

PLACER COUNTY

February 2005

Revised July 2007

DEPUTY PROBATION OFFICER I - FIELD DEPUTY PROBATION OFFICER II- FIELD

DEFINITION

To investigate cases of juvenile delinquency or adult applicants for probation; and to supervise and counsel juveniles and adults on probation.

DISTINGUISHING CHARACTERISTICS

Deputy Probation Officer I - Field: This is the entry level class in the Deputy Probation Officer series. This class is distinguished from the Probation Assistant by performance of the full scope of sworn probation duties, such as search and arrest and is distinguished from the journey level by the performance of the more routine tasks and duties in both court and field supervision of adults or juveniles. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class for Probation Department division assignment, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks. This class is flexibly allocated with Deputy Probation Officer II - Field.

Deputy Probation Officer II - Field: This is the full journey level class within the Deputy Probation Officer - Field series. This class is distinguished from the Deputy Probation Officer I - Field by the assignment of the full range of duties in both court and field supervision of adults or juveniles. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level after two years of satisfactory performance.

This class is distinguished from the Senior Deputy Probation Officer - Field in that the latter is assigned to technically complex and difficult assignments, may serve as a lead over a small unit or program.

SUPERVISION RECEIVED AND EXERCISED

DEPUTY PROBATION OFFICER I - FIELD

Receives immediate to general supervision from a Supervising Deputy Probation Officer - Field or Probation Manager; may receive technical and functional supervision from a Senior Deputy Probation Officer - Field.

DEPUTY PROBATION OFFICER II - FIELD

Receives general supervision from a Supervising Deputy Probation Officer - Field or Probation Manager; may receive technical and functional supervision from a Senior Deputy Probation Officer - Field.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Interview adults or juveniles, their families, and interested individuals; read police reports and other psychological and medical evaluations; interview victims; make recommendations about advisability of probation; when probation is indicated, formulate plans of probation and make recommendations to the court on plans for the adjustment and rehabilitation of the offender.

Conduct investigations in all juvenile matters referred to the Probation Department; analyze information and act in accordance with State law and Departmental policy; draw affidavits for referral to the District Attorney.

Represent the Probation Department in the various pre-adjudicatory hearings; prepare court reports making recommendations for dispositions; make reports to the courts on probationers' progress, recommending modification, dismissal, or revocation where necessary.

Investigate adult referrals from the courts; conduct pre-sentence investigations and prepare written reports and recommendations for the courts; appear in court to represent the Probation Department at various hearings.

Act as Juvenile Intake Officer and Citation Hearing Officer; investigate and confer with the District Attorney; make recommendations to the court regarding release or detention pending further court actions; conduct probationary citation hearings for juveniles cited for misdemeanors with no prior record.

Conduct risk assessment on probationers and recommend level of supervision; supervise adults and juveniles in the field, in the office, and through review of reports; monitor the activities and treatment programs of juvenile and adult probationers enforce court orders and conditions of probation; file violations of probation when probation conditions are not met and execute arrests.

Maintain an intensive caseload with high-risk juveniles and engage in a therapeutic relationship with the client.

Establish contacts and work in close association with community agencies in developing and coordinating treatment programs for juvenile and adult probationers.

Present delinquency prevention programs to schools and community groups.

Serve as home supervision officer or diversion officer, working closely with allied agencies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

DEPUTY PROBATION OFFICER I - FIELD

Knowledge of:

- Principles and theory of criminal justice and rehabilitation as applied to criminal offenders including juveniles.
- Principles and theories of human behavior.
- English usage, spelling, grammar, and punctuation.
- Report writing.

