

# Crime Prevention Specialist

**Department:** Administrative  
**Status:** 12-month Contract- Full-Time  
**Reports To:** Executive Director  
**Date Updated:** 01/10/2024

## **Job Summary**

The Crime Prevention Specialist will develop programs at our properties aimed at preventing crime and educating residents on how to protect themselves. Address the root causes of violent crime in Indianapolis through a comprehensive approach, including empowering youth, community building, interventions, and healing to reduce initial or chronic interaction with criminal and/or juvenile justice systems and increase the safety of Indianapolis residents and their neighborhoods by reducing risk factors or increasing protective factors

## **Primary Responsibilities**

### **Administrative Expectations**

- Conduct crime analysis on our properties, to generate initiatives based on the findings to create programs for our targeted population. as ethics and integrity to gain improvements in the operation.
- Prepare a plan that includes development of youth focused programs, emergency response measures, violence prevention and personal safety.
- Communicate both verbally and nonverbally with all staff levels, residents, visitors, vendors, law enforcement, government and regulatory agencies.
- Preparing and presenting employee security awareness and safety programs involving crime prevention, safety, and ethical conduct and security awareness topics
- Evaluate current security needs and recommend appropriate security levels for all properties.
- Plans, directs, coordinates, and organizes the development and implementation of methods for communicating information to the public/residents by the use of videos, email, Internet, brochures, news releases, presentations, displays, crime maps, media outlets, public broadcasting or other mediums.
- Provides educational opportunities and assists with community-sensitive issues and projects such as internet safety, fraud, senior safety, home and business security, child safety, gangs, school safety, crime intervention, and emerging crime trends.
- Organizes and maintains neighborhood watch and community meetings.
- Attends and may speak on behalf of the Partners in Housing at various community boards and multi-agency governmental meetings.

### **Investigative Expectations**

- Investigate workplace/apartment community violence, manage / coordinate security efforts and mitigate security risks and threats.
- Initiate and manage security investigations at apartment communities and receive verbal and written reports. Follow up on all actions as required.

- Pro-active approach to deterring possible security breaches by using the latest state of the art video surveillance equipment, access control, screening technology, and consistent physical tours and inspections of the building interior and exterior premises.
- Develops and maintains a security incident response plan that includes the ongoing test of the effectiveness of the program.
- Ensure familiarity with the Gun Violence Reduction Strategy adopted by the City-County Council and the City of Indianapolis.
- Maintain trespass list and communication with IMPD or Indy Peace with information related to the list.

### **Property Specific Expectations**

- Assist property management and support services in active shooter training, CPR training, fire/life safety issues.
- Manage third party security officers, develop procedures and offer guidance to improve staff efficiency and performance.
- Establish trustful relationships and commitments with local law enforcement, community officials, and residents becoming the face of safety and security within the community.
- Ensure all the security systems, such as the multiple camera systems, alarms, and access software, are working properly and report any breakdowns of the security systems to the property manager and maintenance staff
- Meets with staff, citizens or community group representatives from public/private law enforcement agencies and Federal/State officials.
- Work with property management/and or support staff on morning building sweeps and assistance in unit checks for squatters.

May be required to attend on behalf of Partners in Housing:

- Community Convenings
- Participation in Thriving Neighborhood Cohort
- Collaborative and peer learning exchanges
- Events in respective IMPD districts

### **Minimum Qualifications**

- High school diploma or equivalent; college degree preferred
- Six (6) months of full-time work experience preparing program materials, conducting outreach and making presentations to educate the public and community groups for the purpose of promoting crime prevention techniques related to public safety, personal safety, home and business security and community awareness; **AND**,
- Nine (9) units of college course work in any of the following disciplines: criminal justice, journalism, speech arts, psychology and sociology.

- Preference may be given for experience and/or education in law enforcement or criminology.

## **Competencies**

- To have an understanding, appreciation and commitment to the mission and philosophy of Partners In Housing.
- Concepts of crime prevention principles and practices
- Basic understanding of human behavior and diverse cultures
- Principles and techniques of community relations
- Methods, techniques, and implementation of program development including preparation of plans and informational materials
- Effective time management and flexibility
- Training principles and techniques when providing instructions to residents, staff and members of the public
- Basic mathematics such as addition, subtraction, division, multiplication and percentages
- Microsoft Office Applications
- Setting up and operating multi-media equipment
- Telephone, office, email and on-line etiquette

## **Skills and Abilities to:**

- Assist in the organization of group activities and community events
- Analyze situations and draw logical conclusions to affect the prevention of crime
- Read, understand, interpret, and explain a wide variety of laws, codes, ordinances, rules, regulations and policies and procedures
- Determine and recommend the correct and appropriate solutions to security issues and crime problems
- Gather and analyze simple statistical data
- Communicate effectively to groups ranging from young children to seniors
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy
- Communicate effectively in writing when preparing reports, official correspondence, on-line community "blasts", and newspaper articles
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Adapt to a flexible schedule

*(Note: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel workload, rush jobs, or technological developments).*

**Please read carefully and check one of the choices below:**

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job.

\_\_\_\_\_ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (please list on backside of this page)

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_