

<b>Position Code</b> <b>PARPOFREC55R</b>
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2.Employee's Name (Last, First, M.I.)</b>	<b>8.Department/Agency</b>
<b>3.Employee Identification Number</b>	<b>9.Bureau (Institution, Board, or Commission)</b>
	<b>Field Operations Administration (FOA)</b>
<b>4.Civil Service Position Code Description</b>	<b>10.Division</b>
<b>Parole Probation Officer-E</b>	<b>FOA Region 4b</b>
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
<b>Field Agent</b>	
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
<b>Parole Probation Manager-2 13 – Hill, Candace</b>	<b>Kent County Parole/ One Division Bldg.</b>
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
<b>Parole Probation Manager-4 15</b>	<b>1 N. Division Ave, Grand Rapids, MI 49503 Monday-Friday 8:am-5;00pm</b>

**14. General Summary of Function/Purpose of Position**

The employee will be responsible for a variety of job functions related to offenders and protection of the public. These responsibilities will include the preparation of background reports on offenders convicted in Circuit Court which will be utilized to determine sentences; supervision of offenders placed on community supervision through Court ordered probation or parole from a state correctional facility. The employee will be required to supervise a caseload of offenders, which may include but is not limited to: sex offenders, offenders placed on a variety of electronic monitoring devices including Global Positioning System (GPS), gender specific, mentally ill, Interstate Compact, or other specialized caseloads as designated by the Deputy Director of Field Operations. The employee may be assigned to act as an embedded agent assigned to a local law enforcement agency, an Institutional Parole Agent, or an Internet Crimes Against Children Agent (ICAC). The employee will follow policy, procedures, Director Office Memorandums (DOM) and Guiding Principles of the Department of Corrections in order to meet the goals of the Department.

This is a position in which the incumbent has regular unsupervised access to and direct contact with probationers, or parolees, and is a DART (Drug/Alcohol Test Designated) position in accordance with Civil Service Rules. Some positions assigned as Institutional Parole Agents may have regular unsupervised access to and direct contact with prisoners more than 50% of the time. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1**                      **% of Time 40**

Prepare reports, Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessments, and/or other necessary reports to provide the Court and/or Department with information necessary to inform decision-making. The COMPAS is a broad-based risk/need assessment that assists the field agent in the development of the offender's case plan and establishing the appropriate level of supervision.

**Individual tasks related to the duty.**

- Read police reports, criminal history reports, and related Court documents to establish a factual basis for the report.
- Interview offender and those related to or familiar with offender for background information.
- Administer the COMPAS assessment for purposes of evaluating offender risk and need.
- Speak with a treatment specialist and/or other rehabilitative experts. Also contact victim if necessary for an impact statement.
- Formulate a case plan after reviewing all pertinent information, including; COMPAS results and/or sentencing guidelines, if supervision is an option.
- Make recommendation to the Court and/or Parole Board as to a recommended supervision plan and conditions of supervision, once all information is evaluated.
- Complete Pre-Parole Investigations, Presentence Investigations (PSI), Parole/Probation Violation Reports , Lifer Investigations, Transfer Investigations, Interstate Compact Reports, and other miscellaneous Special Investigations.
- Complete home call to verify residence prior to probation sentencing or paroling from a correctional institution.
- Establish contacts including but not limited to, family, community partners, law enforcement, and other social networks.
- Participate in In-Reach or Re-entry meetings to promote successful reintegration.

Duty 2

**General Summary of Duty 2**                      **% of Time 45**

Caseload Management – Provide supervision, monitoring, and counseling of offenders on probation and/or parole, with the main goal being protection of the public and promoting offender success.

**Individual tasks related to the duty.**

- Enforce Probation or Parole Order once offender is sentenced/released to community supervision.
- Have scheduled in-person contact with the offender on a routine basis to ensure compliance with conditions of supervision and promote the offender's success.
- Make various field contacts with the offender's employers, social support network, family members or significant others, treatment providers, and/or law enforcement to provide and gather information as to the offender's adjustment to supervision.
- Installing, removing, cleaning and maintaining electronic monitoring equipment and GPS if assigned to a specialized caseload
- Manage the offender's schedule when necessary, which may include; coordinating appointments relevant to supervision, ensuring compliance to curfews, and arranging programming and treatment appointments. Additionally, may be involved in setting schedules for electronic monitoring or GPS, and/or coordinating polygraph examinations, if applicable to the specialized caseload.
- Perform substance abuse testing on offenders, which may include the collection of urine or saliva.
- Maintain case notes on all offenders in the State's data systems.
- Transport offenders in State owned vehicles.
- Participate in case staffing through transition team meetings, case management teams, Court staffing, sex offender management teams, etc.
- Participate with local community groups to ensure and enhance offender compliance and success through evidence based practices and Collaborative Case Management as an effective way to protect the public.
- Collaborate with local law enforcement by participating in Nighthawk operations.
- Review cases in a timely manner for discharges, extensions, warrants and new criminal behavior. Maintain files on offenders.
- Determine proper supervision level for offenders, including telephone reporting.

- Maintain files on offenders.

### Duty 3

#### **General Summary of Duty 3**

**% of Time 7**

Investigate, prepare reports, and provide testimony as it relates to offenders who have not complied with supervision standards.

#### **Individual tasks related to the duty.**

- Authorize arrest or detain offenders if suspected of violation behavior.
- Investigate violation behavior to determine the facts, which may include; interviewing the offender, interviewing witnesses and/or victims, obtaining police reports and collaborating with other criminal justice agencies, obtaining lab results, and/or obtaining documentation as to movements while under electronic monitoring.
- Determine if there is a factual basis to seek formal charges.
- Prepare and serve formal charges on the offender and prepare reports to the Court or Parole Board outlining the nature of the violation, the offender's progress while under supervision, and sanction recommendations, examining and exhausting community resources as appropriate, with recommendation for revocation of supervision and incarceration as a last resort.
- If alternative sanctions are levied, prepare documents reflecting the sanction, review and sign with the offender and forward to the Court or Parole Board for ratification.
- Review and implement new conditions of supervision with offender, which may include; community service hours, extension of supervision, placement in a residential treatment or programming center, and/or placement on electronic monitoring or GPS.
- Monitor offender's availability while incarcerated or while in a residential treatment program

### Duty 4

#### **General Summary of Duty 4**

**% of Time 4**

Administrative and miscellaneous tasks. Perform tasks assigned by supervisor.

#### **Individual tasks related to the duty.**

- Miscellaneous special projects or reports assigned by supervisor or management.
- Prepare monthly statistical reports to ensure accurate tracking of offenders.
- Act as Duty Agent as assigned by supervisor.

Duty 5

**General Summary of Duty 5**

**% of Time 3**

Court and/or Parole Violation Hearing appearances. Act as the representative of the Department of Corrections at court appearances and/or parole revocation hearings.

**Individual tasks related to the duty.**

- Appear in court and/or parole revocation proceedings when necessary.
- Answer questions during sentencing process.
- Maintain contact with victims, law enforcement, witnesses to ensure their participation in the violation process.
- Collect, maintain, present and testify to evidence during violation hearings.
- Collaborate with prosecutor's office and or parole violation unit prior to hearings.

Duty 6

**General Summary of Duty 6**

**% of Time 1**

Attend and participate in required and optional training to enhance the skills and knowledge necessary to perform duties.

**Individual tasks related to the duty.**

- Complete yearly mandatory training requirements as defined by the Department.
- Attend seminars, and related trainings to enhance the supervision of offenders.
- Participate in staff meetings.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Making sentencing recommendations to the Court as to the disposition of the case, including a recommendation for incarceration, placement on electronic surveillance or in a residential program, fines, costs, community service, and length of community supervision.

