

Probation and Parole Officer II

... A Probation and Parole Officer II promotes positive change in an offender's life, while providing structured supervision and accountability, being mindful of community safety.

Development History

1. Second Validation Profile, 9/19/01. Third Validation Profile, 10/10/2001, 4th Validation profile 12/12

Duties

Tasks

| | | | | | | | | | |
|---|--|---|--|---|---|---|---|---|----------------------------|
| A | Plan Offender Rehabilitation | A-1 Conduct initial offender interviews (C-1) (F-1) | A-2 Assess Risks and Needs (C-6) (F-3) | A-3 Complete Jesness | A-4 Develop Case Management Plan (C-4) (F-6) | A-5 Review Case Management Plan with Team/Supervisor | A-6 Address victim(s)/Community Issues (C-1) | A-7 Gather Offender related information (C-1) | |
| | | B-1 Complete required forms | B-2 Conduct and maintain contact standards (C-2) | B-3 Utilize supervision strategies (C-1) (F-2) | B-4 Monitor Case Management Plans (C-4) (F-8) | B-5 Monitor Offender Payment Plans | B-6 Intervene in Offender's ongoing issues (C-2) (F-5) | B-7 Facilitate Groups/Skill Workshops for Offenders (C-2) (F-1) | |
| C | Monitor and Enforce Court Requirements | C-1 Monitor and enforce Court requirements | C-2 Interpret/Review Court Ordered Conditions with Offenders (C-7) | C-3 Coordinate Court Ordered Interventions | C-4 Communicate with Criminal Justice Agencies | C-5 Prepare and present documentation | C-6 Process Warrants and Summonses | C-7 Coordinate Violation Recommendations | C-7 Testify at Hearings |
| D | Provide Documentation and Administration | D-1 Enter ICON data (C-1) (F-2) | D-2 Document progress notes (C-1) (F-4) | D-3 Prepare reports for all jurisdictions (C-2) | D-4 Conduct PTR Interviews | D-5 Conduct and prepare PSI's | D-6 Prepare/Document Inter/intra-state transfer requirements | C-7 Provide Office coverage/duty officer requirements | |
| E | Continue Professional Development | E-1 Networking | E-2 Participate in Staff Training | E-3 Expand career knowledge | E-4 | E-5 | E-6 | Legend of Prioritized Tasks C = Criticality F = Frequency NW = Training needs of new workers VW = Training needs of veteran workers N = 9 participants | |
| F | Practice Personal Safety | F-1 Practice Officer Safety Tactics (C-1) | F-2 Observe Office/Field Safety | F-3 | F-4 | F-5 | F-6 | | |

Probation Parole Officer II
DACUM Validation, Version 2
Duties, Tasks, and Selected Subtasks

A. Plan Offender Rehabilitation

1. Conduct initial offender interview
 - a. Assemble and review all relevant information
 - b. Schedule and notify the offender of initial interview
 - c. Establish rapport (Provide orientation and expectations of supervision)
2. Assess Risk/Needs
 - a. Insure that statewide risk/needs assessments are completed and current
 - b. Insure that program specific assessments (SOP, BEP, OWI, etc.) are completed and current. This will include outside referrals.
 - c. Document and communicate the results of assessment instrument(s) (Includes receiving assessment results from outside agencies)
 - d. Supplemental assessments as determined by availability and professional judgment.
3. Complete Jesness
 - a. Explain process to the offender
 - b. Schedule and complete responsivity assessment
 - c. Identify, document and communicate supervision strategies
4. Develop the Case Management Plan
 - a. Review and incorporate all case, assessment and responsivity documents
 - b. Select need(s) to be addressed
 - c. Negotiate and write plan with offender
5. Review Case Management Plan with Team/Supervisor
 - a. Inform appropriate staff of case plan
 - b. Incorporate case management plan in all staffings or case reviews
 - c. Seek input from supervisor as needed
6. Address victim(s)/community Issues.
 - a. At time of case plan preparation
 - b. On an ongoing basis
7. Gather Offender Related Information.
 - a. Attend treatment staffings
 - b. Establish/maintain a network of collateral contacts with family members, employers, community agencies, etc.

B. Provide Case Management and Offender Treatment

1. Complete required forms
 - a. Insure forms are completed
 - b. Insure information on forms are explained to offender
 - c. Insure completed forms are available in file

Forms should include:

Supervision Agreements

Restitution Plans'

Release of Information

Grievance Acknowledgement

All other forms as required by District Policy

2. Conduct and Maintain contact standards
 - a. Conduct and document security standards
 1. Urinalysis
 2. Breath Alcohol
 3. Electronic Monitoring
 - b. Conduct and document contacts
 1. Office visits
 2. Home visits
 3. Collateral contacts
3. Consider Supervision Strategies
 - a. When evaluating progress
 - b. When making case decisions
 - c. When responding to violations
 - d. When individualizing supervision techniques
4. Monitor Case Management Plan
 - a. Review and document routinely the case management plan with the offender
 - b. Verify compliance
 - c. Document performance and progress
 - d. Revise as appropriate
5. Monitor Offender Payment Plans
 - a. Document compliance with plan
 - b. Enforce payment requirements
 - c. Adjust supervision expectations
6. Intervene in Offenders' ongoing issues
 - a. Identify nature of issue and gather relevant information
 - b. Assist Offender in problem solving, i.e. identify resources, make referrals
 - c. Respond to offender requests
 - d. Provide immediate, appropriate level of response to crisis situation(s)
 - e. Refer to resources as appropriate
 - f. Involve resources in intervention process as appropriate
 - g. Attend Intervention Staffings
7. Facilitate Groups/Skill workshops for offenders
 - a. Obtain and maintain appropriate training
 - b. Become familiar with curriculum
 - c. Plan session(s)
 - d. Conduct group(s)
 - e. Document performance of offender(s) in group

