

## **Community Policing Coordinator / Investigator**

### **General Statement of Duties**

Performs the functions of the Community Policing coordinator/Training Officer/Investigator, organizes community watch meetings, translates the concerns of the citizens to the police force and formulates resolutions for community concerns. Performs and provide supervision oversight specialized law enforcement work in investigation and solution of crimes and the apprehension and prosecution of persons suspected of committing crimes. Performs oversight and scheduling of department wide in-service and advanced training.

### **Distinguishing Features of the Class**

Employees in this position will hold the designated rank of Sergeant. This position is a shared position which requires a wide array of law enforcement duties be performed. The employee in this class performs the function of the community policing coordinator. Work involves frequent public contact which requires the highest quality of tact, fairness, firmness and decisiveness when dealing with the concerns of the towns' citizens. The community policing coordinator will provide training to patrol officers in the area of community policing and assist and update them as information is made available. The Community Policing Coordinator will provide training to the residence, training on how they can assist in the security of their home, businesses and community.

The employee in this class performs duties as department Training Officer. Coordinates with department certified Instructors, Community Colleges and Justice Academy for scheduling of department personnel for in-service and advanced training. Maintains all necessary training records and ensures mandated training is completed and reported as required. When needed, performs all required duties mandated by the Division of Criminal Information as Terminal Agency Coordinator.

The employee in this class performs investigative duties, conducts preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses and suspects; secures, investigates and supervises the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves general criminal, narcotic and personnel background investigations. The work is performed under general supervision and requires the application of modern investigation techniques, sound judgment, and independent initiative in pursuit of work objectives. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on blood borne pathogens.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Is the department liaison between the residential, business, and civic community.

Receives specific direction from the Chief of Police in handling of any community issue.

Conducts Crime Prevention surveys for both the residential and business community.

Ability to work a flexible schedule to conform to meetings or community policing initiatives.

Organizes with Homeowners Associations, a "Neighborhood Crime Watch".

Notifies all HOA's and businesses about crime trends developing in their area, Crime Prevention tips, tips to prevent theft, fraud and potential of becoming a victim of a crime.

Engages in enforcement activities such as; traffic, narcotic, robbery, burglary, beach thefts, and quality of life details.

Attends Crime Analysis meetings with members of the Patrol and Criminal Investigations Divisions to identify crimes and potential trends. Together they develop solutions to diffuse trends or crimes.

Works with other Town departments such as public works, to deal with issues that the community brings to light.

Through contacts with the business (Hotel) community, the "CPC" can track each hotel's occupancy rate to gauge the expected influx of tourists for special/major events to determine staffing requirements.

Use of innovative approaches to community building and community based problem solving.

Follows up on citizen questions and their concerns.

Face to face interaction with citizens to participate in identifying and prioritizing problems which require both short and long term solutions.

Seeks grants for community policing projects.

Attend training as it becomes available.

Organizes and attends meetings with members of the business and residential community to keep them informed of community policing initiatives, crime trends etc.

### **Essential Duties and Tasks of Investigation:**

Establishes effective contacts with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

Oversees and participates in narcotics investigations work; participates in special narcotics investigations, surveillance, and related programs and activities.

Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes; obtains warrants, subpoenas and search warrants.

Collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories.

Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court regarding investigative activities.

Establishes effective contacts with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.

Participates in narcotics investigations work; participates in special narcotics investigations, surveillance, and related programs and activities.

Conducts surveillance and cooperates with other law enforcement agencies to investigate, locate, apprehend, and arrest offenders.

Serves as on-call investigations officer to respond to investigations needs after regular work hours.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of local town laws and ordinances and the ability of explaining these to the general public in an understandable manner.

Ability to use the S.A.R.A methodology in responding to concerns received from the public, concerning the public.

Skill in collaborative conflict resolution.

Knowledge in the town organization so that concerns can be directed to the appropriate department.

Thorough knowledge of modern criminal investigative principles, practices, and procedures.

Thorough knowledge of federal, state, and local laws and ordinances pertaining to police operations, and investigative procedures.

Considerable knowledge of the practices and procedures involved in narcotics investigations, surveillance, and under cover purchases.

Working knowledge of the application of information technology to law enforcement and criminal investigations work.

Considerable knowledge of the collection, identification, processing and chain of custody of evidence.

Ability to perform independently complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing the results of investigative efforts.

Ability to lead and supervise other investigations staff.

Ability to effectively plan and organize work independently.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.

Ability to prepare clear and concise records and reports.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Ability to communicate effectively in oral and written forms, and to present effectively in court testimony.

Skill in the use of firearms and other law enforcement equipment and in the application of self defense tactics.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions. Must be able to perform medium to heavy work exerting up to 100 pounds of force, occasionally; 20 -50 pounds frequently and 10 pounds constantly. Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

### **Desirable Education and Experience**

Graduation from high school and considerable experience in law enforcement work, supplemented by special training in investigations fields; or equivalent combination of education and experience. Prefer Associate Degree in criminal justice.

### **Special Requirements**

Possession of a valid North Carolina driver's license.  
Certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer. Refer to Police Departmental Policy #36 :Career Development and Promotions” for other requirements.

Atlantic Beach

2010