



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:	CRIME PREVENTION COORDINATOR					Position Code:	4117
Pay Range:	(17) \$25, 334.40	Supervisory Position:	No	Shift Work:	NO		
Taxing Authority:		Santa Rosa County Board of County Commissioners					

GENERAL DESCRIPTION: Under the general supervision and direction of the Crime Analysis Unit Supervisor, conduct crime prevention activities through community development programs and provide services to the community by acting as a liaison between the agency and the community.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Plan, administer, oversee, review and work with community organizations on crime prevention activities such as:

- Act as a liaison with the senior citizen population providing information on personal safety, protection from fraud and reducing vulnerability.
- Conduct residential and business premise surveys. Create and make presentations on programs related to: security hardware, protective/alarm systems, glazing, locks, and other intrusion prevention devices and related protective hardware.
- Conduct convenience store inspections.
- Distribute crime prevention information to the public and prepare weekly reports reflecting calls, events and presentations.
- Maintain files on community groups, business, homeowners, neighborhood watch groups, local churches and other groups and transmit the concerns of citizens and community organizations back to the agency.
- Design and implement programs to develop consistency throughout the county on the special needs and issues of the elderly.
- Act as a liaison to the business community. Present programs and information on loss prevention, fraud including worthless checks, shoplifting prevention, and employee theft.
- Install and inspect Child Passenger Safety Seats.
- Assist with the Citizens Academy.
- Identify opportunities for the agency to initiate community relations programs to enhance the quality of life.

Administer and oversee community relations programs with schools and school safety patrols such as:

Santa Rosa County Sheriff's Office

Position Title: Crime Prevention Coordinator

Page 1 of 3

Position Code: 4117

Revised: 09/09/14



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:	CRIME PREVENTION COORDINATOR					Position Code:	4117
Pay Range:	(17) \$25, 334.40	Supervisory Position:	No	Shift Work:	NO		
Taxing Authority:		Santa Rosa County Board of County Commissioners					

- Act as a liaison with schools to provide information and instruction in areas such as personal safety, traffic safety, theft, vandalism and safety on wheels.
- Provide information on agency programs at school functions.
- Educate elementary school children in the use of the 911 emergency systems and develop effective mechanisms for improved contact and communications between the agency, staff and students at schools.
- Provide training for and monitor school safety patrols.
- Conduct tours of the agency.

Reporting and Records Functions to include:

- Preparing reports as necessary to document activities.
- Review reports/records of stolen, abandoned, or recovered property, comparing them with similar documentation from neighboring departments seeking to determine lawful ownership of the property.
- Perform such other tasks as may be required, which are consistent with the crime prevention mission.
- Understand and carry out all oral and written directions.
- Work cooperatively with others and deal tactfully with the public.
- Maintain coordination and cooperation with their counterparts in other agencies and interested community groups and prepare community concern reports.
- Maintain security of confidential and restricted information.
- Act as a liaison between Patrol Division and the community to ensure that community concerns, problems, or suggestions are heard, and Patrol comments and suggestions are brought to the community.
- Document activities through the Communications Section;
- Assist the Crime Analysis Unit with various other tasks such as but not limited to preparing crime bulletins, various crime reports and assist with the Sexual Offender Registration/Notification program.
- Perform related duties as required.

ESSENTIAL PHYSICAL SKILLS: Normal speech, hearing, vision. The ability to get in and out of a vehicle repeatedly. The ability to lift 25 pounds. The ability to install child seats in rear of vehicles (requires twisting, lifting and stretching in small areas and close quarters). The ability to assemble booths.

ENVIRONMENTAL CONDITIONS: Inside, outside and office.

KNOWLEDGE OF: Florida State Statutes. Good communication and public speaking skills. Crime Prevention initiatives. Microsoft Office. Grammar, mathematics, writing, reading, spelling, basic law enforcement organization activities including terminology and regulations.



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:	CRIME PREVENTION COORDINATOR					Position Code:	4117
Pay Range:	(17) \$25, 334.40	Supervisory Position:	No	Shift Work:	NO		
Taxing Authority:		Santa Rosa County Board of County Commissioners					

ABILITY TO: Operate a motor vehicle. Operate computer and networked communication systems. Write in a clear, concise, accurate and well organized manner. Communicate and maintain effective working relationships with a wide range of individuals. Research skills, writing skills, pattern recognition skills, statistical analysis skills and time management skills. Prepare Power Point presentations. Work independent of close supervision. Maintain confidentiality. Work flexible hours including weekends.

SKILLS: Proficient at public speaking. Experience with Microsoft Office including Power Point, Excel and Word.

MINIMUM QUALIFICATIONS: Associates degree in criminal justice, business, management or related degree with course work in criminal justice, public or business administration. Two years of experience performing administrative duties or public relations. A four year degree in criminal justice may be substituted for the experience. Type 35 wpm. Valid Florida Driver's License. Must be a U.S. citizen.

ADDITIONAL: Preference is given to applicant with experience in law enforcement, public speaking, and/or developing and implementing community-oriented programs. Must pass thorough background check including CVSA and physical exam. 40 hour minimum work week. May be required to work evenings, weekends and flexible hours.

CERTIFICATIONS: Will be required to receive additional training as designated by the Crime Analysis Supervisor.

amended: 09/09/14

Employee Signature & Date