

POSITION DESCRIPTION

DER-PERS-10 (Rev. 07/97)

State of Wisconsin
Department of Employment Relations

1. Position No.	2. Cert/Reclass Request No.	3. Agency No. 410
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Department of Corrections Division of Community Corrections	
5. CLASSIFICATION TITLE OF POSITION Probation & Parole Agent (A)		
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT	
9. AGENCY WORKING TITLE OF POSITION	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES	
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?	

13. DOES THE POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes No
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).

14. POSITION SUMMARY- PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

(See Attached)

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions)

____ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
____ WORKER ACTIVITIES: Under each goal, list the work activities performed to meet that goal.
____ TIME %: Include for goals and major work activities.

TIME % | GOALS AND WORKER ACTIVITIES

(See Attached)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION. (See Instructions)

- a. The supervision, direction and review given to the work of this position is close limited general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor

Date

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION.

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of employee

Date

18. Signature of Personnel Manager

Date

CLASSIFICATION TITLE- SUB-TITLE
Probation & Parole Agent (A)

POSITION SUMMARY

Under close supervision, with an emphasis on training, this position is responsible for the provision of services to protect the public by holding offenders accountable for their behavior; the preparation of case plans for offenders; fostering law abiding behavior and positive participation of individual offenders in the community, the preparation of accurate and timely investigations, reports, and case records, community outreach activities, liaison activities and other special assignments as required. This position may provide a variety of services for a targeted caseload or program in one or more of the following areas sex offender, mental health, drug, high risk, program liaison, interstate compact, and/or other programs identified by the supervisor. Decisions that have a serious consequence for the offender or community require prior approval by the supervisor. The agent shall comply with the department's administrative policies and the agency's policies and procedures.

*(Rated PD
Only.)*

TRI TR2 TIME % GOALS AND WORKER ACTIVITIES

25% A. Protection of the public through holding offenders accountable for their behavior.

- A1. Maintain offender contacts and conduct home visits in accordance with level of supervision.
- A2. Conduct searches and seizures in accordance with department policy.
- A3. Inform offender of local law enforcement registration requirements
- A4. Hold offenders accountable for compliance with case plans and rules of supervision, informing offender of consequences of non-compliance.
- A5. Issue apprehension requests on offenders who have escaped, absconded, or violated conditions of supervision, locate, transport, and detain offender in accordance with agency policy.
- A6. Conduct violation investigations, provide written documentation and discuss dispositional alternatives with supervisor.
- A7. Develop and present rationale for revocation at administrative hearings; testify; examine, and cross-examine victims, witnesses, and the offender, present evidence, when appropriate, develop appeals of administrative law judge's decisions. -
- A8. Attend and testify at court hearings as requested.
- A9. Recognize and respond to the legitimate needs of crime victims and alert them to issues of concern during offender supervision.
- A10. Determine whether case/situation requires emergency or routine handling after supervisory consultation.
- All. Keep supervisor informed of offender activities, casework, and special problems.
- A12. Monitor offender's consumption of alcohol and other drugs through various methods.

- A13. Respond to noncompliance with the sex offender registry per department policy.

25% B. Preparation of assessments and development of case plans for offenders.

- B1. Review offender's background by interviewing offender, reading records, searching for information, and interviewing collateral sources.
- B2. Determine level of supervision in accordance with the case classification system.
- B3. Develop and monitor offender progress in outcome-based case plans, incorporating the critical success factors, in determining short-term and long-term goals and objectives.
- B4. Establish and review rules of supervision that will address offender risk and need factors, including court ordered and parole conditions.
- B5. Secure offender participation in development and modification of case plans.
- B6. Inform supervisor of activities, casework, special problems, etc. through scheduled reviews, discussions, and informal meetings.
- B7. Periodically reassess offender risk and needs and revise case plan and rules of supervision accordingly
- B8. Complete residence assessment as specified by department policy to determine appropriateness of placement.
- B9. Monitor offender's progress with service provider and evaluate the need for continuation of service or modification of the case plan.
- B10. Counsel offenders, individually or in groups, on specific problems.
- B11. Involve those closely associated with the offender in his/her case plan; where appropriate encourage their support, when necessary advise them on ways of coping with the offender.

20% C. Promotion of law abiding behavior and positive participation of individual offenders in the community.

- C1. Determine court obligations, supervision fees, and/or other fees. Establish and enforce payment plan, collect, process, and monitor payments in accordance with department and division policy.
- C2. Identify resources available to meet the offender's needs, make appropriate referrals, and facilitate offender access.
- C3. Upon referral, communicate with provider personnel to establish mutual goals and expectations for the offender.
- C4. Monitor offender's progress with service provider and evaluate the need for continuation of service or modification of the case plan.
- C5. Provide information to offender regarding services, rights, responsibilities, policies, rules, procedures, etc. -
- C6. Explain court proceedings, - rulings, and recommendations to offenders to be certain they understand and are prepared for same.
- C7. Understand and utilize purchase of goods and service procedures.
- C8. Counsel offenders, individually or in groups, on specific problems.

