

CLASS TITLE:

FURLOUGH OFFICER

Class Code: 02827800

Pay Grade: 27A

EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the coordination and supervision of the Furlough Program within the Adult Correctional Institutions; as required, to supervise inmates participating in the Furlough Programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Furlough Coordinator with latitude for the exercise of independent judgement; work is reviewed for conformance to established laws, rules, regulations, and objectives.

SUPERVISION EXERCISED: As required, supervises inmates participating in the Furlough Program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the coordination and supervision of the Furlough Program within the Adult Correctional Institutions; as required, to supervise inmates participating in Furlough Program.

To assist in the preparation of a complete report of investigation, including written contact, or verbal where necessary, with the sponsor; the investigation will include the length of sentence, nature of offense, effective date of sentence, release date, parole date, police report of offense, previous escapes, disciplinary infractions, and reports from institutional personnel.

To make arrangements for appropriate transportation and proper security procedures to be used when transporting inmates to and from community facilities.

To gather specific information for furlough from local hospitals, nursing homes or funeral homes when confirming illness or death of direct family relations.

To assist superior in conducting spot checks of inmate's residence while participating in the furlough program.

To maintain a telephone communication system by which inmates in the community may contact the institution at appropriate times during furlough release and during emergency situations.

To report all violations of federal, state and local laws and any furlough regulation violations to superior.

To report all violations of special conditions as outlined by the Classification Board of the Adult Correctional Institutions and the Director of the Department of Corrections.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of laws and regulations relating to the state's Furlough Program; the ability to counsel and advise inmates within the program; the ability to review records and files for the purpose of gathering information relative to an inmate's sentence and offense; the ability to supervise inmates; the ability to communicate with community facilities in order to verify information relative to death or illness of family members; the ability to maintain effective working relationships with correctional personnel, superiors, law enforcement agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing;
and

Experience: Such as may have been gained through: employment in a responsible position in a correctional or juvenile detention facility involving the custody, security and counseling of juveniles or inmates.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 8, 1987

Editorial Review: 3/15/03