

## **CITY OF FONTANA COMMUNITY POLICING TECHNICIAN**

**DEFINITION:** Under general direction from higher level police department supervisors, implements and monitors a variety of community policing, crime prevention, and public awareness programs for the community. This positions provides general assistance, including, but not limited to, typing filing, data entry, community contacts and operational planning for officers involved in community policing and any other related duties as deemed necessary.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Assist in the development and coordination of a variety of crime prevention and community policing and public awareness programs for the community.
- Make presentations to various community groups on crime prevention and community policing related matters.
- Receive, investigate respond to and assist in inquiries, complaints and concerns regarding crime prevention and community policing activities.
- Prepare letters, presentations, memoranda, public service announcements and press releases for crime prevention and community policing activities.
- Enter and interpret data related to community policing programs using the standard word processing, data base spreadsheet programs.
- Administratively support the community policing unit, including, but not limited to, routine clerical work including filing, typing, checking and recording of information.
- Review building plans and inspect new buildings for adequate security conditions.
- Photograph and collect evidence at crime scenes.
- Direct traffic at accident sites, parades and special events as needed.
- Search and monitor drug tests of prisoners.
- Work independently and meet required deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively both orally and in writing.
- Perform any other tasks or functions that may be deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and customer service.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would prove the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Modern office procedures and methods including computer equipment and software.
- Correct English usage, spelling, grammar, and punctuation.
- The basic principles and procedures of crime prevention and community policing.
- Basic principles of effective public relations.

**Education:** High School Diploma or GED, supplemented by college level coursework in administration of justice, public administration or a closely related field.

**Skill In:** Typing speed of 45 wpm.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.