



CITY OF CHINO

Crime Prevention and Community Outreach Supervisor

Definition:

Under general direction, plans and oversees the implementation and coordination of the Police Department's proactive community relations programs related to crime prevention, safety, public education and social media; and performs related work as assigned.

Class Characteristics:

The Crime Prevention & Community Outreach Supervisor is a civilian position, which completes projects and directs crime prevention programs, community outreach programs, and social media content within departmental objectives, proper methods, and schedule constraints, and exercises independent discretion and judgment.

Essential Functions:

- Administer Neighborhood Watch, Community Watch, Business Watch, Crime Prevention Through Environmental Design (CPTED), Crime Free Multi-Housing, Citizen Academy, Youth Academy, Mentoring Alliance of Police and Students (MAPS), and other related programs, in accordance with City and Department rules, regulations, and standards.
- Assist in determining appropriate marketing strategy and communications for the Department. Provide editorial, design, production and distribution direction for reports and material to include in fliers, posters, program brochures, advertisements and other printed or electronic material.
- Maintain current content for the Department's internet pages.
- Manage the Department's social media accounts and ensure that its social media presence is integrated fully with the City of Chino's efforts.
- Design, develop, market, coordinate, and present neighborhood/community public safety and crime prevention programs to schools, community groups, property and business owners.
- Research, create, and develop new and innovative programs that meet the changing needs of the Police Department and the growing community.
- Direct and oversee community outreach events including National Night Out, holiday charity events, Police Department Open Houses and other events.
- Compile statistical data, or direct such activity, and prepare reports; conduct records audits; and perform other routine and administrative work as assigned/required.
- Oversee the Department's internship program to include recruitment, selection, training, monitoring and supervision.
- Supervise, train, and evaluate assigned staff, including members of the social media team; assist with the selection of staff; recommend disciplinary actions.
- Direct and monitor the distribution of work assignments among assigned staff and volunteers.
- Assist in the development of the Department budget and monitor expenditures.
- Oversee preparation of agenda, programs, minutes, and reports related to assigned programs; and attend meetings representing the City and the Police Department.

Crime Prevention & Community Outreach Supervisor

- Plan and oversee the preparation, maintenance, and distribution of crime prevention literature and materials including preparation of flyers, brochures, visual displays, and bulletin boards.
- Maintain records of program activities and compile statistics.
- Develop plans to meet future service needs.
- Respond to inquiries and requests for information from the general public.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, criminal justice, communications, or a related field (desirable).

Experience:

- Two or more years of relevant, responsible work.
- Some supervisory experience (highly desirable).

Considerable knowledge of:

- Principles and techniques of crime prevention, safety, and education.
- Principles and practices of presentation design and delivery.
- Social media (multiple platforms), marketing, and graphic design.
- Training and instruction.
- Record keeping and organization skills.
- Data collection and report presentation.
- Procedures and techniques of budget preparation and administration.
- General office procedures and office equipment used in municipal law enforcement agencies.
- Methods and techniques of supervision, training, and evaluation.
- Computer applications, graphics, and word processing programs.
- Law enforcement data bases.
- Budgetary, work planning, and time/material cost estimation techniques.

Ability to:

- Develop, prepare, and deliver effective oral presentations and programs.
- Interact effectively and sensitively with individuals from diverse backgrounds.

Crime Prevention & Community Outreach Supervisor

- Research, prepare, and present reports.
- Maintain accurate records.
- Communicate clearly and concisely, orally, visually, and in writing.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with internal and external customers.
- Research, collect, compile, and analyze information and data.
- Learn, understand, and apply crime related information to crime prevention and safety awareness information and education programs/seminars.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Select, train, supervise, and evaluate employees.
- Represent the City and/or Department in a variety of situations.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them using effective management principles and practices.
- Operate a computer and utilize a variety of software programs.
- Maintain confidentiality of sensitive information and data.

Special Requirements:

- Possess a valid California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category I – Light Physical Effort: This position requires normal physical abilities associated with reading, writing, and communicating in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in an environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. This position seldom lifts more than 20 pounds.

Employee Unit:

Unrepresented Management

Updated: 09/09/2019
Replacing Crime Prevention Supervisor