Making recommendations to the Parole Board as to the addition or deletion of special conditions and extension or discharge of supervision.

Making daily decisions as to the frequency of offender reporting, the nature of contacts in the community, and recommendations as to programming and services best suited to effectively manage the offender.

Making recommendations whether or not to file and pursue violation charges against the offender for violating conditions of supervision, including new criminal behavior. The results of which may be revocation and incarceration.

All of these decisions may impact the offender, the family and friends of the offender, the victim, and the community as a whole. Decisions which may cause hardship on some, especially if the offender ends up in jail or prison.

**17. Describe the types of decisions that require the supervisor's review.**

Some decisions may be complicated when reviewing policy and/or procedure, as some situations fall within "gray areas" of the policy/procedure. For example, whether or not the supervision level can be lowered on an offender or agent safety issues.

**18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Field work requires regular contact in offenders' homes, some of which are in high crime areas. Occasionally homes occupied by offenders are not well kept and may be contaminated with trash. There is a potential, during contact with offenders, to be exposed to TB or Hepatitis carriers, and infrequent exposure to blood.

Physical efforts consist of walking, sitting, climbing stairs, bending, lifting and carrying equipment weighing up to 50 lbs.

Agents are required to assist other employees or offenders who are being assaulted or need other emergency aid.

Agents are required to own or have access to an automobile in order to drive to and from field locations.

Agents are required to use computers to access, input and/or respond to information.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

The essential duties of the position are to protect the public and promote rehabilitation of offenders by:

- Accurately completing PSI's, court reports, Parole Violation Reports, and other documents on individuals under the jurisdiction of the Circuit Court and Department. This includes accurate and timely maintenance of case notes. Must have an understanding of basic computer knowledge with the ability to enter data into established data bases.
- Supervise offenders by establishing a communications network with organizations such as; local police, community service agencies, treatment providers, employers, and health care professionals to be aware of all available options for the offender in the community. Must have the ability to articulate effectively both verbally and in writing. Must be able to write professionally using proper English usage, spelling, and grammar.
- Able to understand and work within the parameters of the Department's policies, procedures, DOM's, and guiding principles.
- Ability to communicate and work effectively with a diverse range of people with the goal of having offenders successfully complete their period of community supervision.
- Ability to drive a motor vehicle.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

**25. What is the function of the work area and how does this position fit into that function?**

Supervisors/Management in the work area assigned and review tasks, including reports.

Field Agents investigate and supervise offenders while preparing all the necessary paperwork regarding offenders.

Clerical support provide a finished copy of the reports and also do a wide variety of functions including Offender Management Network Information (OMNI) input and reception duties.

All of the above positions work together to protect the public and promote rehabilitation of the offender, which is the work area function

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

**EDUCATION:**

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, education psychology, family relations, human services, or theology.

**Alternate Education and Experience:**

Possession of a bachelor's degree in any major **and** one year of Department of Corrections' experience.

**EXPERIENCE:**

**Parole/Probation Officer 9**

No specific type or amount is required.

**Parole/Probation Officer 10**

One year of professional experience working with adult offenders equivalent to a Parole/Probation Officer 9.

**Parole/Probation Officer P11**

Two years of professional experience working with adult offenders equivalent to a Parole/Probation Officer, including one year equivalent to a Parole/Probation Officer 10.

**Alternate Education and Experience**

**Parole/Probation Officer 9**

Possession of a bachelor's degree in any major and one year of Department of Corrections experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Investigating/Interviewing skills.

Good writing skills are a must.

Computer skills are desirable.

Ability to work under stress and hazardous situations.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to operate a motor vehicle and have possession of a valid driver's license and the availability of an automobile for business.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid State of Michigan Driver's License. Agents must own or have access to an automobile which is properly registered and insured.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

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***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY EMPLOYEE**

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**