

EBMS, Employment Division
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JOB ANNOUNCEMENT

JOB TITLE : Coordinator-Sheriff's Citizen Patrol/Crime Prevention
ANNOUNCEMENT NO : 12017 01/12
DEPARTMENT : Sheriff
OPENING DATE : Tuesday January 24, 2012
APPLICATION DEADLINE : Tuesday February 07, 2012 @ 5:00pm
SALARY : \$3,493.00- \$3,581.00 Monthly **BAND :** 10
STATUS : Full-Time Non-Exempt
CRITERIA : Based on education and experience as specified below.

ESSENTIAL JOB FUNCTIONS :

Provides leadership and supervision to SCP personnel. Identifies problems and develops solutions to personnel and SCP issues. Trains, evaluates, disciplines, mentors and career counsels personnel. Responds to citizen inquiries about the SCP Program and serves as a liaison between patrol and other divisions/departments. Prepares regular and annual reports on all significant SCP activities. Collects and prepares statistical data and analysis. Reviews and manages SCP member's reports for completeness. Assesses SCP members on a regular basis to evaluate overall job performance. Maintains attendance records. Maintains SCP equipment inventory. Conducts preliminary investigation of citizen complaints regarding SCP Program or members. Documents and makes recommendations for disciplinary action and ensures members are properly commended for their actions. Coordinates and communicates with supervisors to ensure the needs of the Office and public are met. Coordinates with the Public Information Officer for recruiting efforts. Coordinates with the Training Academy to schedule SCP Academies; coordinates SCP Field Training Officer Program, SCP meetings and in-service training. Serves as the Neighborhood Watch and Crime Prevention Coordinator. Develops educational material (flyers, tri-folds, booklets, power point presentations) for community, neighborhood and internal use. Serves as the primary contact for citizens interested in Neighborhood Watch or with questions about crime prevention. Meets with citizens and speaks in public regarding programs associated with crime prevention. Contacts citizens and business owners to identify on-going problems and recommends solutions. Practices Community Oriented Policing and utilizes Problem Oriented Policing techniques. Schedules and coordinates community meetings for the Sheriff. Performs clerical duties including preparing purchase orders, maintains inventory of office equipment and supplies, orders and distributes supplies. Researches, develops and maintains computerized presentations, spreadsheets and databases required for a variety of audiences. Conducts training at the Sheriff's Office Recruit Academy on crime prevention and resources available through the Crime Prevention Program. Provides updates for the Patrol Division website on matters and information relating to SCP and crime prevention topics. Coordinates the Refuse To Be A Victim (RTBAV) Program, scheduling and tracking classes provided. Assists with writing SCP and crime prevention policy changes.

JOB REQUIREMENTS

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Must be honest, truthful, trustworthy and possess a high degree of personal integrity. Must possess good judgment and common sense and be able to make competent decisions under stressful conditions. Knowledge of State Statutes, County Ordinances and Policy and Procedures as they apply to the position. Ability to conduct preliminary investigations; determine if the incident can be reported to a SCP member; must be able to prepare clear, concise and complete reports. Ability to communicate effectively with management, employees and the public in a professional manner. Ability to work professionally with members of police departments, fire departments, medical personnel and other outside agencies. Ability to safely operate a Sheriff's Office vehicle and/or equipment in stressful conditions and in adverse weather conditions. Ability to communicate clear and concise radio transmissions. Must pass Computerized Voice Stress Analysis (CVSA) examination, background investigation and drug screen. Must be 21 years of age and a U.S. citizen.

WORK CONDITIONS:

Work is performed in both an office and field environment. Exposure to adverse weather conditions and potentially violent/combatative persons or animals.

LICENSES/CERTIFICATES:

Must possess and maintain a valid Colorado Driver's License. CPR/First Aid Certification

Ability to perform the essential functions of the job.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.**

Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603)

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