and maintains positive public relations with the public; educates the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Assists in supervising, directing, and evaluating staff in assigned division, to include assigned work, handling employee concerns and problems, counseling, and disciplining; assists in staff training activities.

Develops crime prevention programs for county schools; presents programs to students of all ages.

Coordinates neighborhood crime watch programs; presents programs to neighborhood participants; responds to questions; provides information and assistance to residents.

Makes speeches/presentations and distributes educational information to schools, homeowner associations, community groups, and civic organizations; coordinates educational tours of jail facilities; provides demonstrations of police vehicles.

Assists in preparing budget for assigned area; monitors expenditures to ensure compliance with approved budget.

Assists in long-range planning of the department; assists in coordinating existing programs at the Sheriff's Office (i.e. 911 Program, Adopt-A-Cop, Citizen Police Academy Alumni, LAST, Students Against Violence, Eddie Eagle Gun Safety Course, etc.).

Coordinates the weekly publication of the "Ten Most Wanted" newspaper article.

Maintains inventory of educational materials, publications, and other supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Develops or completes various forms, reports, correspondence, workbooks, charts, handouts, presentations, reports, budget documents, purchase requisitions, or other documents.

Receives various forms, reports, correspondence, educational materials, videotapes, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Rutherford County, Tennessee • Crime Prevention Coordinator

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates with supervisor, employees, other departments, county officials, schools, the public, homeowner associations, community organizations, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Creates and maintains positive public relation with the general public; educates the public on laws, law enforcement, crime prevention, drug abuse, and other related topics.

Responds to questions, complaints, and requests for information/literature relating to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Attends meetings, serves on committees, and makes speeches or presentations as needed.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; reads professional literature; maintains professional affiliations.

ADDITIONAL FUNCTIONS

Assists with general police activities functions such as traffic control, crowd control, transportation of individuals or documentation, assisting stranded motorists, or other general tasks as needed.

Performs duties of Sheriff Deputy as needed.

Assists in supervising County school traffic control officers as needed.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree; supplemented by one (1) year previous experience and/or training involving public relations, public education, and counseling, preferably in a law enforcement environment; supplemented by completion of basic police officer training program; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

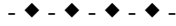
Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date