

REVISED DATE	EFFECTIVE DATE	DISTRIBUTION	NUMBER
	August 1, 2007	PATROL/M.S.	442
CROSS REFERENCE: Civilian Interpreter Program (152)		TITLE: HISPANIC OUTREACH OFFICER	

442.001	Policy	442.20	Selection
442.10	Organization and Personnel	442.30	Duties and Responsibilities

- 442.001 Policy** - It is the policy of the Clearwater Police Department to develop an effective outlet that provides additional access to police services to the Hispanic Community. Using a problem-oriented policing approach, the Hispanic Outreach Officer shall work to identify, analyze, and respond and prevent the underlying circumstances that contribute to problem incidents within the Hispanic community, using a variety of methods including the SARA format (Scanning, Assessment, Response and Analysis).
- 442.10 Organization and Personnel** – The Hispanic Outreach Officer shall be assigned to the Patrol Division and reports to the Special Operations Sergeant.
- 442.20 Hispanic Outreach Officer Selection** - The selection of Hispanic Outreach Officer is made by the Chief of Police subsequent to the announcement and screening process administered by the Patrol Commander. The selection process will be announced when a vacancy exist in the Hispanic Outreach Program. Selection criteria for officers are listed in S.O.P. 405, additional criteria include the following:
- (1) Candidate must have demonstrated above average abilities in crime prevention techniques, communications skills, organizational and problem solving skills;
 - (2) Candidate must have strong interpersonal skills and self-confidence in dealing with a variety of citizens and their problems;
 - (3) Candidate must have demonstrated a level of self-motivation and be able to work without close supervision.
 - (4) Ability to speak Spanish is preferred.
- 442.30 Duties and Responsibilities** – The Hispanic Outreach Officer shall assume all the duties and responsibilities of a patrol officer. In addition, the Hispanic Outreach Officer shall assume the following specialized responsibilities:
- (1) Support the School Resource Officers in gathering information on gang activity, as well as assist with various other programs in the schools.
 - (2) Work with the Office of Community Outreach in establishing neighborhood watch groups and education workshops, which identifies and analyzes data in solving neighborhood problems.
 - (3) Gather intelligence information and forwards it to the appropriate personnel; this includes weekly meetings with the Intelligence Unit (HOC/Intel), Community Policing Intel Meetings etc.
 - (4) Identifies and analyzes problems, collects data and formulates plans to solve neighborhood problems; i.e., burglaries on Hispanic owned businesses, Gang Graffiti/Gang Issues, Hispanic Youth Issues, etc.

- (5) Request assistance from other agencies to solve problems; especially when victim/incident is from another county and/or jurisdiction. Assistance from FBI, FDLE, ICE with immediate and/or Intelligence Unit Sergeants approval.
- (6) Work uniform or plainclothes as assigned and/or as situation requires.
- (7) Collaborate with the YWCA Coordinator of Hispanic Services to recruit, screen and train Interpreters to assist the police in the execution of their duties.
- (8) Coordinate ongoing training of Interpreters as needed as it relates to police matters, e.g. education on gangs.

- (9) Liaise with the Police Department to ensure the quality of the Interpreter performance, and work with YWCA staff to resolve any difficulties that occur.
- (10) Respond to the needs of walk-in clients seeking police assistance at the HOC (approx. 300 - 400 per year).
- (11) Respond to the referrals from the Advocacy staff whose clients require police assistance, investigation, or information/follow-up.
- (12) Attend YWCA HOC staff meetings, particularly the bi-weekly Client Services Team meetings to do case conferencing on clients.
- (13) Work closely with the YWCA Youth Specialist to identify at-risk youth for the YWCA program, monitor their progress, and attend meetings with youth clients as needed.
- (14) Attend family visits with the Youth Specialist to enroll youth in the program, and explain to families the purpose and activities of the program.
- (15) Participate in speaking engagements related to youth, at the schools or the HOC, to educate youth and engage them in mainstream activities and to prevent gang involvement.
- (16) Conduct speaking engagements in the community on issues specific to the Hispanic/Latino community.
- (17) Organize up to 5 informational workshops at the HOC per year on crime prevention and other public safety topics.
- (18) Attend the YWCA Hispanic Advisory Committee as a regular member (quarterly meetings) and do presentations as needed.
- (19) Serve as an active member of the Clearwater Area Task Force on Human Trafficking.
- (20) Work variable hours and shifts as required for meetings and the needs of the program with supervisory approval.

END.