

## **PROBATION OFFICER I\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. A Probation Officer I counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer I may arrange for medical, mental health or substance treatment services. The work is performed under the general supervision of a higher-level probation administrator. A Probation Officer I is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and interviews defendants/respondents, victims, law enforcement personnel and other case-related individuals to conduct pre-plea/pre-sentence/pre-dispositional investigations;

Prepares reports and/or testifies in court regarding persons awaiting disposition of the courts in regard to the seriousness of the crime committed, the individual's circumstances and risk to self and society and the legally permissible dispositional options and makes a recommendation for or against detention, residential placement, or incarceration including, when appropriate, a recommendation regarding the length and conditions of probation which may include community service or other services;

Conducts risk and needs assessment and evaluates results for pre-trial, investigation, and supervision purposes;

Prepares case/supervision planning and interprets conditions of probation to probationers;

Meets with probationers, family members, school officials, service providers and others having contact with probationers to help ensure probationers are meeting terms and conditions of probation including school attendance and participation in treatment programs;

Performs risk reduction by providing direction and support to help probationers change factors that promote and maintain criminal/delinquent behavior including coaching probationers;

Prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;

Prepares violation and final case reports and testifies at violation hearings;

Meets with and communicates with his/her supervisor and peers to provide information related to the work performed;

Develops and maintains relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest to assist probationers with life adjustments;

Attends meetings and keeps abreast of professional developments and current technology to assist in the monitoring of probationers;

Performs drug and alcohol screenings, and collects DNA samples from probationers;

May collect financial obligations from and issue receipts to offenders;

May arrange for medical, mental health, substance abuse treatment and other services according to individual probationer's needs or court orders;

May execute arrest warrants, conduct warrantless searches and/or make warrantless arrests;

May use a firearm in performing duties and exercising authority pursuant to departmental policies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of interviewing and investigative techniques and practices related to probation; good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; good knowledge of assessment and case planning of individuals;

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good knowledge of the tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices; good knowledge of juvenile and adult risk and needs assessment instruments; good knowledge of the geography of Rockland County\*; working knowledge of community resources, employment, training and treatment options available to probationers; ability to understand and follow oral and written instructions; ability to understand, interpret and prepare written materials and reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective cooperative relationships with others; ability to safely and effectively use a firearm if so authorized.

**MINIMUM QUALIFICATIONS:**

1. Satisfactory completion of a Probation Officer I traineeship, or
2. A Bachelor's degree or higher with at least thirty (30) credit hours in social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency, or
3. A Master's degree in social work, social sciences, education, administration, law, criminal justice or a comparable curriculum.

**NOTES:**

1. Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or comparable curriculum may be substituted for work experience for a maximum of one (1) year of experience.
2. Counseling experience involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.
3. Law Enforcement experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park, police, police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.
4. Education experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.
5. Casework experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

**SPECIAL REQUIREMENTS:**

1. Possession of a current driver's license or the ability to otherwise meet the transportation requirement of the position.
2. When authorized by the Director of Probation III to carry or use a firearm in the performance of official Probation Officer I duties, must, prior to carrying or using such firearm, complete firearm training in accordance with Criminal Procedure Law (2.30) (3) and in a program approved by the Municipal Police Training Council (MPTC).
3. Completion of required course of fundamentals of probation practice given by the New York State Division of Probation and Correctional Alternatives within one (1) year of appointment.
4. Completion of Peace Officer certification training in a program approved by the New York State Municipal Police Division within one (1) year of appointment.

\*To be demonstrated during the probationary period.

\*\*This reflects a retitling of Probation Officer.