Ability to:

- Learn the principles and practices of modern adult and juvenile probation work.
- On an intermittent basis, analyze individual behavior and family systems; identify potential problems among clients; interpret and understand human behavior; know the theory of criminal behavior and the law; problem solve situations by mediating disputes; remember past behavior; and explain procedures and policies to juveniles and adults.
- On an intermittent basis, sit at a desk while preparing reports or interviewing; walk to supervise wards within the institutions; stand to conduct field contacts; bend and squat to book juveniles into the facility or perform searches; kneel to make arrests or file papers; climb during searches; manage physical confrontations when individuals resist arrest; fine hand manipulation for handcuff, weapons, and computer use; visual, auditory, and sense of smell needed for supervision of wards and probationers; and lift very heavy weight.
- Learn state laws, County ordinances, and Departmental policy and procedures affecting adults and juvenile probation.
- Learn modern casework techniques applicable to probation work.

- Understand and deal effectively with probation applicants and probationers.
- Analyze investigation materials to determine proper actions; determine truth of statements; exercise good judgment and make sound decisions under a variety of conditions; work effectively in stressful situations.
 - Perform crisis intervention; give individual counseling and understand counseling techniques and methods.
- Perform arrest, search, and seizure activities safely and within the confines of the law.
- Synthesize information into a formal recommendation to the court; write clear and concise court reports.
- Communicate effectively, both orally and in writing.
- Maintain good physical, emotional, and mental condition to satisfactorily perform the functions of the position.
 - Use and care for small firearms and other law enforcement equipment and tools as assigned.
- Use other law enforcement equipment and tools as assigned.
- Perform arrest, search, and seizure activity safely, and within the confines of the law.
- Be sensitive to various cultural and ethnic groups present in the community.
- Establish and maintain effective working relationships with those contacted in the course of work.
 - Perform related duties as required.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No professional experience is required.

Training:

Equivalent to Bachelor's degree from an accredited four-year college or university with major course work in corrections, criminal justice, or a closely related field.

License or Certificate

- Must successfully complete the minimum required hours of instruction in the Basic Probation Officers Core Course as certified by the California State Corrections Standards Authority within the first year of appointment to this classification.
 - Must successfully complete the training required under Section 832 of the Penal Code (Search and Seizure) within 90 days of employment.
- Must successfully complete the minimum number of hours of annual training as certified by the California State Corrections Standards Authority in any year in which the incumbent is not enrolled in basic, supervisory, management, or administrator's course. The annual training is designed as continuing education to update knowledge and improve skills.
- Must maintain a valid First Aid and CPR Certificate.
- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

Special Requirements:

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- Must be at least 21 years of age upon appointment.
- Must meet minimum standards required for Peace Officers as set forth in Section 1029 and 1031 of the Government Code.
- Must meet the Corrections Standards Authority standards in Title 15, Sections 130-132.
- Must pass a background investigation.
 - Must meet physical standards established for County Safety employees, including a psychological examination.
- Must qualify for use of a firearm when assigned to a field position.

DEPUTY PROBATION OFFICER II - FIELD

In addition to the MINIMUM QUALIFICATIONS for Deputy Probation Officer I:

Knowledge of:

- Principles and practices of modern adult and juvenile probation work.
- State and local laws and ordinances and Departmental policy and procedures affecting probation work.
- Causes, control, and treatment techniques of crime and delinquency.
- Modern casework techniques applicable to probation work.

Ability to:

- Understand and deal effectively with probationers and applicants for probation.
- Exercise good judgment in evaluating behavior of probationers.
- Prepare and deliver oral presentations to the court.
- Analyze and respond to court orders; determine eligibility of individuals to special programs offered by the Department.
- Obtain information through interview and interrogation and deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine proper course of action; act quickly and calmly in emergency situations.
- Work independently with minimal supervision.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of probation officer experience in a class comparable to Deputy Probation Officer I – Field in Placer County.

Training:

Equivalent to a Bachelor's degree from an accredited four-year college or university with major course work in criminal justice, corrections, or a closely related field.

License or Certificate

- Training required under Section 832 of the Penal Code (Search and Seizure) must be successfully completed within 90 days of employment.
- Must maintain a valid First Aid and CPR Certificate.
- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.
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