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| Job Class Code: 7151 | FLSA Status: Non-exempt |
| Pay Basis: Salary (Annual) | EEO Category: 6 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to promote an active crime prevention strategy for existing development and a proactive crime prevention strategy for proposed developments. This position provides Crime Prevention Through Environmental Design (CPTED) input during development review and re-zoning processes, as well as during the update of the land use and comprehensive plans. This class is responsible for research, data collection, analysis, and reporting.

| TYPICAL TASKS | |
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| <ul style="list-style-type: none"> • Provides crime prevention recommendations during the site plan, subdivision, and rezoning review processes. • Assist in the review of development requests such as plans of development, rezoning cases, landscape and lighting plans, provisional use permits, variance requests and conditional use permits. • Prepares correspondence and reports with crime prevention suggestions based on data acquired from internal and external sources. • Verifies that facilities are compatible with comprehensive plan. • Studies, plans, and develops CPTED strategies as they relate to Community Policing efforts, Community Maintenance, Neighborhood Watch, Business Watch, and other programs. • Advises management in evaluation of short and long-range planning; evaluates planning to ensure operational, administrative, and long-range plans are compatible; keeps management informed on new concepts, theories, equipment, and programs applicable to law enforcement planning methods and administration. • Acts as liaison to all City agencies on security and safety issues in the community. • Conducts neighborhood and commercial assessments and conducts security, lighting, and noise surveys. • Provides Crime Prevention education and training to public safety agencies, citizen police academy, city employees, and community members. • Attends or conducts case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills. • Analyzes crime patterns and trends for new demands on crime prevention programs. • Performs other related duties as assigned. | |

| GENERAL STANDARDS | |
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| Data Involvement | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information. |
| Interpersonal/People Involvement | Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants. |
| Reasoning Requirements | Performs skilled work involving rules/systems but solves problems almost constantly. |
| Mathematical Requirements | Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric constructions, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes. |
| Language Requirements | Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; may present training programs. |
| Mental Requirements | Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| Decisions/Supervisory Control | Guides others, making frequent decisions, affecting the individual, coworkers, crime victims, and others that depend on the service of product. |

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

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| Vocational/Educational Requirement | Requires any combination of education and experience equivalent to an associate's degree in law enforcement, information technology, or closely related fields. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience. |
| Special Certifications and Licenses | Requires a valid driver's license and a driving record in compliance with City Driving Standards. |
| Special Requirements | Employees may be expected to work hours in excess to their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. |

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.