

## GENESEE COUNTY

### INTIMATE PARTNER VIOLENCE (IPV) COORDINATOR/ ANALYST (HELP Program)

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the administration, coordination and implementation of the IPV Program and the Domestic Violence High-Risk Intervention Team Program for the City of Batavia Police Department. The incumbent is responsible for public information and referral, advocacy, community education and outreach. This involves a great deal of public contact and community liaison work. General direction is received from the Police Chief with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work in accordance with all laws, rules, regulations, and policies. The incumbent will provide timely and relevant information on crime patterns and trends related to IPV and assist operational and administrative personnel in planning the deployment of resources. The incumbent will aid in the investigative process and provide timely information to increase the apprehension of offenders and the clearance of IPV cases. The work involves responsibility for gathering and reviewing IPV crime incident data, arrest reports and calls for service submitted by police personnel for the purpose of identifying crime trends through statistical and spatial analysis. The work involves analyzing, categorizing, tabulating and mapping data on crimes and arrests for New York State reports, intra-departmental reports and preparing presentations. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

- Collects case information for all intimate partner violence cases, including securing police reports, criminal history reports, orders of protection, accusatory instruments and other relevant information for the purpose of review, works in collaboration with police officers and police detectives on any follow-up needed;
- Informs victims of intimate partner violence of their rights as well as community and legal services available to them; may provide on-the-scene assistance to law enforcement personnel regarding the appropriate response to incidents of intimate partner violence, and gather facts and evidence in domestic violence cases for further legal proceedings;
- Acts as liaison between victim and related agencies (District Attorney, law enforcement, service providers etc.) and arranges for the victims of intimate partner violence to receive supportive services from various public, private, and community agencies;
- Compiles program statistics for departmental reports, grant reports and for distribution to law enforcement agencies and service providers as needed;
- Provides mandated domestic violence training to the members of the City of Batavia Police Department and other agencies as needed, as well as requested community trainings and presentations;
- Acts as liaison to the City of Batavia Statewide Targeted Reductions in Intimate Partner Violence (STRIVE) partnering agencies to coordinate and organize community education and outreach sources in local schools, police agencies, community groups, social agencies, the media and other services;
- Identifies and conducts outreach with target groups that are underrepresented;
- Participates in securing funding sources to ensure continuation of service delivery,

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### **TYPICAL WORK ACTIVITIES, CONT'D:**

oversees current grant activities, and completes required grant activity reporting;  
Oversees the Department's Order of Protection Registry working closely with the Police Department's Records Office and Dispatch Center to ensure accurate information and entries are made;  
Develops and updates the resource directory for victims of intimate partner violence;  
Performs strategic analysis and facilitates the sharing of intimate partner violence data with STRIVE partnering agencies and other related agencies;  
May perform statistical, spatial, and/or qualitative analyses as needed, making use of standard software packages;  
Collect, compile, validate, interpret, and analyze data and trends using standard practices and techniques of crime and/or law enforcement intelligence analysis.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge and understanding of the criminal justice system; working knowledge of community and legal services and resources available to victims; excellent communication, analytical and organization skills; ability to operate modern office software such as word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to organize and effectively present materials verbally and in writing; ability to comprehend and execute complex oral and written instructions; ability to secure the cooperation of others; ability to deal effectively with the public; ability to establish and maintain effective working relationships with law enforcement, court personnel, and service providers; ability to respond effectively to crises and stressful situations in a professional manner; ability to relate to persons in need of assistance from this program and the criminal justice system; ability to identify information and data critical to cases; ability to compile information and prepare reports; integrity; tact; sound professional judgment; resourcefulness; initiative; physical condition commensurate with the demands of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet and sometimes can be noisy.

### **MINIMUM QUALIFICATIONS:**

#### **EITHER:**

- A.** Possession of a Bachelor's Degree or higher in a Human Services, Criminal Justice or related field **AND** two (2) years of paid experience working in a group or team setting that provided social or legal counseling in a recognized agency adhering to acceptable standards in law enforcement, probation, parole, social services, or psychiatric or medical social work;

#### **OR:**

- B.** Possession of an Associate's Degree in Human Services, Criminal Justice, or related field **AND** four (4) years of experience as defined in (A) above.

### **SPECIAL REQUIREMENTS:**

1. Must obtain Crime Analysis Certification issued by the Division of Criminal Justice Services (DCJS) within the applicable period established by the appointing authority.
2. Must possess a driver's license issued by the New York State Department of Motor Vehicles at time of appointment and during service in this classification.

Part-time, paid experience will be prorated.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

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Non-Competitive Class  
Adopted 12/22/25