

# CRIME PREVENTION AND COMMUNITY OUTREACH OFFICER

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Position Code: 1541

WC Code: 7720

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Police

Approval Date: 2023

## **General Statement of Duties**

An employee in this class performs a variety of community engagement activities to connect and organize police resources with community interests and events in a non-sworn position.

## **Distinguishing Features of the Class**

Work includes planning and attending a variety of community events, establishing rapport with the community, preparing, and presenting classes on a wide array of safety, security, and law performance topics with all segments of the community. This employee will have immense contact with the general public and must be able to communicate with all components of the community. They will serve as a representative of the Town while taking an active role in committees and programs that promote crime prevention. This employee is under the general direction of the Chief of Police, and together will develop overall objectives and deadlines for the Crime Prevention program.

## **Duties and Responsibilities**

Coordinate events between the Police Department and the community at large, including but not limited to, National Night Out, Neighborhood and Community Watch, Business Watch, Bicycle Safety Programs, Drug/Pill Take Back, and Community Shred events.

Serves as liaison with other community and human service groups within the Town of Mooresville and Iredell County, such as Project Lazarus.

Establish and maintain active relationships to improve police services with community stakeholders.

Provide members of the community with methods of addressing public safety and nuisance concerns affecting the quality of life in the neighborhoods.

Conduct Crime Prevention Through Environmental Design surveys for both business and residential community members to aid with improving security.

Manage crime prevention and police athletic league budgets, makes recommendations for change in budget if needed.

Maintain an inventory of pamphlets, brochures, booklets, and other materials of interest concerning safety topics to disseminate to the public at the Mooresville Police Department and at community events.

Schedule, lead, and facilitate tours of the Mooresville Police Department for schools, civic associations, and other groups.

Partner with outside entities to recommend strategies, technology, or practices to improve crime prevention services and provide general community assistance.

Assist in recruiting officers by presenting to BLET students with regard to crime prevention community policing and community outreach.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Working knowledge of the ever changing state and federal laws, local ordinances and policies of the Mooresville Police Department and the Town.

Working knowledge of law enforcement principles, practices, and methods.

Ability to use discretion and judgment in developing and implementing courses of action affecting the Crime Prevention Program at the Mooresville Police Department.

Ability to seek new and improved methodologies and procedures to enhance the effectiveness of the Crime Prevention Program.

Ability to engage in multiple tasks simultaneously.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively to large groups while presenting information in a meaning full way as well as in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, supervisors, public officials, and members of a diverse community.

Ability to prepare clear and concise activity reports.

Ability to understand and follow oral and written instructions.

Ability to pass a thorough background investigation with no felony or serious misdemeanor convictions.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, talk, hear, run, jump, push, pull, crawl, and perform repetitive motions. Hand and finger dexterity is needed to operate computer terminals and equipment.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and 10 pounds of force frequently. Lifts and carries equipment and/or materials (up to 10 pounds) to perform assignments.

Must possess the visual acuity to operate a Police Crime Prevention vehicle.

### **Minimum Experience and Education**

High School Diploma or GED and five to seven years of law enforcement experience; or an equivalent combination of education and experience.

### **Special Requirements**

Possession a valid North Carolina driver's license

Possession of/or ability to obtain within one year of employment:

- Basic/Advance Crime Prevention Training
- Crime Prevention Through Environmental Design Certification (CPTED)
- Public speaking coursework
- Crisis Intervention Certification
- Community Policing Certification
- Active Shooter Response Training