

CLASS TITLE: PAROLE COORDINATOR

Class Code: 02827500
Pay Grade: 27A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct various activities of the parole process between the Rhode Island Department of Corrections and the Rhode Island Parole Board; to insure that inmates are seen for parole consideration in a timely manner as required by the Rhode Island State Law; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Associate Director of Classification with considerable latitude to exercise independent judgement in reviewing and monitoring the materials prepared by Department of Corrections staff for the Rhode Island Parole Board; work is reviewed by the Associate Director of Classification.

SUPERVISION EXERCISED: Plans, organizes and supervises the work of clerical personnel to insure that parole reports are presented in a professional and timely manner.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for parole consideration for all parole eligible inmates within the Rhode Island Department of Corrections.

To function as liaison between the Rhode Island Parole Board and Department of Corrections staff to ensure that inmates are seen for parole consideration in a timely manner as required by Rhode Island State Law.

To provide a list of newly eligible inmates for parole each month, by the 10th day of month, two (2) months prior to parole board hearings.

To initiate and maintain liaison with out-of-state correctional facilities regarding inmates newly eligible for parole who are serving sentences in other states; to identify and initiate action indicated to obtain necessary information for the Rhode Island Parole Board.

To set deadlines for receipt of completed institutional reports by counseling staff, and to oversee such reports for completion by the 19th day of the month prior to the month of the Parole Board hearing.

To review institutional reports for accuracy and professionalism.

To conduct staff meetings and in-service training pertaining to parole issues.

To schedule parole board hearings within the Department of Corrections Facilities.

To coordinate distribution to facility liaison personnel of written notice of Parole Board's decision (s) the morning after Parole Board meeting.

To disseminate a list of all inmates receiving parole to each facility and all programming and administrative personnel.

To revise a release list based on information from Bureau of Criminal Investigation and National Crime Information Center reports regarding pending charges and/or immigration detainer which need to be resolved prior to release; to track status of home and job plans prior to release.

To coordinate distribution of parole permits to Parole Officers to be signed by inmates on permit day, prior to release.

To hold permits of inmates remaining at the Department of Corrections until ready for release.

To be responsible for the coordination of release day with the liaison person in each facility for inmate parole pictures and discharge slips.

To provide inmates and Department of Corrections staff with accurate information regarding the parole process.

To provide the parole board office with completed interstate compact agreements; to investigate and track interstate compact materials through acceptance or rejection by receiving state.

To coordinate and schedule transportation with the State/U.S. Marshals of involuntary transfer inmates back to Rhode Island for their Parole Board hearings.

To answer requests from other states regarding inmates serving time in Rhode Island who are parole eligible in their sending state.

To maintain a tracking and file system of all parole information on computer disk.

To be able to perform data entry, word processing and other tasks necessary to maintain a quality functioning system.

To establish and maintain a positive, professional relationship with the Attorney General's office, private attorney offices, the court system, probation and parole, home confinement, immigration, residential treatment facilities, custody and control staff and rehabilitation personnel, as well as the ability to answer questions/concerns of family and friends of inmates regarding parole.

To supervise office staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of Rhode Island State Laws and the Rhode Island Department of Corrections Policies and Procedures as they pertain to the Rhode Island State Parole process; a thorough knowledge of the Interstate Parole Compact Policies and Procedures; the ability to organize and disseminate parole reports in a timely manner as reflected in Rhode Island State General Law; the ability to coordinate release of Department of Corrections parolees with the Division of Probation and Parole in order to assure release of qualified parolees on a timely basis; the ability to conduct regular staff meetings and in-service training where appropriate; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of Bachelor's Degree from a college of recognized standing with a specialization in Criminal Justice, Psychology, Social Work or a related field; and

Experience: Such as may have been gained through: considerable experience in a responsible position within a correctional environment, including probation and parole and classification.

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

Class Created: May 15, 1994

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