STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **12/1/13**

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: DOC

Facility: Douglas COUNTY

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Adult Parole & Prob Officer
b. Classification No: 6787
c. Effective Date: 12/01/2013
d. Position No:
e. Working Title: Parole & Probation Officer
f. Agency No: 29100
g. Section Title:
h. Employee Name:
i. Work Location (City – County): Roseburg, Douglas County
j. Supervisor Name (optional): Joe Garcia
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-`inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move offenders from anti-social to pro-social citizens and our interactions with offenders on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to offenders are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Transitional Services Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison or on supervision in the community. The division impacts over 30,000 felony offenders in the community and over 12,500 inmates in state prisons.

This division includes the operation of community corrections, religious services, sentence computation, inmate classification, offender records, victim services, and institution programs such as: workforce development, education, cognitive programs, and addictions treatment programs.

The state office for Community Corrections provides funding for the management and supervision of over 30,000 felony offenders sentenced to probation, parole, or post prison supervision, and offenders sentenced to 12 months or less of incarceration. Community Corrections Administration is responsible for managing the grants to the counties for community corrections activities, the interstate transfer of offenders, and jail inspections. The branch has the statutory responsibility to evaluate community corrections policies, to annually review the 36 counties' compliance with the intergovernmental agreement, and to offer technical assistance when needed to gain compliance. The office is active in victim's services, including the development of a statewide victim notification system with the Department of Justice.

Douglas County Parole and Probation is located in Roseburg, Oregon. The office is responsible for approximately 1,150 offenders who are in the community on some form of supervised release. The annual operating budget is approximately $6.6 million. Satellite offices are located in Myrtle Creek and Reedsport, Oregon. The office contracts with independent service providers who provide various treatment modalities for offenders. The goal of Douglas County Parole and Probation is to enhance public safety by holding offenders accountable and reducing the risk of future criminal behavior through the implementation of evidence based practices and programs.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Enhance public safety and hold offenders accountable through the performance of probation and parole casework.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
	N	E	The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors;

			reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.
80%	N	E	**Offender Supervision.** Interviews adult offenders on probation or parole to assess offenders' immediate risk to re-offend, criminal risk factors, and social support needs; evaluates program options targeting criminal risk factors; works collaboratively with institution staff to develop a transition plan for offenders being released from prison and returning to the community; coordinates services to help offender obtain treatment, housing, employment and other supportive services to facilitate community adjustment; refers clients to community agencies (schools, churches, public health agencies, etc.) as needed; explains requirements of community supervision and the positive and negative consequences for behavior; counsels offenders to establish personal goals and plans, and to increase their motivation to change; confers with collateral sources such as spouse, family, employers and others familiar with facts relating to individual cases for assistance with monitoring offender behavior and in the implementation of appropriate treatment plans; advises and directs offender to assure compliant behavior; applies sanctions and incentives; maintains regular contact with offenders and monitors activities; makes scheduled and unannounced home visits; makes employment, office, field, and collateral contacts to monitor offenders' behavior; offers continuing assessment and counseling according to offenders needs and progress; monitors progress of meeting probation/parole conditions such as fines, restitution, enrollment in drug or alcohol treatment programs; modifies supervision plan as appropriate. **Enforcement.** Conducts unannounced field visits to offender's residence or place of employment and performs field surveillance as necessary to determine levels of compliance; conducts searches of the offender's person, residence, and/or vehicle; conducts electronic surveillance; monitors or takes bodily substance samples for testing (e.g., urinalysis, breathalyzer, buccal sample); determines the risk to re-offend presented by the offender, and

