



## COUNTY OF NYE

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### **CLASS TITLE: D.A.R.E. OFFICER / CRIME PREVENTION**

#### **BASIC FUNCTION:**

Under direction, provides drug abuse education and crime prevention education to school-aged children, parents and community organizations. Performs related tasks as required.

#### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Presents D.A.R.E. curriculum through classroom presentations to school grades K-7<sup>th</sup> and arranges for culmination ceremonies.
2. Chaperons school children on D.A.R.E. related outings and field trips.
3. Conducts community presentations to educate the general public in the areas of crime prevention.
4. Prepares and monitors budget for D.A.R.E. and Crime Prevention programs; prepares federal grant requests.
5. Prepares lesson plans for classroom instruction and community presentations.
6. Interfaces on a regular basis with students, school administration staff and parents regarding crime prevention and drug abuse issues.
7. Participate on a formal/informal basis with students in playground, cafeteria, and student assemblies.
8. Represents Nye County Sheriff's Office at car shows, parades, and other special events.
9. Ensures D.A.R.E. vehicles are maintained and are in proper working order.
10. Maintains current information pertaining to new and current drugs and signs and symptoms of misuse for purpose of informing school children and the general public.
11. Responsible for purchase and sales of fundraising items along with everyday supplies and maintains inventory of such.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or a G.E.D. equivalency, general work experience and two years patrol experience.

#### **LICENSES:**

Valid Nevada Class C driver's license, P.O.S.T. and D.A.R.E certified.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

School-aged children, school staff, community/civic organizations, Sheriff's Department law enforcement personnel, vendors, parents, other state and national D.A.R.E. organizations.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Law enforcement educational setting—subject to minimal physical effort through formal/informal interaction between office and students.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Frequent contact with children—subject to exposure to childhood illnesses.