

CITY OF OCEANSIDE

DATE: APRIL 2025
JOB CODE: POLICE##
UNIT: OPOA (NON-SWORN)

SENIOR CRIME PREVENTION SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under minimal supervision, as assigned develops and presents comprehensive crime prevention education programs to small and large groups, youth and other members of the community; coordinates and participates in crime prevention and education outreach events; and assists management in daily administrative activities as required.

CLASS CHARACTERISTICS

This is the journey level in the Crime Prevention Specialist series. Develop and manage comprehensive crime prevention training programs, workshops and lectures about burglary prevention, neighborhood watch, disaster preparedness, rape prevention, personal safety, residential and commercial security, shoplifting, and other crime risks; coordinate presentations and facilitate training on a variety of community outreach programs, including Neighborhood Watch, youth crime prevention and other related public safety education programs, and to perform related duties as required. Perform various public relations and administrative tasks related to crime prevention.

Positions in the class are flexibly staffed and are normally filled by advancement from the Crime Prevention Specialist. When filled from the outside, positions require proper experience in applying principles and practices of crime prevention. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class, assume the responsibility of developing new programs and improving the effectiveness of existing programs. All positions assigned to this class must meet the qualification standards for the class, including the ability to work independently, exercising judgement and initiative.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Perform a variety of duties involved in providing safety seminars to the community including in the areas of crime prevention techniques, practices, and opportunities, bike, car, personal, and child safety, and drug and gang awareness, robbery, retail theft, and earthquake preparedness.
- Coordinate the Neighborhood Watch, Crime Prevention Through Environmental Design (CPTED) and Crime Free Multi-Housing program throughout the City.
- Conduct residential and commercial security inspections including reviewing building and landscaping designs to determine possible crime prevention through environmental design.

- Answer the telephone and respond to public inquiries and requests regarding educational programs, seminars, and related special events.
- Analyze crimes and statistics to identify trends and commonalities.
- Schedule meetings and present crime prevention programs to law enforcement personnel, outside crime prevention persons, organizations, agencies, schools and the public; give station tours to various groups.
- Prepare informational releases and advertisements for various forms of media including social media, radio, and television; make television and personal appearances.
- Prepare materials for seminars and programs including preparing flyers, brochures, visual displays, literature, handouts, and videos; scan online platforms and other mediums for relevant articles and information; review new literature and videos for use in programs and seminars.
- Prepare and maintain a designated informational bulletin board, variety of reports, records, and schedules.
- Perform clerical duties including typing, computer input and retrieval, and preparing letters and correspondence.
- Collect and analyze statistical data to support crime prevention efforts; DUI reports, cost break down and obtain CAD entry from web view.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic function and operation of a law enforcement agency.
- Research sources and techniques.
- Principles and practices of community education, outreach and engagement.
- Police Department policies, procedures, rules and regulations.
- Pertinent Federal, State and local laws, codes and regulations.
- City customer service objectives and strategies.
- Crime Prevention Through Environmental Design (CPTED)
- Crime Prevention techniques of community relations, including public speaking
- Local community programs and services
- At-risk neighborhoods and community areas.
- Principles and practices of program development and administration.

Ability to:

- Develop and coordinate comprehensive and effective crime prevention education programs.
- Reach a substantial public audience and increase crime prevention awareness.
- Respond to inquiries from the general public and other City departments.
- Analyze situations and draw logical conclusions to affect the prevention of crime.
- Make the best decision in providing security information and devices to suit individual needs.
- Communicate clearly and concise, both orally and in writing; write clear and concise reports and presentations.
- Establish effective working relationships with management, employees, employee representatives and the public
- Work effectively and represent diverse cultures and backgrounds.
- Treat City employees, representatives of outside agencies and members of the public with courtesy and respect.

- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Effectively train and supervise assigned employees.

Experience and Training

Experience: Two years of increasingly responsible experience in the development and implementation of crime prevention programs.

Training: Equivalent to completion of the twelfth grade supplemented by course work or specialized training in Police Science, Administration of Justice, or Criminal Justice. An Associate of Arts degree in Evidence Technology, Criminal Justice or related field is desirable.

License: Possession of an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment, with occasional outside exposure and travel to various locations to conduct crime prevention meetings and meet with the public. The Availability to work any shift, weekends, holidays and overtime.

Physical Conditions: Essential and marginal functions may require maintaining physical condition for sitting, walking or standing for prolonged periods of time; climbing stairs, bending, and lifting.

Background Investigation: A thorough background investigation will be conducted which may include a psychological and polygraph exam, medical examination which may include drug screening.

Probationary Period: Incumbents in this class shall serve a probationary period of twelve (12) months.