



**Code: 9101**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: COMMUNITY ORGANIZER - CAPS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, works with a variety of community organizations and groups to develop the community's capacity to participate effectively in the Chicago Alternative Policing Strategy (CAPS) and related neighborhood safety strategies, and performs related duties as required

### **ESSENTIAL DUTIES**

- Acts as a key liaison between community members and residents of a police district and the Chicago Police Department
- Develops and implements plans for recruiting and organizing community residents, including leading public engagements, conversations with residents, and designing public action campaigns focusing on local problems
- Coordinates and conducts orientation workshops and seminars to integrate new participants into the diverse elements of the CAPS strategy
- Attends and participates in beat community and district advisory committee meetings
- Facilitates problem solving between Police Department staff, City departments, community service providers, and community residents, working to resolve identified problems and bring about change
- Develops and maintains effective working relationships with community leaders
- Prepares and distributes informational brochures and pamphlets relating to program activities
- Provides materials and supplies to assist communities in understanding and implementing the community policing program

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in the Social Sciences or a directly related field, plus one (1) year of community organizing, community outreach, social service, or community-based work experience; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- Police facility environment
- Exposure to outdoor weather conditions

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Moderate knowledge of:

- geographical locations in the City
- community groups, organizations, and resources
- strategies used to identify and organize community groups

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- applicable computer equipment and software
- law enforcement procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
  - DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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