

CRIME PREVENTION/COMMUNITY OUTREACH TECHNICIAN

DEFINITION

Under general supervision, provides crime prevention and community outreach support to the Sheriff's Office including assisting with planning, coordinating, and implementing community education programs.

DISTINGUISHING/CLASS CHARACTERISTICS

Incumbents in this class are responsible for community initiatives and the exchange of information between the Sheriff's Office and the public through the media and various social media tools. Incumbents work independently under general supervision of the Patrol Lieutenants in the Operations Division of the Sheriff's Office. Positions in this class are non-sworn civilian positions within the Sheriff's Office.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Serve as the ambassador for Yolo County for all community outreach-based functions including, but not limited to parades, town hall events, and toy drives.
- Recruit, coordinate, train, and schedule crime prevention program volunteer staff.
- Develop, promote, implement, and present a variety of educational programs, oral presentations, and learning activities for community-based organizations, neighborhood and civic groups, schools, elderly, and youth organizations to promote citizen awareness of crime prevention activities in areas such as personal safety, rape, burglary, child abuse, drug abuse, juvenile delinquency, and gang activity.
- Develop brochures, posters, slides, and other informational material related to crime prevention; and create content for social media outlets.
- Discuss pertinent crime issues with Deputies and other employees at unit briefings.
- Conduct security surveys in residences and commercial buildings.
- Respond to inquiries from individuals and provides information regarding personal security or neighborhood issues.
- Attend community meetings and serves on committees or boards as a Sheriff's Office representative.
- Establish and maintain positive working relationships with coworkers, other County employees, and the public.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of experience, education and/or training which provides the required knowledge, skills and abilities and required conditions of employment is qualifying. Typical examples of a way these requirements might be acquired include:

A high school diploma or equivalent and two years of experience in a law enforcement agency,
OR

An Associate's degree in Criminal Justice, Public Relations, Broadcast Journalism, or a related field and one year of related work experience, OR

Three years of experience in public relations or broadcast journalism.

KNOWLEDGE & ABILITY

Knowledge of:

- Security systems and crime prevention techniques
- Law enforcement and community policing programs
- Community outreach and media relations programs
- Personal and property risk assessments
- Applicable Federal, State, and local laws
- Basic volunteer coordinator and training techniques
- Microsoft Office Suite Applications and other various applicable software programs and online applications, mobile applications and other social media websites/applications
- Principles of public speaking and communication techniques
- English grammar, punctuation, and spelling
- Recognition of concerns, needs and attitudes of the local community as they relate to crime and associated issues
- Commonly used Social Media Platforms (e.g. Facebook, Instagram, Twitter)

Ability to:

- Communicate clearly and concisely both orally and in writing
- Independently develop and implement new programs
- Manage outreach activities utilizing a wide variety of community resources
- Maintain an efficient record keeping system; operate standard office equipment and machines including personal computer and associated software
- Use modern audio-visual equipment to prepare or organize presentations, speeches, and related informational materials
- Identify community needs through community input and observation
- Organize own work and the work of others; set priorities
- Conduct basic training programs in support of staff and volunteers
- Make public presentations to community groups
- Work cooperatively with Sheriff's Office staff, other departments, outside agencies, and the community
- Exercise sound and independent judgement within established guidelines
- Work closely with law enforcement personnel

LICENSE REQUIREMENTS

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

ENVIRONMENTAL & FUNCTIONAL FACTORS

Incumbents in this class frequently perform work in a variety of settings inside and outside of buildings and community settings; must be willing to work odd, irregular, and/or rotating shifts, holidays and weekends as needed; drive to various geographic locations; work alone or closely with others; and should be able to address stressful situations in a calm, professional manner.

MEDICAL CLASS:

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds or

more. Incumbents may be required to stand, walk and/or sit for long periods of time; to bend, squat, climb, kneel, and twist; to move with sufficient agility in and out of vehicles, to lift and carry materials to various sites weighing up to 50 pounds including setting up and taking down tables, portable awnings and accompanying hardware. The incumbent must have corrected hearing and vision to perform the essential functions of the job. Additionally, the position requires manual dexterity and eye-hand coordination to use a variety of office equipment, etc. Individuals who do not meet the physical requirements due to disability will be reviewed on a case-by-case basis.

CLASS HISTORY

Established Date: xx/xx/2023

Revision Date: