

**CITY OF SALEM
POLICE COMMUNITY SERVICES SUPERVISOR**

00403

NATURE OF WORK

This is administrative and supervisory work involving the implementation of education and deterrent and prevention programs within neighborhoods to minimize criminal activities and advocate public safety.

Work involves responsibility for the overall coordination of community policing services for the Police Department, including designing education/deterrent programs, acquiring funding/volunteers, meeting with neighborhood groups, business owners, and other agencies to establish and deliver a comprehensive community policing service. Work involves a variety of planning, development, coordination, and implementation responsibilities associated with management of the Community Services Unit within the Police Department. Programs and projects are related to community policing, crime prevention, volunteer services and grant identification, acquisition and coordination, and administration. The incumbent of this class is responsible for coordination and implementation of program activities with advisory groups, neighborhood associations, civil and social clubs, other government agencies, special interest groups, media representatives, the public, and other department and City personnel. Work is performed under general supervision of a Police Lieutenant through general objectives and progress checks.

This is a full supervisory classification including coordinating staff and volunteer efforts, and supervising sworn and non-sworn staff. This classification is distinguished from the Crime Prevention Coordinator by the higher authority over the Community Services unit activities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Identifies community police concerns via meetings, opinion polls, etc. Analyzes both neighborhood needs as well as community needs and designs and implements the appropriate programs to address the concerns. Obtains funding sources and marshals community leaders and volunteers to assist in advocating community policing services. Administers various grant funded programs, evaluates the effective-

ness of each program against community policing objectives.

Provides staff liaison or support to advisory groups, neighborhood associations, civic and social clubs, other government agencies, special interest groups, media representatives, the public, and other department and city personnel in the coordination and implementation of projects of community policing services.

Supervises staff and volunteer personnel, including hiring, discipline, performance evaluation, work scheduling, training, etc.

Prepares progress reports, budget documents, grant proposals, and maintains records related to community policing services. Prepares and issues media releases and neighborhood alert notices, brochures, and informational flyers to deter criminal activities and promote public safety. Conducts public presentations to a variety of community and interest groups and conducts public education through public television programs, community fair booths, etc. Explains the intent of community policing services to other City personnel, coordinates efforts with other units within the Police Department, works cooperatively with other agencies in providing community policing services. Advises department personnel of the unit's programs and activities.

Performs other related work as assigned.

WORK QUALIFICATIONS

Experience in the administration of community policing services or crime prevention and education activities as they relate to the community including supervisory experience; college level education in law enforcement and education including supervisory courses; or any combination of experience and training which provides the following knowledge, skills, and abilities:

Thorough knowledge of contemporary thinking on community policing techniques and programs or the ability to acquire such knowledge within a six month period.

Considerable knowledge of public education methods and media relations techniques.

Knowledge of cultural conflicts within a community and effective deterrent programs.

Knowledge of the principles of supervision.

Knowledge of modern office management and equipment, including

personal computers, data base, spreadsheets, and word processing software.

Some knowledge of law enforcement and grant sources is desirable.

Skill in the use of a variety of media presentation equipment such as overheads, television, etc.

Thorough ability to comprehend and react to community concerns for crime prevention/education and formulate programs to effectively address concerns.

Thorough ability to meet and deal tactfully with the public, to gain the cooperation and commitment of a variety of diverse groups, including the ability to speak effectively before groups on a variety of community policing topics.

Considerable ability to develop and maintain with understanding, tact, and courtesy, effective working relationships with diverse populations including various organizations, officials, the public and City employees.

Considerable ability to effectively plan, direct, and coordinate activities of staff and volunteers in community policing program and utilize resources to meet program assignments and objectives.

Ability to remain flexible and adapt to changing circumstances, demands, and philosophies.

Possession of a valid Oregon Class C driver's license or ability to obtain by date of hire; ability to pass City of Salem driving standards.

Must be able to pass a background investigation.

Work is conducted primarily in an office setting, involving evening and weekend work on occasion for public education purposes. Work takes place in an office with constant interruptions, changing priorities, and telephone communications. The work also demands public presentations, including utilization of a variety of media equipment, responding to media inquiries, and attending a variety of meetings which may last as long as four hours without any breaks. Work requires moving from one location to another within the community, and on occasion, throughout the state.

Personnel Director

1/95
pcsuper.mm