

STATE OF OREGON

EXECUTIVE DEPARTMENT
Personnel and Labor Relations Division

This position is:

- Mgmt Service-Supv
- Mgmt Service-Conf
- Mgmt Service-Managerial
- Classified
- Unclassified
- Executive Service

POSITION DESCRIPTION

** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM **

New Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Adult Parole and Probation Officer
- b. Class No.: 6787
- c. Effective Date:
- d. Position No.: 0514007
- e. Working Title: Parole & Probation Officer
- f. Work Unit: Douglas County Community Corrections
- g. Agency No.: 29100
- h. Agency Name: Department of Corrections
- i. Employee Name:
- j. Work Location (City-County): Roseburg-Douglas

- k. Position: Permanent Seasonal Limited Duration Academic Year
- Full Time Part Time Intermittent Job Share

- l. FLSA: Exempt Non-Exempt
- m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.
- b. 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 Community Corrections is located in Roseburg, Oregon, a rural county covering 5,072 square miles with a population of approximately 104,000. The Branch office supervises approximately 1,110 offenders on parole, post-prison supervision and felony probation and has an annual operating budget of approximately \$7.2 million. Satellite offices are located in Myrtle Creek and Reedsport. The department is comprised of a Branch Director, Parole and Probation Supervisor, Executive Support Specialist, 16 parole and probation officers, and three support staff. The branch office also contracts with independent service providers who provide various treatment modalities for offenders. Specialized caseloads include sex offenders, gender specific, Drug Court, and local control. The goal of Douglas County Community Corrections 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 purpose of this position, and how it functions within this program, by completing this statement:
The purpose of this job/position is to . . .

. . . enhance public safety and hold offenders accountable through the performance of probation and parole casework in the investigation, counseling, adjustment, rehabilitation, and reintegration of adult offenders; conduct needs assessments, develop probation case plans, monitor probation and parole compliance, and maintain caseload records. The Probation and Parole Officer classification requires DPSST certification and work is conducted in the field and the office. Emphasis is placed on direct face-to-face contact with offenders at their home or place of employment.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

Time	N/R	DUTIES
	N	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	<p>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.</p> <p>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.</p>

- 10% N **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 **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).

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.

- Will be expected to share the mission, vision, and core values of the department;
- Requires being a role-model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others;
- Must be able to acknowledge that everyone is capable of positive change and that incarceration provides a powerful opportunity to effect positive change and that the future public safety in Oregon depends on maintaining environments where such change is valued and nurtured;
- 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, lifting 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 Statutes; 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 this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
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
Judges	In person, phone, writing	Exchange information	Frequently
Court officials/lawyers	In person, phone, writing	Exchange information	Daily

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate affect of these decisions where possible.

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 this position? (List classification title and position number.) How? How often? Purpose of the review?

Community Corrections Supervisor	PEM C 0315001	File review/Discussion, Daily, Proper case management
County Director	PEM E 0315000	File review/Discussion, Daily, Proper case management
DOC Community Corrections Chief	PEM G 9500355	Branch review, Quarterly, Outcome Measures
DOC Assistant Director	PEM H 8700502	Branch review, Quarterly, Outcome Measures

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? N/A Through Subordinate Supervisors? N/A

b. Which of the following supervisory/management activities does this job perform?

- | | | |
|--|---|--|
| <input type="checkbox"/> Plans Work | <input type="checkbox"/> Responds to Grievances | <input type="checkbox"/> Hires/Fires (or Effectively Recommends) |
| <input type="checkbox"/> Assigns Work | <input type="checkbox"/> Disciplines/Rewards | <input type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input type="checkbox"/> Approves Work | | |
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SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

The position requires certification by the Department of Public Safety Standards in Training within one year of hire. Three levels of certification are issued including, Basic, Intermediate, and Advanced. Additionally, certification on the Law Enforcement Data (LEDS) is required.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds: Not applicable to this position.

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date