

**PAR PROGRAM SPECIALIST
(Prostitution Abatement and Rehabilitation)**

DEFINITION

Under supervision, coordinates the various operations of the Prostitution Abatement and Rehabilitation (PAR) Program; collects and analyzes crime data; and performs related administrative duties. The incumbent may be assigned a flexible schedule in order to perform all responsibilities and tasks.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a sworn supervisor.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This single position non-sworn class is responsible for overseeing the daily operation of the Prostitution Abatement and Rehabilitation (PAR) Program. Reporting to a sworn supervisor, the PAR Coordinator works with persons eligible for the prostitution diversion or rehabilitation programs, disseminates information about the programs. Develops and prepares reports reflecting crime trends and patterns.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Responds to inquiries regarding the PAR program and prostitution rehabilitation programs.

Maintains contact with various public and private non-profit agencies involved in the rehabilitation of persons involved in prostitution activities.

Assists with crime analysis of information gathered by the Vice/Intelligence Unit.

Reviews police reports and prepares cases for filing with the DA's office and City Attorney.

Prepares warrant packets and First Offender Prostitution Program (F.O.P.P.) contracts.

Analyzes crime reports for commonalities to detect trends, crime groups, patterns or relationships; maintains Criminal Intelligence Unit databases and conducts queries to identify similarities.

Designs and produces various routine and non-routine statistical and analytical reports, and publications using various PC software.

Reviews police reports and enters data into the records management system.

Performs computer search and retrieval for required information.

Creates and maintains computerized and hard copy files related to the PAR Program, Vice Unit, Criminal Intelligence Unit and Major Narcotics Unit.

Assists Special Investigations Unit Officers and other police personnel in structuring and performing data searches, producing reports, disseminating information and planning special operations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vice, narcotics and intelligence operations, including surveillance techniques and tactical planning.

Computers, networks, software and communications systems.

Mathematical principles and procedures.

Ability to:

Communicate effectively both verbally and in writing.

Read and comprehend City, state, and federal regulations.

Read and understand police files and codes.

Recognize and protect confidential information.

Learn in-house law enforcement systems such as CAD and RMS.

Review police reports and prepare cases for filing with the DA's Office and City Attorney.

Coordinate with Prosecution Liaison Office on Vice related investigations.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of full-time experience working with a law enforcement agency, and

Education:

Thirty (30) units from an accredited college or university, which includes fifteen (15) units of criminology course work. One additional year of qualifying law enforcement experience may substitute for the required 15 units of Criminology coursework.

Special Requirements:

Incumbent may work a flexible schedule as necessary to perform assigned responsibilities and tasks.

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as a PAR Coordinator.

Must successfully complete polygraph test and background investigation prior to appointment.

APPROVED: _____
Director of Personnel

DATE: _____

TJ: ar: 2/13/14

