

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Parole Officer	<b>SERIES NO.:</b> 6981
	<b>MAJOR AGENCIES:</b> Rehabilitation & Correction, Parole and Community Services, Adult Parole Authority only	<b>EFFECTIVE DATE:</b> 3/20/2005

**SERIES PURPOSE:**

The purpose of the parole officer occupation is to prepare information for the courts and parole board and/or oversee and direct activities of offenders to ensure they abide by the law, terms of release and special conditions implemented by the court or the parole board to protect the community.

At the parole officer level, incumbents conduct pre-sentence and/or offender background investigations, prepare comprehensive reports, oversee and direct activities over assigned caseload and/or perform one or more specialized functions (e.g., transportation; substance abuse testing; fugitive apprehension; prepare information and assist in screening cases for the Ohio Parole Board) as determined by agency.

At the senior parole officer level, incumbents provide work direction and training over parole officers and substitute in absence of supervisor in addition to the activities listed above for the parole officer level.

At the supervisory levels, incumbents assist in or develop and implement treatment programs for parolees and/or probationers within assigned district or region.

**Glossary of Terms:**

Oversee and direct activities include: contacts with offenders and individual/groups in their community (e.g., employers, service providers, law enforcement agencies, halfway houses, crime victims, judges, parole board and family members/co-habitants).

Offenders include: parolees, probationers, post release control, judicial release, compact supervision, community control and other special releases.

Types of investigations include but are not limited to: pre-sentence, post-sentence, offender background, expungement, placement, interstate compact, fugitive, arrest, transfer, violators-at-large and parole board.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Parole Officer	69811	10	3/20/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of probation & parole, criminal justice or social or behavioral science, investigative techniques & agency policies & procedures governing investigations, sentencing, offender caseload activities in order to conduct pre-sentence, post-sentence &/or other investigations & write or dictate comprehensive reports, oversee & direct activities over assigned caseload of offenders & perform one or more of following functions: inter-agency liaison &/or trainer in specialized topics &/or work in assigned location with minimal supervision.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Senior Parole Officer	69812	11	03/07/2004

**CLASS CONCEPT:**

The advanced level class works under general supervision & requires considerable knowledge of parole & probation, agency policies & procedures regarding offender caseload activities & investigative techniques & procedures in order to provide work direction & training over parole officers monitor & direct assigned caseload offender & substitute in absence of supervisor.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Parole Services Supervisor	69816	12	<del>06/18/2000</del>

**CLASS CONCEPT:**

The first supervisory level class works under general direction & requires considerable knowledge of management & supervisory principles/techniques & probation & parole activities in order to supervise assigned technical & support staff, direct supervision of parolees & probationers & assist regional supervisor in development & implementation of treatment programs for parolees & probationers within assigned district.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Parole Services Regional Supervisor	69817	14	02/23/1998

**CLASS CONCEPT:**

The second supervisory level class works under direction & requires thorough knowledge of management/supervisory principles/techniques & probation & parole activities in order to supervise & direct lower level district parole services supervisors & develop & implement treatment programs for parolees & probationers within assigned region (i.e., one of six geographical assigned areas).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parole Officer	69811	012	3/20/2005	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Conducts pre-sentence, offender background &/or other comprehensive investigations (e.g., interviews offenders, obtains offender information to include court records, social history, arrest reports, mental health &/or substance abuse treatment data, & victim &/or victim's family's statements) & prepares comprehensive reports, prepares information as needed for parole board hearings, screens offenders for purposes of release decisions & supervision classifications, oversees & directs assigned caseload activities of offenders to include employment & vocational opportunities, referrals to community service agencies (e.g., mental health treatment, substance abuse counseling, domestic violence counseling, sex offender treatment & vocational/employment training), maintains contact &/or conducts interviews with offender's families, friends & employers to ensure offenders abide by law, terms of release & special conditions/sanctions imposed by court or parole board, develops plans for rehabilitation within community or institution in accordance with correctional recommendations & principles, & performs one or more of following tasks depending upon work assignment & location: develops, maintains & improves working relationships with halfway houses, community correction agencies, other community agencies, & prisons, &/or acts as trainer in specialized topics (e.g., weapons; unarmed self-defense; interpersonal communications), &/or works with minimal supervision in assigned location which may be substantially distant from headquarters.

Issues arrest, hold & release orders to law enforcement agencies; conducts surveillance & pursues violators-at-large; arrests violators & restrains offenders as needed; conducts search & seizure for contraband; photographs offenders, crime victims &/or evidence; performs alcohol & drug testing by observing, collecting & transporting urine samples, & operating breathalyzer instruments; prepares, presents &/or testifies at hearings; operates state/ personal vehicle to transport violators or witnesses within or out of state; prepares court documents for filing.

Provides work direction & training to other parole officers &/or clerical staff as necessary; operates personal computer in order to input &/or verify information about offenders; maintains offender files & investigation reports; enforces court orders pertaining to child support &/or crime victim restitution, court costs, fines, fees, &/or other financial sanctions of offenders.

Attends staff meetings, conferences & training sessions; communicates & develops supervision plans with supervisor, program staff & community agencies; develops & maintains public relations with community agencies & citizens groups through speaking engagements & membership on community councils & committees; responds to inquiries about offenders; complies with all department of rehabilitation & correction's division policies & administrative regulations.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of probation & parole; social or behavioral science or criminal justice; investigative techniques; public relations; agency policies & procedures regarding caseload activities\*; interviewing. Skill in operation of personal computer\*; alcohol breath analysis instrument, camera, firearms\*; unarmed self-defense\*; pepper spray\*; handcuffs &/or other restraints & other safety equipment\*. Ability to apply principles to solve practical problems & deal with variety of variables in somewhat unfamiliar context; interview offenders & determine work best suited to them; gather, collate & classify information about people, data & things; prepare & maintain accurate records & reports; cooperate with co-workers on group projects; handle sensitive interpersonal relationships; deal with uncooperative/hostile offenders, family & friends; direct work & train other employees; delivery presentations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree, from accredited educational institution; must have no legal prohibition against carrying firearms; valid driver's license.

-Or associate degree from accredited educational institution; 2 yrs. exp. in criminal justice, corrections, law enforcement, social service or related field; must have no legal prohibition against carrying firearms; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: Applicants for positions in Ohio Department of Rehabilitation and Correction must also successfully pass parole officer assessment or have successfully completed assessment within past 12 mos.; or applicants must be current

employees with Ohio Department of Rehabilitation & Correction who have previously been certified in position of parole officer.

Probationary period is 365 days. Probationary parole officers may not transfer to vacancy through canvass process but may be reassigned by management to another vacancy within same headquarter county.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department of Rehabilitation & Correction, must complete & pass prescribed mandated training to include pre-service & adult parole authority parole officer orientation school. Must maintain unarmed self-defense, firearms and pepper spray certification. Must maintain valid driver's license & proof of financial responsibility.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be assigned to high crime areas &/or institutional setting; exposed to risk of violence, communicable diseases, vicious animals, unpleasant living conditions & other unpleasant environmental hazards; must provide own transportation; on 24 hour call; monitors, collects & transports urine samples for substance abuse testing; may be required to carry & maintain proficiency in firearm &/or pepper spray.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Senior Parole Officer	69812	012	03/07/2004	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as lead worker (i.e., provides work direction & training) over parole officers involved in conducting investigations, preparing comprehensive reports, making recommendations & directing caseload activities of offenders, substitutes in absence of unit supervisor, assist in establishing unit goals, policies & procedures & recommends improved operational strategies, coordinates daily itinerary, work schedules & caseload assignment & follow-up, complies &/or monitors statistical reports, coordinates special projects & data collection for research or evaluation, & interprets & complies with all laws, Department Of Rehabilitation & Correction policies & administrative regulations.

Conducts pre-sentence, offender background &/or other investigations (e.g., interviews offenders, obtains offender information to include court records, social history, arrest reports, mental health &/or substance abuse treatment data, & victim &/or victim's family's statements) & prepares comprehensive reports; edits & proofs reports; prepares information as needed for parole board hearings; screens offenders for purposes of release decisions & supervision classifications; oversees & directs assigned caseload activities of offenders, including employment & vocational opportunities, referrals to community service agencies (e.g., mental health treatment, substance abuse counseling, domestic violence counseling, sex offender treatment, & vocational/employment training); maintains contact &/or conducts interviews with offender's families, friends & employers to ensure offenders abide by law, terms of release & special conditions/sanctions imposed by court or parole board; develops plans for rehabilitation within community or institution in accordance with correctional recommendations & principles; performs one or more specialized functions depending upon work assignment & location, with all work performed with minimal supervision in assigned location, which may be substantially distant from headquarter.

Issues arrest, hold & release orders to law enforcement agencies; conducts surveillance & pursues violators at large; arrests violators & restrains offenders as needed; conducts search & seizure for contraband; photographs offenders, crime victims, & evidence; performs alcohol & drug testing by observing, collecting, & transporting urine samples & operating breathalyzer instruments; prepares, presents &/or testifies at hearings; operates state/personal vehicle to transport violators or witnesses within or out of state; prepares court documents for filing.

Provides work direction & training to clerical & other staff as necessary; acts as trainer in specialized topics (e.g., weapons, unarmed self-defense & interpersonal communication skills) as assigned; operates personal computer in order to input &/or verify information about offenders; maintains offender files & investigation reports; enforces court orders pertaining to child support & crime victim restitution, court costs, fines, fees, & other financial sanctions of offenders.

Maintains positive community relations through speaking engagements to inform public of agency programs; holds membership on community councils & committees as required; responds both verbally & in writing to inquiries about offenders; develops, maintains, & improves working relationships with halfway houses, community correction agencies, other community agencies, & prisons; attends staff meetings, conferences & training sessions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state & federal laws, rules & guidelines pertaining to probation, parole & community corrections; supervisory principles/ techniques\*; employee training & development\*; probation & parole; behavioral or social sciences or criminal justice; investigation techniques; public relations; law enforcement; interviewing. Skill in operation &/or use of motor vehicle; handcuffs &/or other restraints; firearms; pepper spray; unarmed self-defense; bullet proof vest; personal computer; tape recorder; camera; alcohol breath analysis instruments. Ability to define problems, collect data, establish facts & draw valid conclusions; establish friendly atmosphere as lead worker of unit; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; use research methods in gathering data; interview offenders; handle sensitive face-to-face contacts with offenders; prepare & deliver speeches before specialized audiences & general public; deal with uncooperative/hostile offenders, family &/or friends.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. exp. as Parole Officer, 69811; valid driver's license; certified in unarmed self-defense by Ohio Adult Parole Authority.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain certification in unarmed self-defense. Must maintain valid driver license.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be assigned to high crime areas &/or institutional setting; exposed to risk of violence, communicable diseases, vicious animals, unpleasant living conditions, & other unpleasant environmental hazards; must provide own transportation; on 24 hr. call; collects & transports urine samples for substance abuse testing; may be required to carry & maintain proficiency in use of firearm &/or pepper spray.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parole Services Supervisor	69816	EX	06/18/2000	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises all unit personnel (e.g., parole officers, clerical staff), assists regional supervisor in planning complex programs (e.g., investigations; supervision & counseling of parolees & probationers) & development of treatment programs, organizes & implements plans & programs, directs supervision of parolees & probationers, establishes unit training goals, directs preparation & maintenance of reports & records, interprets program objectives, methods, agency policies & procedures, develops community resources, plans & participates in training of parole officers, conducts staff meetings, determines unit needs, implements cost-saving procedures & prepares status & progress reports.

Speaks to community & civic groups on policies & procedures related to parole & probation; interprets & explains agency program objectives, methods & policies to assure understanding & cooperation of other agencies & community; reviews literature pertaining to field of parole & probation; conducts probable cause hearings relating to renovation process; initiates disciplinary actions; assists in screening, interviewing & recommending selection of staff; conducts personnel evaluations of field & support staff; transports inmates in state vehicles to & from facilities statewide.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state & federal laws, rules & guidelines pertaining to probationers & parolees; human relations; EEO affirmative action policies & procedures; managerial principles/techniques; supervisory principle/techniques; employee training & development; probation & parole; government structure & process; public relations. Ability to establish friendly atmosphere as supervisor of work unit; deal with some abstract, but mostly concrete variables; use statistical analysis; prepare & deliver speeches before varied audiences; handle sensitive contacts & inquiries.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 36 mos. trg. or 36 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in correction/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction &/or training; valid Ohio driver's license.

-Or completion of undergraduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 48 mos. trg. or 48 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction ~~for~~ &/or training; valid Ohio driver's license.

-or 6 yrs. trg. or 6 yrs. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 6 mos. trg. or 6 mos. exp. providing work direction &/or training; valid Ohio driver's license.

-Or 12 mos. exp. as Senior Parole Services Coordinator Officer, 69812; valid Ohio driver's license.

-Or equivalent evidence of Minimum Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must maintain valid Ohio driver's license; 40 hours in-service per year which may include personnel policies & procedures, human relations, labor relations, supervision & management principles & techniques, resource development & delivery, policy development & implementation, current correctional research & practices &/or revisions of criminal law.

**UNUSUAL WORKING CONDITIONS:**

Some travel required; may be on call 24 hours per day as parole duty officer; may transport program training equipment & supplies; may require exposure to hostile & potentially dangerous inmates & situations.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Parole Services Regional Supervisor	69817	EX	02/23/1998	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as liaison with central office staff in coordinating regional plans, programs & policies, coordinates regional operations with special programs (e.g., reintegration, furlough) & other law enforcement & rehabilitation-related activity in region & promotes maximum inter-unit cooperation.

Directs regional field parole & probation programs; disseminates information & instruction relative to policy & procedure to unit supervisory personnel; reviews & evaluates monthly reports, general unit function & operational problems to insure proper unit management; assesses unit work loads to insure equitable manpower planning; recommends & participates in development of programming.

Provides supervision to parole services supervisors & support personnel; insures proper implementation of agency policy & procedure throughout assigned region; approves training programs; conducts staff meetings & assists with labor relations matters; initiates disciplinary action; assists in screening, interviewing & recommending selection of staff.

Maintains contact with social agencies, government agencies & media to promote & create program options for clients; speaks to community & civic groups to provide information & answer inquiries on parole & probation.

Provides administrative support in fiscal areas of regional management (e.g., recommends equipment needs & approves repair work; plans & allocates office space; develops & implements cost-saving procedures; maintains, reviews, interprets & utilizes fiscal & statistical data for operational plan development & budget recommendations); participates in personnel & labor relations functions as appropriate; transports inmates to & from facilities statewide.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management principles/techniques; adult probation & parole & governing regulations; labor relations; employee training & development; supervisory principles/techniques; interviewing; staff recruitment procedures\*; budgeting; manpower planning; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; establish friendly atmosphere as manager of region; interview job applicants & determine work best suited to them; prepare & deliver presentations before general public & specialized groups; answer inquiries & respond to requests from general public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 60 mos. trg. or 60 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in correction/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principals & techniques; valid Ohio driver's license.

-Or completion of undergraduate core program in criminology, criminal justice, law enforcement, sociology, social work, psychology or related field; 72 mos. trg. or 72 mos. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principals & techniques; valid Ohio driver's license.

-Or 8 yrs. trg. or 8 yrs. exp. in community corrections to include report writing, offender treatment referrals, offender service delivery & participation in corrections/criminal justice agencies operations & investigations; 24 mos. trg. or 24 mos. exp. in supervisory principals & techniques; valid Ohio driver's license.

-Or 12 mos. exp. as Parole Program Specialist Supervisor, 69825; valid Ohio driver's license.

-Or 12 mos. exp. as Parole Services Supervisor, 69816; valid Ohio driver's license.

-Or 12 mos. exp. as Parole Program Specialist, 69821; valid Ohio driver's license.

-Or alternative evidence of Minimum Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

40 hours in service per year which may include personnel policies & procedures, human relations, labor relations, supervision & management principles & techniques, resource development & delivery, policy development & implementation, current correctional research & practices &/or revisions of criminal law.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be on call 24 hours per day as parole duty officer; may transport program training equipment & supplies; may require exposure to hostile & potentially dangerous inmates & situations.