- C9. Facilitate transition from the institution to the community by maintaining contact with incarcerated offenders and institution staff in accordance with department policy.

15% D. Preparation of accurate, timely investigation, reports and case records.

- D1. Maintain complete and accurate written and electronic case records for each offender.
- D2. Maintain records and follow systems for appointments, case review, due dates, etc.
- D3. Conduct pre-sentence investigations and write other reports requested by the court or required by the department or division.
- D4. Attend and testify at court hearings as required.
- D5. Conduct investigations of interstate compact and intrastate transfer requests.
- D6. Prepare pre-sentence and social investigations, and case records in compliance with prescribed formats and due dates.
- D7. Provide thorough pre-parole plan investigation reports as required.
- D8. Prepare Special Bulletin Release Plans in accordance with prescribed formats and due dates.
- D9. Prepare letters to the court summarizing case situations and clearly stating action requested from the court.
- D10. Investigate all alleged violations of supervision. Where violations have occurred, determine appropriate sanctions or dispositions. Serve the offender with notice of the violation as required and recommend action in compliance with prescribed formats and due dates.
- D11. Respond to inquiries from offenders, their family members, and the community as needed.
- D12. Investigate institution visitor lists and make appropriate recommendations,

10% E Performance of community outreach activities, liaison activities and other special assignments as required.

- E1. Establish and maintain effective and cooperative working relationships with criminal justice, law enforcement human services, and other stakeholders
- E2. Maintain community relationships through public appearances and presentations addressing DOC goals and programs.
- E3. Provide general advocacy services for DOC offenders, develop and monitor community resources to address offender needs.
- E4. Respond to public inquiries about agency goals, policies and programs and about specific offenders without violating confidentiality rules.
- E5. Serve on local and statewide committees as assigned.
- E6. Attend training as requested by employee or directed by supervisor.
- E7. Complete other tasks as assigned by supervisor.
- E8. As assigned, provide liaison duties to purchase of service agencies to include screening of referred offenders, placement, and sharing of information between the facility and department and division staff.
- E9. Perform recruitment activities and provide assistance to interns and other staff as assigned.

5% F. Performance of day-to-day responsibilities in a safe and secure manner. Execution of safety and security requirements related to the movement, monitoring and surveillance of offenders.

- F1. Properly utilize communications and safety equipment in compliance with policies and procedures.
- F2. Complete duties related to the arrest, custody, and transportation of offenders.
- F3. Secure and inventory the property of offenders being placed in custody.
- F4. Follow all policies and procedures related to performing duties in a safe manner while in and outside of the office.
- F5. Orient offenders and their families to the policy, procedures and requirements of the various electronic monitoring systems,
- F6. Properly sign out, enroll, install, and maintain electronic monitoring equipment in the offender's residence and on their person.
- F7. Establish and modify, as necessary, a monitoring schedule and/or approved geographic zones for offenders to provide for release to attend work, school, recreation, medical, treatment programs, or other approved activities.
- F8. Investigate and report all electronic monitoring alerts to determine if a violation occurred.
- F9. Investigate and report any damaged or missing electronic monitoring equipment.
- F10. Recover and clean all offender electronic monitoring equipment upon termination.
- F11. Conduct routine checks of electronic monitoring equipment to ensure that the equipment is in proper working order.

KR1 KR2 KNOWLEDGE AND SKILLS

1. Knowledge of dynamics of human relations.
2. Knowledge of correct grammar, punctuation, and sentence structure in written work.
3. Knowledge of interviewing techniques
4. Knowledge of problem identification and solving techniques.
5. Knowledge of culturally different values (cultural awareness).
6. Knowledge of criminal justice system
7. Knowledge of community resources.
8. Knowledge of legal administrative procedures:
9. Knowledge of purchase of goods and service systems.
10. Knowledge of security and restraint techniques.
11. Knowledge of drug testing analysis techniques.
12. Knowledge of investigation procedures.
13. Knowledge of time management and organizational techniques,
14. Knowledge of counseling guidance practices and procedures.
15. Knowledge of treatment modalities.
16. Knowledge of social work and case management methods.
17. Knowledge of AODA issues and treatment.
18. Knowledge of crime victim dynamics and resources.
19. Knowledge of principles of offender classification.
20. Knowledge of electronic monitoring systems.
21. Knowledge of staff security, public protection and health and safety practices.
22. Knowledge of financial management.
23. Knowledge of statutes and administrative rules.
24. Knowledge of DOC and DCC policies and procedures.
25. Ability to assess an individual's strengths and weaknesses.
26. Ability to operate standard office equipment
27. Ability to communicate effectively both orally and in writing.
28. Ability to establish and maintain effective relationships with public, peers, management, and others.
29. Ability to perform duties in an ethical and professional manner.
30. Ability to effectively manage stress.
31. Computer skills.