



JOB DESCRIPTION

<i>Title</i>	Parole & Probation Deputy II			
<i>Department</i>	Sheriff's Office, Community Corrections		<i>Job Class</i>	RU16
<i>Driving Required</i>	Yes		<i>Safety</i>	Yes
<i>Labor Union</i>	Federation of Parole & Probation Officers		<i>FLSA</i>	Non-exempt
<i>Created</i>	Sept. 2012	<i>Reviewed</i>	July 2022	<i>Revised</i> July 2022

Purpose

To provide supervisory and counseling services to adult justice involved individuals (JIIs) placed under supervision by releasing authorities. Manage JII behavior and elicit positive JII response. Reduce risk of criminal conduct through community supervision, sanctions, counseling, adjustment, rehabilitation, and other services.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Interviews adult JIIs on probation or parole to assess individual needs and risk, social, emotional, and economic status. Refer JIIs to community agencies as needed. Counsel JIIs on probation/parole procedures, personal problems, and establishment of personal goals and plans to help ensure maximum results from rehabilitation programs. Confer with JII's family and collateral sources of information.
- Make home, employment, office, field, jail, and collateral contacts with JII to ensure compliance with conditions of release. Conduct searches, take samples, etc. Impose sanctions and interventions as appropriate. Coordinate with treatment/ service providers and criminal justice system.
- Investigate and prepare reports for the court, which includes personal, criminal, medical, mental, employment, and financial history of the JII. Examples include violations, modifications, early terminations, interstate compacts, etc. Submit reports to appropriate agency or organizational unit. Make recommendations to the court regarding sentencing.
- Investigate violations of supervision conditions. Interview witnesses and suspect JIIs. Collect, mark and preserve evidence and prepare written reports.
- Maintain records on activities, cases, and contacts.
- Participate in court proceedings and hearing processes. Provide information as requested. May perform duties of Hearing Officer.
- Impose sanctions on JIIs and/or arrest JIIs as a result of violation. Prepare cases for subsequent hearings as necessary.
- Monitor satisfaction of JIIs' obligations to victims, including restitution payments, no-contact conditions, etc., and respond to victims' concerns or inquiries.



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- Investigate and coordinate request for transfer of JII supervision from other counties or states.
 - May provide transportation and assist IIIs in obtaining basic needs as necessary.
 - Make arrests as necessary in the performance of various duties. Control detainees in accordance with established policy and procedures. Transport detainees as required.
 - Develop and maintain proficiency in the use of a variety of equipment associated with law enforcement duties, including firearms, restraining devices, two-way radios, electronic monitoring devices, breathalyzer, drug test kits, camera, etc., and maintain skills by attending training meetings, reading technical materials, and meeting with others in areas of responsibility.
 - Develop and maintain proficiency in defensive tactics, including baton, handcuffs and other restraint devices and techniques.
 - Exercise independent judgment in determining when there are reasonable grounds to detain, when reasonable grounds exist to search and arrest, and when force may be used and to what degree.
 - Communicate and interact firmly yet courteously with the public and IIIs and in accordance with Sheriff's Office policy and procedures. Present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.
 - Develop and maintain effective working relationships with staff, public officials, the general public, and representatives of other agencies. Establish and maintain professional and effective working relationships with customers, co-workers, and other agencies.
 - Maintain regular punctual and reliable attendance.
 - Maintain parole and probation certification.
 - Answer telephone and route calls to appropriate staff person. Provide information and assistance to callers and office visitors.
 - Perform first aid and CPR.
 - Pursue fleeing suspects and perform rescue operations that may involve quickly entering and exiting law enforcement vehicles.
 - Perform searches of people, vehicles, buildings and large outdoor areas.
 - Read, comprehend and comply with or enforce legal and non-legal documents, including the preparation and processing of such documents as detainers, affidavits and warrants, department policies and procedures, and labor agreements.
 - Inform the public and respond to inquiries regarding directions, laws, ordinances, complaint procedures and provide general assistance as required.
 - Provide backup and support to co-workers.
 - Comply with office and county policies, procedures and regulations.
 - Participate fully as a member of a team, to support a service area(s), and in employee training and orientation opportunities. Train to co-workers as requested.
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- Wear personal protective equipment (PPE) when performing job tasks that increase risk of exposure to blood or body fluids.
 - Maintain department-issued equipment.
 - Operate a variety of office equipment, including computer, copier, fax, etc.
 - Follow all safety rules and procedures established for work areas.
 - Maintain work areas in a clean and orderly manner.
 - Perform other related duties as assigned.