			supervises higher risk offenders more closely than lower risk offenders; responds to violations of supervision utilizing administrative structured sanctions; if offender violates conditions of supervision may arrest, detain, search, handcuff and transport offender.
10%	N	E	**Investigations, Correspondence, and Reports.** Conducts interviews and investigates home conditions, personal adjustments, environment and other factors to evaluate offenders' community progress to aid in successful conduct in the community; maintains and reviews case files on each offender to ensure that documentation and information are complete and correct; write reports for and confer with courts and the Board of Parole and Post-Prison Supervision on offenders' probation/parole compliance; gathers report information by interviewing offenders, victims, witnesses, family members, and others and by researching official records and documents; analyzes and evaluates data collected and reports offender problems and progress; prepares violation or pre-sentence reports for courts which include positive and negative recommendations; makes appropriate decisions with regard to local administrative sanctions in response to violations of supervision; documents objective and subjective interpretations; investigates offenders' legal case and background; and makes recommendations on sentencing requirements; interacts regularly with Board of Parole and Post Prison Supervision, district and circuit courts in both oral and written manner; attend hearings; document, testify and make recommendations at probation/parole compliance hearings; testify at pre-sentence hearings; maintains chronological records and other reports on offenders' community performance as an evaluation tool of offenders' performance for possible program changes as needed to assist in successful community adjustment; coordinates reports with other agencies sharing joint responsibility for offenders; answers questions from outside service agencies regarding offenders; prepares and dictates written reports, and is responsible for monthly reports summarizing caseload activities and investigations.

10%	N	E	**Resource Development**: Develops and utilizes resources in the community and maintains professional working relationships with other community entities (e.g., drug and alcohol programs, housing and community service placement, financial assistance, counseling, and job placement). **Interpreter for hearing impaired:** Provide interpreter services for the hearing impaired as requested.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- May involve work in adverse weather conditions;
- May require physical demands including, but not limited to, climbing and navigating rough terrain, climbing stairs, jumping, running, moving up to 60 pounds; may include apprehending/restraining combative and violent people;
- Will have direct contact with adult offenders who may become hostile or abusive;
- Will assist with security measure in emergency situations;
- May be required to work irregular hours; and
- May involve some travel.
- Must have a valid driver's license and a good driving record.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Departmental policies and procedures; Oregon Revised Statues; Oregon Administrative Rules, with emphasis on Felony Sentencing Guidelines, Board of Parole and Post Prison Supervision, Oregon Criminal Justice Commission, and Department of Corrections; Case Law as well as intergovernmental agreements.

b. How are these guidelines used?

These guidelines are used to define the operation of our department. They provide the authority to supervise, arrest, and detain offenders, and impose sanctions on parole, post-prison supervision, and probation offenders. They define guidelines for sentencing purposes. They act as reference documents to ensure office procedures are in compliance with state laws.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Offenders	In person, phone, writing	Counsel, exchange information	Daily
Offenders' family	In person, phone, writing	Counsel, exchange information	Daily
Victims	In person, phone, writing	Provide information, listen to concerns	Daily
Professional service providers	In person, phone, writing	Exchange information, develop resources	Daily
Government agencies	In person, phone, writing	Exchange information, develop resources	Daily
Law enforcement	In person, phone, writing	Exchange information, develop resources	Daily
Court officials/ lawyers	In person, phone, writing	Exchange information	Daily
Judges	In person, phone, writing	Exchange information	Frequently

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions include, but are not limited to, issues related to incarceration or other forms of punitive sanctions such as due process, recommendations to the court and Board of Parole regarding dispositions, decisions regarding field investigations for prison releases, transfer investigations for both in-state and compact cases, early termination and bench probation requests, inactive or unsupervised status, and use of force decisions.

The affects of some of the aforementioned decisions include but are not limited to the legal liability, financial liability, loss of freedom, prolonged incarceration, early release from supervision, and physical injury.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Community Corrections Director	MMS X7008 0315000	File review/Discussion	Daily	Proper case management

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

Ability to obtain and maintain certification by the Department of Public Safety Standards in Training within one year of hire.

Ability to obtain and maintain certification on the Law Enforcement Data (LEDS).

Ability to obtain and maintain certification as an interpreter for the hearing impaired.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date