

COUNTY OF SOLANO
CLASS SPECIFICATION
DEPUTY PROBATION OFFICER (ENTRY)

Effective Date: 04/12/2006

Effective Date of Revision: 05/11/2016

CLASS SUMMARY

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation. Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Deputy Probation Officer within twelve (12) months of appointment provided they meet the other requirements for the journey level class. Some employees in the class of Deputy Probation Officer (Entry) may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore be, in accordance with department policy, authorized to carry firearms.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Deputy Probation Officer series. Incumbents are expected to learn procedures and methods of effective probation casework in preparation for promotion to the journey level. This class is distinguished from the:

- **Deputy Probation Officer** class which works more independently and is expected to handle most work problems without direct supervision.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from a Deputy Probation Officer (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision over other County employees; supervises offender case activity and progress.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to conduct pre-sentence investigations of adults and juveniles by interviewing the offender, the family, and others concerned to assess potential for success under probation supervision, to report progress while under supervision or to recommend sentences; maintains detailed records of visits with offenders; conducts in-depth information analysis and assessment of each case; reviews documents; evaluates violations of court orders; determines appropriate placement; recommends restitution; identifies treatment options; prepares reports.
- Learns to gather information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.
- Learns to prepare a social history of the offender for the Court; to interpret findings, to review

the Penal Code to determine aggravating and mitigating circumstances of the crime; to recommend a plan of sentencing, placement and rehabilitation; and to compose correspondence and complex reports for Court use.

- Learns to contact victims to establish restitution and provide victims' rights information to offer guidance to assist offenders in their rehabilitation; and to use crisis intervention skills as needed.
- Learns to monitor and evaluate offenders' progress on a follow-up basis; to evaluate the extent to which probationer is making progress; to determine compliance with conditions of probation or pre-trial release; to re-assess the frequency of contact needed during supervision; to reclassify cases no longer requiring personal contact; and to secure remedial action from the Court or other competent authority if necessary;
- Assists in investigations and assessments of criminal behavior and personal circumstances; applies sentencing criteria and makes recommendations to the Court, entering reports into evidence.
- Learns field supervision techniques including conducting searches; works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; performs supervised investigations and assessments of offenders' criminal behavior and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to the judiciary; enters reports into evidence.
- Learns to inform parents, guardians, minors and offenders about circumstances, terms and conditions of probation supervision; as needed, refers offender, family and/or victims to outside service agencies.
- Learns to coordinate functions between agencies.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** A Bachelor's degree from an accredited college or university.
- **Experience:** No experience is required.

Note:

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in on the one following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of communication, interviewing, counseling, resistant-defensive behavior, personality theory and self-image, stress and change theory.
- Self awareness-objectivity techniques for understanding others; personality types.

Skill and/or Ability to:

- Operate office equipment including a personal computer to input and access data, copy and fax machines and printers.
- Use drug testing devices, physical restraints and radio.
- Learn and understand, interpret and explain laws, rules, regulations, policies and procedures governing specific probation programs and operations.
- Learn assessment techniques as to causes of illegal behavior and personal circumstances..
- Learn to recognize personality types and varying behaviors and to diffuse hostile and aggressive behavior.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines.
- Input, access and evaluate data using a computer case management system.
- Communicate clearly both orally and in writing with offenders, attorneys, judges, health professionals and others
- Maintain objectivity; formulate decisions.
- Properly identify probationer-family interactions and provide necessary intervention.
- Learn and apply departmental assessment standards.
- Counsel and interview offenders and other concerned parties; intervene in crises.
- Determine the appropriate course of action in emergency or stressful situations.
- Learn to deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Learn to recognize areas of need and make referrals to local and regional providers of social, medical and/or other specialized services.
- Maintain cooperative working relationships with peers, offenders, other agencies and other professionals.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.
Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to

20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Work in a Jail/Juvenile Detention Facility (JDF): Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- High Risk Population: Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

OTHER REQUIREMENTS:

- Probation Officer Requirements:
 - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
 - Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements with Penal Code Section 832 within twelve (12) months of appointment.
 - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California government Code.
 - Must complete the Probation Core Course certified by the California Corrections Standards Authority within twelve (12) months.
 - Must pass a physical exam and psychological exam confirming fitness to be armed as a condition of hire.
 - Firearm Proficiency: Prior to assignment to an armed unit, employees must complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department. Employees

hired prior to this revision must pass a psychological examination confirming fitness to be armed prior to assignment to an armed unit.

- Independent Travel: Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- Language Proficiency: Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors: June 30, 2003
- Dates Revised: April 12, 2006, May 11, 2016
- Dates Retitled and Previous Titles of the Class: N/A
- Class Code: 512020