

**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
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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 data 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: intensive sanctions, 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 rules and the agency's policies and procedures.

*(Rated PD  
Only)*

<b><u>TR1</u></b>	<b><u>TR2</u></b>	<b><u>TIME %</u></b>	<b><u>GOALS AND WORKER ACTIVITIES</u></b>
		30%	A. Provision of services to protect the public by 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 agency policy.  A3. Inform offender of local law enforcement registration requirements.  A4. Hold offenders accountable for complying 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 offenders 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 hearing examiner's decisions.  A8. Attend and testify at court hearings following revocation of supervision.  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.  A11. Keep supervisor informed of offender activities, casework, and special problems.  A12. Collect urine specimens to monitor offender consumption of alcohol and drugs.  A13. Complete all activities necessary for the prosecution of inmates who escape while on intensive sanctions supervision.  A14. Comply with all requirements for reporting inmate movement for the preparation of the daily inmate count.

- A15. Orient offenders and their families to the policy, procedures and requirements of the electronic monitoring program.
  - A16. Properly sign out, enroll and install electronic monitoring equipment in the offender's residence and on their person.
  - A17. Establish and modify, as necessary, a monitoring curfew schedule for offenders to provide for release to attend work, school, recreation, medical, treatment programs or other approved activities.
  - A18. Investigate and report all electronic monitoring tampers, escapes or alerts to determine if a violation occurred.
  - A19. Investigate and report any damaged or missing equipment.
  - A20. Recover all offender electronic monitoring equipment upon termination.
  - A21. Conduct routine checks of electronic monitoring equipment to ensure that the equipment is in proper working order.
- 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, interviewing collateral sources.
  - B2. Assess the risk the offender presents to the public and the nature and causes of the offender's problems to determine level of supervision in accordance with the case classification system.
  - B3. Develop and monitor offender participation in objective-based case plans determining short-term and long-term goals and objectives.
  - B4. Establish rules of supervision that will address offender risk and need factors.
  - 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. Serve as a member of the program review committee.
  - 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. Fostering law abiding behavior and positive participation of individual offenders in the community.
- C1. Determine court obligations and supervision or monitoring fees, and establish and enforce payment plan; collect and process 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 offenders 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 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 agency policy.
  - C10. Provide liaison duties to state institutions to include routine contact with intensive sanctions and intensive sanctions eligible offenders, contact with facility staff to share information, reports and program changes, orientation, and to update the status of intensive sanctions offenders.
- 15% D. Preparation of accurate, timely investigations, reports and case records.
- D1. Maintain complete and accurate case records for each offender.
  - D2. Maintain records and follow systems for appointments, case review dates, due dates, etc.
  - D3. Conduct presentence investigations and write other reports requested by the court or required by the department or division.
  - D4. Attend and testify at court hearings.
  - D5. Conduct investigations of interstate compact and intrastate transfer requests.
  - D6. Write presentence, social and admission investigations and legible chronological case records in compliance with prescribed formats and due dates.
  - D7. Provide thorough parole plan investigation reports as required.
  - D8. Write letters to the court summarizing case situations and clearly stating action requested from the court.
  - D9. Investigate all alleged violations of supervision. Where violations have occurred, determine appropriate sanctions or dispositions. Serve the offender with the violation as required in compliance with prescribed formats and due dates.
  - D10. Correspond with offenders and resources as needed.
  - D11. Investigate institution visitor lists.
- 5% E. Execution of safety and security requirements related to the movement, monitoring and surveillance of offenders.
- E1. Arrange for inter-institutional visits for offenders with specified family members in other state institutions.
  - E2. Properly utilize communications and safety equipment in compliance with policies and procedures.
  - E3. Place offenders in secure and non-secure detention in state institutions or county jails.

- E4. Complete duties related to the arrest, custody and transportation of offenders to and from institutions and home residence.
- E5. Secure and inventory the property of offenders being placed in custody.
- 5% F. Performance of Community outreach activities, liaison activities and other special assignments as required.
  - F1. Establish and maintain effective and cooperative working relationship with other criminal justice and human service agencies.
  - F2. Maintain community relationships through public appearances and speeches addressing DOC goals and programs.
  - F3. Provide general advocacy services for DOC offenders, develop and monitor community resources to address offender needs.
  - F4. Respond to public inquiries about agency goals, policies and programs and about specific offenders without violating confidentiality rules.
  - F5. Serve on local and statewide committees as assigned.
  - F6. Speak to elementary and high school students about the consequences of criminal behavior.
  - F7. Attend training as requested by employee or directed by supervisor.
  - F8. Complete other tasks as assigned by supervisor.
  - F9. As assigned, provide liaison duties to purchase of service agencies to include screening of referred offenders, review of offender report forms, placement, and sharing of information between the facility and department and division staff.

**KR1    KR2    KNOWLEDGE AND SKILLS**

1. Knowledge of dynamics of human relations.
2. Knowledge of English language and ability to communicate effectively.
3. Knowledge of correct grammar, punctuation, and sentence structure in written work.
4. Knowledge of interviewing techniques.
5. Knowledge of problem identification and solving techniques.
6. Knowledge of culturally different values (cultural awareness).
7. Knowledge of criminal justice system
8. Knowledge of community resources.
9. Knowledge of legal procedures.
10. Knowledge of purchase of service systems.
11. Knowledge of security and restraint techniques.
12. Knowledge of drug analysis techniques.
13. Knowledge of investigation procedures.
14. Knowledge of time management and organizational techniques.
15. Knowledge of personal strengths and weaknesses.
16. Knowledge of treatment techniques.
17. Knowledge of social work methods.
18. Knowledge of AODA issues and treatment.
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 statutes and administrative rules.