C. Monitor and Enforce Court Requirements

1. Interpret/Review Court Ordered condition with Offender
 - a. Obtain placement order
 - b. Seek clarification as appropriate
 - c. Explain to offender and document
2. Coordinate Court Ordered Interventions
 - a. Make referral
 - b. Monitor compliance

- c. Document performance and progress
- 3. Communicate with Criminal Justice Agencies
 - a. Solicit information from Law Enforcement Agencies
 - b. Provide relevant information to Law Enforcement Agencies
- 4. Prepare and present documentation
 - a. Notice of arrest
 - b. Report of Violation
 - c. PPVI
 - d. Discharge Summary
- 5. Process Warrants and Summonses
 - a. Provide appropriate information to authorities
 - b. Assist as needed
- 6. Coordinate Violation Recommendations
 - a. Determine availability of recommendation(s)
 - b. Discuss recommendation(s) with appropriate parties
- 7. Testify at Hearings
 - a. Review all pertinent case information
 - b. Consult with the County Attorney prior to hearing
 - c. Testify to substantiate violations and be prepared to support Department's recommendation(s).

D. Provide Documentation and Administration

- 1. Enter ICON Data
 - a. Enter required new case data
 - b. Update data as changes occur
 - c. Enter new data as case progresses
- 2. Document Progress Notes
 - a. Document information regarding court order requirements
 - b. Document information regarding case planning issues
 - c. Document all other pertinent case information
- 3. Prepare Reports to all Jurisdictions
 - a. Notice of arrest
 - b. Report of Violation
 - c. PPVI
 - d. Discharge Summary
- 4. Conduct Pretrial Interviews
 - a. Interview offender per district policy
 - b. Verify information through collateral contacts
 - c. Obtain records check of offender
 - d. Score interview and provide information/recommendation to the court
- 5. Conduct and prepare PSI's.
 - a. Obtain trial information/records checks
 - b. Conduct interview
 - c. Verify information
 - d. Gather releases and obtain referral information
 - e. Complete assessments per Department policy
 - f. Prepare report in ICON
 - g. Obtain supervisory approval

- h. Submit report to the Court
- i. Coordinate PSI recommendations
- 6. Prepare/document on inter/intra-state transfer requirements.
 - a. Determine viability and appropriateness of transfer'
 - b. Prepare and send transfer documents and collateral information
 - c. Monitor transfer status and follow-up as appropriate
- 7. Provide office coverage/duty officer requirements
 - a. Be available as schedules
 - b. Fill in for unavailable officers
 - c. Handle routine requests for information and assistance

E. Continue Professional Development

- 1. Networking
- 2. Develop and maintain professional relationships within the Department
- 3. Develop and maintain professional relationships with individuals or agencies outside the department
- 4. Attend meetings and conferences with collateral agencies
- 5. Serve on Committees
- 8. Participate in Staff Training
 - a. Seek and obtain training relevant to areas of professional interest
 - b. Attend program specific training
 - c. Attend new employee training
 - d. Attend safety training
 - e. Complete all mandated training
- 9. Expand Career Knowledge
 - a. Participate in continuing education
 - b. Attend conferences
 - c. Read literature relevant to professional growth
 - d. Seek Promotional Opportunities

F. Practice Personal Safety

- 1. Practice Officer Safety Tactics
 - a. Use available safety equipment
 - b. Implement learned safety skills
 - c. Maintain proficiency at safety skills
- 2. Observe Office/Field Safety
 - a. Follow emergency and disaster plans
 - b. Coordinate high risk offender contacts with Law Enforcement
 - c. Conduct searches as appropriate
 - d. Adhere to established office and field safety procedures

Probation and Parole Officer II

Job Analysis

Knowledge

Knowledge of:

Computers
Community Resources
Community Environment
Criminal Justice System
Mission Statement
Department Policies and Procedures
Victim Issues
Multicultural Issues
Knowledge of Programs
Testing and Assessments
Cognitive/Behavioral/Social Learning Approaches
Dynamics of Abuse
Dynamics of Addiction
Gangs
Criminal Thinking
Supervision Strategies
Electronic Monitoring
UA/BA Testing
Safety Strategies/Techniques

Skills

Skills in:

Conflict Resolution
De-escalation
Crisis Management
Computer Use
Interpersonal Communications'
Verbal
Communications/Presentation
Listening
Public Relations
Investigation
Motivational Interviewing
Interviewing
Leadership
Organization
Personal Safety
Court Testimony
Time Management/Prioritization
Written Communication
Group Facilitation
Problem Solving

Traits

Traits in:

Creative
Visionary
Ethical
Professional
Respect
Flexible
Non-judgmental
Optimistic
Patient
Self-Disciplined
Self-Starter
Independent Thinker
Task Orientated
Persistent
Works well with others
Accepts Constructive Criticism
Empathy
Insightful