Auxiliary Functions:

- Serve as training instructor/field training officer or fulfill specific program responsibilities within the department as assigned.

Mandatory Qualifications

Education and Experience:

- Associate's degree in behavioral science, social science, or criminal justice or HS/GED and 45 credits in same plus five years' experience in the criminal justice or social service fields.
- Minimum 21 years of age, a United States citizen.
- Meet DPSST "Minimum Standards for Employment as a Law Enforcement Officer" OAR 259-008-0010.
- Possess the Intermediate Parole and Probation certification from the Department of Public Safety, Standards and Training (DPSST).
- Law Enforcement Data system (LEDS) certification required.
- Must be of good moral fitness as determined by a comprehensive background investigation, including credit check.
- Pass entry-level pre-employment evaluations, including Oregon Physical Ability Test (ORPAT), drug screen and psychological evaluation prior to appointment.
- Must have passed the applicable Sheriff's Office probationary period.
- Must not have been convicted of any felonies nor any law involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug, nor any law involving dishonesty or moral turpitude as identified in Oregon Administrative Rules 259-008-0070.
- Possess and maintain valid Oregon driver license within 30 days of hire.

Knowledge, Skills and Abilities:

- Broad knowledge of adult behavior and adjustment problems and related treatment methods, probation practices and philosophy, the laws and regulations governing the operation of adult probation programs and the criminal justice system.
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- Knowledge of Oregon criminal laws, Oregon Administrative Rules (OAR), and Interstate Compact rules, rules of search and seizure, arrests, evidence, and use of force.
- Must have a demonstrated knowledge and ability to manage complex casework.
- Demonstrated ability to work with confidential information and perform as a team member with minimal supervision.
- Able to learn department rules, procedures, supervision principles, and evidence-based practices.
- Skilled in dealing with the criminal element and the public in both stressful and non-stressful situations.
- Able to listen, evaluate and analyze facts and draw correct conclusions promptly.
- Understand and carry out instructions promptly, speak and write effectively, record information clearly and concisely, perform simple mathematical calculations and draw simple diagrams.
- Proficient in the handling and use of handguns from a variety of body positions and under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by Sheriff's Office standards.
- Able to hold, aim and discharge firearms with sufficient accuracy to maintain minimum department qualifications.

Desired Qualifications

Bachelor's degree in behavioral science, social science, criminal justice or related field. Advanced Parole and Probation Certification from the Department of Public Safety, Standards and Training (DPSST). Spanish language proficiency.

Physical Demands

Requires the ability to feel and detect, grasp, handle and manipulate objects with hand and finger dexterity, walk for extended periods of time, lift, drag or carry heavy objects up to 50 lbs., pull and push up to 100 lbs. Bend, stoop, crawl and kneel, climb over and pull oneself up over obstacles, climb through openings and crawl in confined areas, jump over obstacles, ditches and streams, balance on uneven surfaces, use body force to gain entrance through barriers including kicking open doors and pushing doors open using a shoulder. Reach for and lift ten-pound objects; turn neck and twist body 90 degrees in either direction. Sit, walk, stand and move around in the work area for extended periods of time. Climb stairs and/or inclines repeatedly.

See close and distant objects within normal parameters and use peripheral vision, see at night and under dark or low light settings, demonstrate sufficient depth perception, differentiate between colors. Must use olfactory senses, hear within normal range, speak clearly, and use a loud voice to shout.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to



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enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Subject to 24-hour emergency call-back. Works evenings, weekends, holidays and alternative work schedules in all types of indoor and outdoor environments as required. Works overtime as may be required to perform essential functions.

Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, are mentally ill, or who have communicable diseases. May receive verbal and mental abuse when confronted with the hostile views and opinions of JIIs and other people encountered in an antagonistic environment. Involves physically subduing aggressive individuals as required.

Requires operating law enforcement vehicles in the performance of duties day and night in congested traffic and in unsafe road conditions due to rain, fog, ice and snow.

May encounter situations that involve exposure to hazardous materials, body fluids, communicable diseases, seriously injured persons including traumatic injuries, and/or deceased persons. Hazardous materials include chemical agents that have been released into the air.

Supervisory Received and Exercised

Works under the direct supervision of the assigned chain of command. Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on Sheriff's Office policies and practices.