

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>21.13A Job Specifications – Crime Prevention Officer</b>			
<b>Effective Date:</b>	2/15/2009	<b>Revision Date:</b>	4/9/2015	
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## CRIME PREVENTION OFFICER

### I. CHARACTERISTICS OF THE CLASS

Under general supervision of the Community Services Division, Crime Prevention Officers are responsible for organizing and conducting the department's Crime Prevention Programs as well as implementing various other community relations programs for the department and the City of Kenosha. The Crime Prevention Officer performs as a liaison between the department and various businesses, groups and private individuals to reduce the opportunity for crime through education, training and the development of media programs. This rank provides supervision, training and direction to the civilian crossing guard staff.

### II. EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

- A. Prepare and conduct presentations for neighborhood, business and various other community groups, organizations and special events.
- B. Create, prepare and present video messages, public service announcements and other public informational messages for all media sources.
- C. Conduct on-site security surveys of commercial and residential properties and prepare recommendations to increase safety and crime prevention.
- D. Recruit, organize, conduct and monitor crime prevention programs including, but not limited to, Neighborhood Watch, Apartment Watch, Crime Free multi-housing, etc.
- E. Develop and mediate conflict resolution programs where applicable.
- F. Effectively supervises and takes part in the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances involving subordinate department employees.
- G. Works closely and in conjunction with the Safety Officer.
- H. Perform the duties of a Police Officer.
- I. Other duties or tasks as assigned.

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(NOTE: The essential functions listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

### III. REQUIREMENTS

#### A. Training and Experience:

1. Three (3) years sworn law enforcement service with the Kenosha Police Department.

#### B. Knowledge Skills and Abilities:

1. Knowledge of principles, practices and techniques of law enforcement.
2. Ability to communicate clearly and concisely, both orally and in writing.
3. Ability to perform public relations duties and public speaking.
4. Ability to understand and follow written and oral instructions.
5. Ability to establish and maintain effective working relationships with superiors, subordinates, community organizations, school administrators, and the general public.
6. Knowledge of supervisory principles and practices.
7. Knowledge of State Statute and local ordinances, particularly those pertaining to school zones.

#### C. Physical Requirements:

1. Perform all the duties of a Police Officer and any assigned tasks.

#### D. Environmental Requirements:

1. Task may require frequent exposure to adverse environmental conditions.

#### E. Additional Requirements:

1. Officers appointed to this position are expected to vary their work hours in order to accommodate meetings and events that are deemed essential for the effective performance of their duties.
2. Officers will attend training and must develop skills including, but not limited to, those necessary to complete the following tasks:
  - a. Develop crime prevention initiatives and personal safety and security curriculum, both to be presented to KPD personnel, public and private organizations.
  - b. Recognize crime prevention issues and implement crime prevention strategies based on community need.

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- c. Utilize community organizations and resources relating to crime prevention.
- d. Employ methods of analyzing crimes for crime prevention planning.
- e. Operate audio visual equipment.
- f. Supervise subordinates.

FLSA Status: Exempt