State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. PARPOFREC48R

POSITION DESCRIPTION

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

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency**
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Field Operations Administration (FOA)
4. Civil Service Position Code Description Parole Probation Officer-E	**10. Division** Outstate Territory
5. Working Title (What the agency calls the position) Field Agent	**11. Section** FOA Region 4B
6. Name and Position Code Description of Direct Supervisor BAILEY, TOD; PAROLE PROBATION MANAGER-2 13	**12. Unit** Kent County Parole Office
7. Name and Position Code Description of Second Level Supervisor HALSTED, THOMAS; PAROLE PROBATION MANAGER-4 15	**13. Work Location (City and Address)/Hours of Work** 1 N. Division Ave, Grand Rapids, MI 49503 Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

The employee will be responsible for a variety of job functions related to offenders, coaching to help those under supervision address their needs and learn new skills that lead to a more prosocial lifestyle and ultimately protection of the public. These responsibilities include, but not limited to, 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: **Percentage: 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 Individual'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: **Percentage: 45**

Caseload Management – Provide supervision, monitoring, and counseling of individuals 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 promote individuals' success while ensuring accountability for their conditions of supervision.
- Make various field contacts with employers, social support network, family members or significant others, treatment providers, and/or law enforcement to provide and gather information as to the Individual's adjustment to supervision.
- Installing, removing, cleaning and maintaining electronic monitoring equipment and GPS if assigned to a specialized caseload
- Coach the individuals, 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 individuals supervised in the State's data systems.
- Transport individuals 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 after hour compliance check operations.
- Review cases in a timely manner for discharges, extensions, warrants and new criminal behavior. Maintain files on offenders.
- Determine proper supervision level for individual under supervision.

Duty 3

General Summary: **Percentage: 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 Individual'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 Individual's availability while incarcerated or while in a residential treatment program.

Duty 4

General Summary: **Percentage:** **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: **Percentage:** **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: **Percentage:** **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 in 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.

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

Agents/Field Service Assistants are required to complete a multiphase academy that includes the following physicals skills:

Self Defense/ Control Techniques – evasive movements to include front, side to side and rear foot movement and pivoting, bending and rotation of the head/ neck/ shoulders/ wrists/ hips to complete releases from grabs (wrist/ front and rear body) and takedowns, joint locks, control holds, counterstrikes with hands, elbows, knees, etc.

Basic Restraint (Handcuffs/Leg Irons/ Belly Chains) – gaining and maintaining control of equipment and a person while restraining them and standing/ reaching/bending to apply the various restraints and to perform a pat down.

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.

Additional Subordinates

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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 under supervision 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 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 assist other employees or offenders who are being assaulted or need other emergency aid, which may require physical efforts including restraining individuals, evasive movement and similar physical effort.
- Ability to drive a motor vehicle.

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

Requesting to update pre-approved PAROLE PROBATION OFFICER-E position in accordance with MCSC Regulation 4.01. The update is to add new language in the General Summary related to being a "coach like individual," as well as removing language regarding possessing law enforcement powers and required or permitted to carry a firearm while on duty. Firearm language has been moved to Box 26. Self-defense/control techniques and basic restraint language was

added to Box 18 and language regarding requirement to own or have access to an automobile and requirement to use computers to access, input and/or respond to information was removed from Box 18. Ability to assist other employees or offenders who are being assaulted or need other emergency aid, which may require physical efforts including restraining individuals, evasive movement and similar physical effort was added to Box 23. OMNI language was removed from Box 25.

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 provides a finished copy of the reports and also do a wide variety of functions including databases 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.

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.

OR

Education level typically acquired through the completion of high school and one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; or, two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10; or, three years as a Corrections Medical Officer E9 or Corrections Officer E9.

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.
This position, with proper certification and Department approval, may be permitted to carry a weapon while on duty.

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

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 **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

N/A

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

KATLYN SAYLOR 9/20/2024

Appointing Authority **Date**

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 **Date**