

GENERAL DESCRIPTION OF CLASS

The ADULT PAROLE AND PROBATION OFFICER manages felony parole and probation correctional cases. Employees assess the needs of offenders assigned by the courts or Board of Parole and Post-Prison Supervision to parole or probation; identify services to support the offender with their rehabilitation and readjustment into society; monitor the offender's behavior and compliance with the case plan; investigate and take appropriate action to address supervision violations.

DISTINGUISHING FEATURES

This is a single classification and not part of a series of classes.

The employee works outside correctional institutions, and contacts offenders through scheduled and unscheduled visits, at their home or place of employment. This distinguishes the class from Correctional Counselor where work is primarily with incarcerated offenders.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed.

1. Parole or Probation Planning

Meet with the offender and assess the offender's risk to re-offend, and their criminal risk factors or social support needs. Evaluate program options targeting criminal risk factors. Collaborate with institution staff to develop a transition plan for offenders being released from prison. Coordinate services to help offender obtain treatment, housing, employment and other supportive services to facilitate community adjustment. Work with offenders to establish personal goals and plans; encourage offenders and help motivate them to change their behavior. Encourage and establish relationships with people involved in the offender's life such as their spouse, family or employer to help monitor the offender's behavior and implement the treatment plan. Refer clients to community agencies such as schools, churches, or public health agencies to assist with their social adjustment needs. Explain requirements of community supervision and the positive and negative consequences for behavior. Direct and advise the offender on proper compliant behavior.

2. Offender Supervision

Apply sanctions for improper behavior and give incentives for proper behavior and compliance. Regularly contact the offender to monitor activities. Visit the offender at scheduled and unscheduled times at his or her home, employment, or service providers to monitor the offenders' behavior; inspect the offender's home or environment for parole or probation violations. Monitor the offender's compliance with court orders and conditions of parole or probation such as payment of fines and restitution, or enrollment in drug or alcohol treatment programs. Modify conditions of supervision to address offender behavior depending on progress or the need to restructure programs.

Maintain and review case files on each offender; verify that documentation and information are complete and correct. Write reports summarizing caseload activities and investigations. Coordinate reports with other agencies sharing joint responsibility for offenders. Answer questions from outside service agencies regarding offenders.

3. Investigation and Enforcement

Observe offender in the field to verify compliance with conditions of supervision. Search the offender's person, residence, or vehicle for contraband. Monitor through electronic devices the offender's actions. Gather information by interviewing offenders, victims, witnesses, family members, and others and by researching official records and documents. Obtain urine, breath, or buccal samples from offenders. Evaluate information and decide the risk to re-offend, or if a violation or criminal activity has occurred. Arrest, detain, search, handcuff and transport offenders. Prepare violation or pre-sentence reports for courts or the Board of Parole and Post-Prison Supervision which include recommendations for sanctions or sentencing; attend and testify at hearings.

4. Resource Development

Develop and use resources in the community and maintain professional working relationships with other community groups such as drug and alcohol programs, housing and community service placement, financial assistance, counseling, or job placement.

RELATIONSHIPS WITH OTHERS

Employees have regular contact by telephone, in-writing, and in-person with offenders, family members, victims, community members, police and sheriff's departments, community resource agencies, and professional service providers to receive or give information, listen to concerns, develop resources, educate or give advice. Employees advise, direct and motivate offenders to meet their probation or parole commitment. They regularly contact representatives of the criminal justice system by telephone, in-writing or in-person to exchange information about offenders or to testify at hearings. Employees occasionally receive threats from offenders, families, and associates of offenders, and work with people who often act resistant, angry or physically aggressive.

SUPERVISION RECEIVED

Employees receive general supervision from a supervisor or administrative manager. The supervisor regularly reviews work through direct observation, written reports, and random audits to verify compliance with performance standards and adherence to agency procedures. The supervisor assigns cases with limited instructions. Employees function independently and make decisions regarding case management without consultation with a supervisor. The employee meets with the supervisor to discuss complex and unusual issues and cases, or to address complaints and grievances. Employees independently develop case supervision plans to enhance supervision of offenders and comply with court orders. Violation decisions, made in conjunction with the supervisor, include the authority to impose custody sanctions, referral to treatment programs or recommendations to revoke parole or probation.

Employees follow Department of Corrections policy and procedures, agency directives, federal and Oregon state laws, Oregon Board of Parole and Post-Prison Supervision Administrative Rules, Oregon Sentencing Guidelines, criminal codes of other states, case law decisions, Attorney General opinions, and departmental operating manuals and guidelines to assure the appropriate supervision of offenders.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Typical behavior and adjustment problems of adult criminal offenders.
Procedures and processes of the adult criminal justice system, including sentencing and probation and parole procedures.
Principles of social and correctional case and group work.

General knowledge of:

Principles, methods and procedures for diagnosis, treatment and rehabilitation of mental dysfunctions and for career counseling and guidance.
Principles of human behavior and performance; individuals differences in ability, personality, and interests; learning and motivation; stages of adult development; and the assessment and treatment of behavioral and affective disorders.
The principles, theories, practices and techniques of social counseling.
Theory, practices and technique of behavior modification, probation and parole counseling.
Symptoms and behaviors associated with substance abuse.
Practices, procedures and techniques of correctional and social service case management.
Investigative and surveillance techniques and procedures.
Availability of contract resources used to support offenders in the community.
Parole board procedures and processes.
Legal procedures of search and seizure, control of contraband, arrest; and techniques of self-defense.

Skill to:

Gain cooperation through discussion and persuasion with people from various socio/economic background who may be aggressive, confused or have emotional disorders.
Give full attention to what other people are saying, take time to understand the points being made ask appropriate questions and not interrupt at inappropriate times.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Effectively investigate background of offenders.
Remain calm and work successfully with individuals in crisis and emotional situations.
Communicate in both written and oral manner to offenders and the courts.
Review and assess information against established procedures.
Identify the influences of psychological, physiological and behavior dysfunctions of offenders.
Apply relevant precedents and laws to diverse situations.
Consider the relative costs and benefits of potential actions, and choose the most appropriate one in crisis situations.
Handle, disarm and control weapons in a safe and proper manner.
Use self defense tactics, including the protective devices if issued.
Work independently within deadlines and put work in priority order.
Prepare clear, concise, accurate, and comprehensive written reports.
Safely operate a motor vehicle.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for all positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division