

CLASS TITLE: PROBATION AND PAROLE OFFICER I

Class Code: 02826900
Pay Grade: 27 A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under close supervision, to perform a variety of probation and parole functions; to perform tasks related to case investigations, casework, community supervision, and counseling in the rehabilitation of adult criminals or wayward/delinquent juveniles entrusted to probation and parole by various state courts, the Rhode Island Parole Board and the Interstate Compact; to assist in the rehabilitation and transition of parolees within the community; to support probationer and parolee rehabilitation and work collaboratively with court personnel to ensure rehabilitation and community safety, and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior who reviews work in accordance with probation and parole policies and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under close supervision, to perform a variety of probation and parole functions; to perform tasks related to case investigations, casework, community supervision, and counseling in the rehabilitation of adult criminals or wayward/delinquent juveniles entrusted to probation and parole by various state courts, the Rhode Island Parole Board and the Interstate Compact; to assist in the rehabilitation and transition of parolees within the community; to support probationer and parolee rehabilitation and work collaboratively with court personnel to ensure rehabilitation and community safety.

To conduct intake and assessment interviews with offenders, their families, and others in order to gather information pertaining to the individual, family and environment that has impacted on the offenders' criminal or wayward/delinquent behavior.

Under close supervision, to manage an assigned caseload of probationers/parolees; to conduct counseling, case management and case reporting functions and to monitor progress and activity of offenders by establishing a schedule of contacts with the offender (office, home or work), and meetings with offenders' family, employer and other community resource professionals; to utilize relevant technology applications.

To apply probation/parole policies and procedures to case work practice, treatment planning and referral of offenders to rehabilitation programs; to assist parolees to successful transition to the community through referral to community-based resources for services such as housing, employment, mental health, substance abuse and educational/training services.

Under close supervision, to conduct pre-sentence investigations for the court; to gather pertinent case history information regarding the offender prior to sentencing; to gather criminal history information and assess criminal behavior and risk to the community; and to recommend rehabilitative treatment.

Under close supervision, to compile court reports; to make recommendations to the court or Parole Board for continuance, modification or revocation of existing probation or parole conditions; to participate and monitor court hearings, as required.

Under close supervision, to review and evaluate relevant information and reports from police, prosecutors, criminal background data resources, victims/victim impact statements, and other sources.

Under close supervision, to gather and evaluate information from probationers, parolees, their families, employers, schools, counselors, community agencies, and medical practitioners to assist in the assessment and supervision of offenders.

To conduct pre-employment background investigations as assigned.

To enforce court orders; to counsel offenders concerning his/her responsibility to comply with conditions of probation and/or parole and consequences for failure to meet the stipulated requirements; to determine whether a hearing is necessary if conditions are violated.

To present violators to the court and/or Parole Board with appropriate information and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of human behavior and effective counseling, casework and case management practices; working knowledge of adult criminality, juvenile delinquency and the availability of community-based resources to probationers and parolees; working knowledge of the rules, regulations, principles and techniques involved in probation and parole practice; familiarity with legal and court system functions, rehabilitation and correctional policy and procedures; familiarity with Rhode Island Statutes and court decisions pertaining to adult and juvenile offenders; familiarity with relevant technology applications; the ability to conduct case investigations; ability to develop appropriate case plans; ability to synthesize information into clear and concise reports for judicial and other law enforcement personnel; ability to evaluate offender progress and make rehabilitation recommendations, including incarceration; ability to work as a team member and to communicate effectively; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from an accredited institution of higher education with a specialization in sociology, psychology, social work, penology, criminal justice, or a closely related field; **and**

Experience: A minimum of one year experience in a criminal justice, casework, and/or case management environment, or closely related work experience with related client populations.

Class Created: May 20, 2001

Editorial Review: 3-15-2003