
Director of Crime Prevention

SALARY:	\$48,925 - \$54,954 Annually
LOCATION:	City of Lawrence
JOB TYPE:	Exempt, Regular, Full-time
SHIFT:	Variable
DEPARTMENT:	Lawrence Police Department
OPENING DATE:	June 1, 2018
CLOSING DATE	August 15, 2018

POSITION DESCRIPTION:

The Director of Crime Prevention maintains liaison with community and neighborhood organizations to provide information concerning crime prevention, solutions to crime and quality of life issues, and Department operations. The main objective is to maintain existing Neighborhood Crime Watch groups, and establish new Neighborhood Crime Watch groups while promoting the City of Lawrence to the community in a positive manner. The Director of Crime Prevention works with and in the community to decrease crime by developing, implementing, and coordinating a variety of police programs in the area of crime prevention. The Director of Crime Prevention is required to make professional public presentations (e.g. Neighborhood Watch meetings and community safety programs) throughout the City to citizens, businesses, community leaders, and the media.

JOB RESPONSIBILITIES:

1. Handle public inquiries concerning crime for a geographic region. Collect data and statistics about specific programs in order to disseminate crime statistics to residents and businesses.
2. Develop and maintain crime trend logistics through the geographic information system.
3. Develops brochures, posters, slides and other informational material. Organizes special City of Lawrence Police Department functions such as National Night Out, Community Shred-it Day, and help organize and participate in Departmental initiatives.
4. Attends community block watch meetings, community crime prevention meetings, and selected city council meetings.
5. Maintain files of active block clubs, verification of status of block clubs through phone contact and correspondence.
6. Coordinate with officers for effective implementation of programs.
7. Work with Multi-housing communities with Crime Free program.

8. Provide constant follow-up to maintain established Neighborhood Crime Watch groups on active status.
9. Work with officers that have complaints regarding community and help find solutions.
10. Tailor programs to be flexible to meet specific need of an audience.
11. Work with agencies outside City of Lawrence to obtain knowledge to help problem solve.
12. Work with Prosecutor's office and citizens in neighborhoods to organize Court Watch and submit Neighborhood Impact Statement when necessary.
13. Problem solving techniques (e.g., S.A.R.A.).
14. Must be flexible to work some nights, weekends, and holidays.
15. Performs other duties as directed.

QUALIFICATIONS:

Required Qualifications: Minimum requirement of a Bachelor's degree in marketing, public relations, communications, education, criminal justice, social sciences or a related field and a minimum of two years of experience in marketing, and public relations and/or a combination of education and/or training and/or experience which provides an equivalent background required to perform the duties of this position.

Desired Qualifications: Experience analyzing crime incident reports, collating crime statistics and developing profiles for areas throughout the City; assessing crime trends, determining methods of criminal operation and preparing reports for presentations to individuals and groups, including community leaders, elected officials and the media. Accomplishments in developing displays, setting up and staffing booths. Developing and providing public service announcements for the media on crime prevention programs.

ADDITIONAL INFORMATION:

Work Environment/Physical Demands:

1. Must handle and respond to upset, angry, hostile and/or verbally abusive citizens on the telephone and in-person during individual and group contacts.
2. Observe and record events accurately and completely.
3. Required to travel extensively around the City of Lawrence, including high crime areas.
4. Office hours as required; some overtime, subject to call-out during off-duty hours.
5. Required to stand for long periods of time during group presentations.

Licensing and Other Requirements:

- Current State of Indiana driver's license.

- A conviction history will be required for candidates selected for this position.
- A background check will be required for candidates selected for this position.

How to Apply: Apply online at <http://www.cityoflawrence.org/police-employment>