

## COUNTY OF SOLANO

### DEPUTY PROBATION OFFICER

Rev. 04/06

#### **DEFINITION**

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, and providing supervision to those who represent the greatest risk in the community.

#### **CLASS CHARACTERISTICS**

This is the journey level within the Deputy Probation Officer series. Incumbents in this class supervise a variety of adult and juvenile offenders. Incumbents function in their assigned tasks without close supervision. Caseloads vary from routine to difficult involving a wide range of offenses at both the pre and post-sentence stage of case supervision. This class is distinguished from Deputy Probation Officer (Senior) in that the latter is assigned specialized program area responsibility with a caseload that regularly requires intensive supervision. This class is distinguished from the entry level in that the latter receives on-the-job training and performs assignments limited in scope under immediate supervision.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy Probation Officer (Supervising).

Exercises no supervision over individuals; supervises case activity and progress.

#### **EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Conducts review and analysis of information pertaining to alleged offense; receives and reviews police reports, booking sheets, and other information gathered; determines course of action based on review of information.

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.

Prepares a social history of the offender for the Court; interprets findings, reviews the Penal Code to determine aggravating and mitigating circumstances of the crime; recommends a plan of sentencing, placement and rehabilitation; composes correspondence and complex reports for Court use.

Oversees and manages case activity; advises institutional staff of detention problems; informs offenders of mandated court appearances; obtains, prepares and completes a variety of required paperwork and gathers necessary signatures; contacts victims, law enforcement, treatment programs, other probation officers, and any other parties related to the case to provide and obtain information; provides input and recommendations at hearings; conducts visits to various locations to monitor offender conduct and compliance with probation terms; refers offender, family and/or victims to outside service agencies.

Monitors and evaluates probationers' progress on a follow-up basis; evaluates extent to which probationer is making progress; determines compliance with conditions of probation; re-assesses the frequency of contact needed during supervision; reclassifies cases no longer requiring personal contact; secures remedial action from the Court or other competent authority if necessary;

Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts; makes recommendations regarding sentencing or dispositions of cases.

Contacts victims to establish restitution and provide victims rights information; uses crisis intervention skills as needed.

May make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, the Court, juvenile hall, community service agencies or medical appointments; reports criminal behavior to appropriate agencies.

Coordinates various activities and exchange of information between agencies; discusses cases with district attorneys; contacts and consults with law enforcement, other correctional agencies, or other probation officers; visits placement facilities; conducts presentations at schools, community agencies, and civic groups; maintains relationships with schools, social services, law enforcement and other agencies; represents probation department in joint operations.

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.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

Standards for assessment of criminal offenses.

Principles and standards for analyzing case information and providing appropriate recommendations regarding sentencing, placement and rehabilitation.

Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.

Casework report writing.

Court procedures, rules and expectations.

Crisis intervention methods and practices.

Other department/agency functions and operations including District Attorney, Welfare, Mental Health, Sheriff, Municipal/Superior Court, local school districts and State Department of Corrections.

**Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Utilize law enforcement tools including drug testing devices, physical restraints, and radios.

**Ability to:**

Conduct complete review of criminal cases and provide appropriate recommendations.

Analyze individual cases and recognize areas of need to call upon appropriate services.

Recognize personality types and varying behaviors; diffuse hostile and aggressive behavior.

Input, access and evaluate data using a computer case management system.

Properly identify probationer-family interactions and provide necessary intervention.

Comprehend and use legal terminology.

Read and comprehend current law and legislation.

Apply departmental assessment standards.

Provide supervised assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.

Counsel and interview clients and other concerned parties.

Intervene in crises situations; defuse potentially hostile and aggressive behavior.

Multi-task; recognize problems and priorities in case management.

Input, access and evaluate data using a computer case management system.

Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.

Communicate clearly and concisely, both orally and in writing; compose correspondence and write reports.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Experience and Education/Training**

#### **Experience:**

One year of full-time work experience equivalent to a Deputy Probation Officer (Entry) with the County of Solano.

#### **Education/Training:**

A Bachelor's degree is required from an accredited college or university preferably in; criminal justice, social work, psychology, sociology or a closely related field.

### **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain a valid Class C California driver's license is required.

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 meet training requirements in accordance with Penal Code Section 832 within six (6) months of appointment.

Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to 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 pass a physical exam and psychological exam as a condition of hire.

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**SUPPLEMENTAL INFORMATION**

Independent travel is required.

Positions allocated to this class may require bilingual skills.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). May involve prolonged standing. 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.

**Sensory Requirements:** Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

**Environmental Factors:** Requires the ability to work under conditions where there is a moderate degree of exposure to environmental factors posing a risk of injury or illness. Works with a high-risk population, including those with a history of violence and mental health disorders.

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**Yolanda Irigon**  
**Director of Human Resources**

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