

# POSITION DESCRIPTION

City of Monett

Monjob87

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**JOB TITLE:** Crime Prevention Officer

**DEPARTMENT:** Police

**SALARY RANGE:** Payroll – Level 7

**IMMEDIATE SUPERVISOR:** Police Lieutenant

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## ESSENTIAL FUNCTIONS

- I. Crime Prevention Activities 65% of Time
- A. Coordinates and instructs crime prevention seminars for business owners, employees, parents, students, and others throughout the community, assuring for professionalism and thoroughness.
  - B. Coordinates with business and community personnel regarding scheduling for the curriculum and completion of the crime prevention seminars, assuring for professionalism.
  - C. Develops stronger relationships through seminars and interactions with the community and others, assuring for professionalism.
  - D. Maintains knowledge of patrol related activities, policies and procedures of department and Missouri State law. Maintains knowledge of law updates, assuring for thoroughness and professionalism.
  - E. Develops curriculum for crime prevention seminars and programs.
  - F. Responds to requests from immediate supervisor in an accurate, complete and timely manner.
  - G. Continues training and education to maintain required certification, assuring for compliance with Department/State and professionalism.

II. Patrol Related Activities

A. Incident/Accident Activities 5% of Time

1. Begins patrolling assigned area and conducts checks and monitoring process for all aspects within the City. 5% of Time
2. Responds to notification of incident/accident reports to scene assuring for timeliness and for safety.
3. Responds appropriately to incident/accident assuring that department procedures are followed and assuring for safety and professionalism.
4. Completes and submits reports to Patrol Sergeant as required, assuring for timeliness and accuracy.
5. Requests emergency, social services, or other services as needed, assuring for quick response and professionalism.

B. Mediation/Problem Solving Call Activities 10% of Time

1. Receives notification of an issue and investigates as required assuring for professionalism and the best PR for the City. Coordinates closely with appropriate agencies. 10% of Time
2. Takes appropriate and necessary action to address matters assuring for thoroughness.
3. Completes the required documentation as necessary assuring for accuracy and timeliness.

C. Offense Call Activities 10% of Time

1. Responds to reported calls, makes determination regarding the emergency or non-emergency nature of incident. Coordinates with other units if needed.

2. Responds appropriately. Takes appropriate enforcement or control action as required assuring that department procedures are followed and that safety is prioritized.
3. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required assuring for timeliness and accuracy.
4. If needed, makes arrest, handles prisoners assuring for officer and public safety, and assuring that Juvenile Office and department procedures are followed.
5. Conducts and completes any required follow-up activities, assuring for accuracy and thoroughness.

D. Other Activities

10% of Time

1. Searches for subjects with warrants and makes arrests if needed, assuring for safety, policy and procedure compliance and thoroughness.
2. Patrols the City by foot and vehicle, assuring for professionalism and thoroughness.
3. Meets with business owners and industry employees to improve PR for the department and for the City, assuring professionalism.
4. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
5. Provides information, makes presentations as required assuring for professionalism.
6. Patrols the City to prevent crime and initiates contact with individuals who are engaging in criminal activity, safety or traffic hazards that arise.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

## **WORK ENVIRONMENT**

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 180 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Driver's License.
- ◆ Completed basic law enforcement academy training.
- ◆ Must be 21 years of age, US citizen.
- ◆ Non-convicted felon.
- ◆ Three or more years of law enforcement experience.

## **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch