

# **LINN COUNTY CLASSIFICATION**

**TITLE: PROBATION OFFICER 1 and 2**  
**NUMBER: 657/658**  
**PAY RANGE: 15/16**  
**CATEGORY: OPEU**

**APPROVAL ORDER**  
**NUMBER: 2001-058**  
**DATE: January 31, 2001**

Note: The Parole and Probation Officer 1 classification shall apply to all newly hired Parole and Probation Officers of the Linn County Sheriff's Office after January 1, 1997. The Parole and Probation Officer 2 classification shall apply to all Parole and Probation Officers employed by Linn County prior to January 1, 1997 and to former permanent State Parole and Probation Officers beginning employment with Linn County on January 1, 1997.

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Maintains daily contact with individuals released on probation, parole and post prison supervision, and enforces compliance with conditions of supervision to promote public safety and positive offender behavioral change.

SUPERVISION RECEIVED: Works under the supervision of a Sergeant or Corporal on shift, and receives assignments from same. Receives advice concerning interpretations of laws, rules, and operating procedures, but exercises judgement in the evaluation of incidents and initiation of appropriate responses. Written reports are reviewed regularly by a Sergeant.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. However, in some instances the more senior officers may be responsible for supervising the activities of other officers during searches and arrests.

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 job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Counsel and assess needs of offenders and refer them to appropriate treatment and/or other community resources.
2. Make home, employment, office, field, jail, prison and collateral contacts.
3. Coordinate with treatment/service providers and with other Criminal Justice agencies.
4. Investigate alleged violations of supervision conditions and document same.
5. Monitor and enforce conditions of supervision, arrest offenders, conduct searches, monitor and/or take bodily substance samples for testing, i.e., urinalysis, breathalyzer, etc.
6. Conduct electronic surveillance for house arrest, such as drive-by monitoring, voice verification, and passive telephone monitoring.
7. Maintain detailed written/computer records of all offender and collateral contacts.

8. Whenever possible, impose a prohibitive consequence upon becoming aware of offender behavior indicative of imminent criminal activity. Impose a meaningful consequence as soon as reasonably possible upon becoming aware of an offender's violation of supervision conditions.
9. Enter offender status in the Law Enforcement Data System (LEDS) and monitor same for offender arrests.
10. Prepare comprehensive reports pertaining to offender compliance with conditions of supervision. Prepare other reports as required.
11. Issue travel permits to offenders after determining the appropriateness of same.
12. Determine offender subsidy needs and arrange for same, as appropriate.
13. Testify in Court, at Parole/Probation Violation Hearings, and at Grand Jury.
14. Make presentations at schools and community organizations.
15. Participate in training, as directed.
16. Access the DOC400 computerized Corrections Information System.
17. Respond to emergencies after duty hours.
18. Develop and maintain effective, harmonious and reasonable work relationships with others.
19. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

20. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of and ability to interpret applicable Federal and State laws; knowledge of court systems and procedures. Knowledge of pertinent case law and the ability to apply same to applicable caseload scenarios. Knowledge of the principals and techniques of contemporary parole and probation investigations. Knowledge of the policies and procedures which govern parole and probation practices. Knowledge of the use of required equipment, including vehicles, firearms, radios, breathalyzers, search kits, chemical agents, restraints, drug test kits and computers. Some knowledge of chemical dependency and effective treatment options. Some knowledge of character disorders and mental illness, and the appropriate

supervision and treatment regimens for same. Some knowledge of community resources which can be employed to effect offender behavioral change.

Ability to learn a considerable amount of factual material relating to laws, ordinances, procedures, and regulations, and apply this knowledge to on-the-job situations. Ability to comprehend and interpret laws and regulations. Ability to understand sometimes complex oral and written instructions and to act upon them accordingly. Ability to analyze situations quickly and objectively, and determine a proper course of action, in some instances without consulting a supervisor. Ability to prepare clear, concise and comprehensive reports. Ability to assist persons undergoing emotional stress or mental disorder while maintaining a professional and objective posture. Ability to exercise appropriate physical actions in the arrest and restraint of persons to insure the safety of all persons. Ability to establish and maintain effective working relationships with fellow officers, supervisors, crime victims, witnesses and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of the equivalent GED Certificate. A Bachelor's degree from an accredited college or university preferred, or appointment conditioned upon the receipt of same within six months of hire. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any arrest or conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Basic Certificate and LEDS Certification within one year of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.