

## Parole Officer

Job Code	Job Title	Pay Grade
7556L1	Parole Officer I	25
7557L1	Parole Officer II	27

### CONCEPT:

This is case management and rehabilitation of individuals who have been released on parole by the Kansas Parole Board from a correctional institution and individuals on parole or probation in Kansas under the terms and conditions of the Interstate Compact.

### TASKS:

#### PO I

- Performs pre-parole investigations for the purpose of determining the suitability of the inmate's proposed parole plan. Investigation includes, but is not limited to, the acceptability of living conditions, desirability of environment, employment plan, law enforcement opinions regarding the prospective parolee and sponsor, if appropriate.
- Maintains personal contact with parolees commensurate with the assigned level of supervision and assists with such problems as marital discord, finances, housing, vocational/educational training, mental and psychological counseling; makes appropriate referral to community service agencies specializing in administering assistance to individuals with problems as enumerated above; receives regular reports from individuals under active supervision stating financial, employment, home conditions and arrest information, if any, in accordance with the schedule established in the Supervision Plan.
- Assumes responsibility for monitoring the activities of individuals assigned to caseload to ensure that the rules and regulations of parole are being complied with; prepares and submits violation or incident reports for major infractions of parole conditions to the paroling authority or court of primary jurisdiction; recommends the issuance of parole violation warrants for those individuals who have violated the conditions of their parole.
- Makes regular and special home visits to the client's home; consults with and advises family members separately or jointly; counsels clients with personal problems and assists in the social adjustment of the client to the community.
- Maintains an open line of communication and working relationship with law enforcement officials, community resource and social service agencies, Court Service Officers and various educational/vocational institutions, who may be of service in providing for clients' needs.
- Assumes responsibility for the preparation and submission of appropriate OBSCIS (Offender Based State Corrections Information System) form pertaining to change in client status or activity.
- Makes visits to correctional institutions periodically for the purpose of establishing personal contact with prospective parolees assigned to caseload. Such contact may be established by letter or telephone.
- Maintains case files in accordance with existing Field Service Order and records client contacts by completing chronological information sheet or by submission of appropriate Case Report.

#### PO II

- Supervises a selected caseload of parolees or Compact clients with special responsibility for difficult and specialized cases; provides direction to lower level Parole Officers; reviews case reports for content, quality and timeliness; provides assistance in difficult or specialized cases.
- Assists Parole Officer I's with difficult problems of placement and supervision.
- Advises professional and clerical staff in the preparation and maintenance of cases and other records of parole and Compact clients.
- Interprets departmental policies and describes the parole function to public officials and the general public; prepares and presents informal talks to civic and fraternal groups.
- Serves as Hearing Officer in a probable cause hearing to determine whether or not a client has violated conditions of parole.

- Assists the Parole Supervisor in the selection of new Parole Officers and advises on certification or promotion; provides information on the performance of lower level Parole Officers.
- Establishes and maintains working relationships with institutional staff, law enforcement officials, judicial officials, Court Services Officers and various educational/vocational institutions.
- Assumes responsibility for the preparation and submission of appropriate OBSCIS (Offender Based State Corrections Information System) forms pertaining to change in clients status or activity.
- Advises Parole Supervisor regarding equipment and office space and staffing needs in those geographical areas away from Supervisor's immediate location; maintains responsibility for day to day office operations.

## LEVELS OF WORK

- Class Group consists of two classes.

**Parole Officer I:** Work involves the performance of professional field work in communicating with and providing assistance to adult parolees and Compact clients with an assigned geographical area. Under the direction of a Parole Officer II or under the supervision of a Parole Supervisor, provides direction and counsels an assigned caseload of adult offenders to assist such clients in understanding and meeting requirements placed on them. Work includes assisting clients with personal, social, financial, family, employment or psychological problems. Participates in working with various community service agencies and law enforcement authorities in establishing and coordinating community projects that will serve to enhance the rehabilitative process and reintegration of the offender into the community.

**Minimum Requirements:** A Bachelor's Degree with major coursework in criminal justice, the social sciences, or the behavioral sciences. Experience may be substituted for the required coursework as determined relevant by the agency.

**Necessary Special Requirements:** Some positions in this class require that, at the time of appointment, the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.

**Parole Officer II:** This is complex or specialized field work in the case management and rehabilitation of adult parolees and Compact clients within an assigned geographical area of the State. Serves as the lead Parole Officer in a metropolitan area having a large client caseload or as the only or lead Parole Officer in a geographical area not having direct access to a regional Parole Supervisor. Work includes providing direction and counseling to adult offenders in understanding and meeting parole requirements placed on them. Handles the more difficult or complex parole cases that require intensive supervision. May direct the activities of lower level Parole Officers and act as an assistant to the Parole Supervisor or assist in training. Work requires the application of advanced case management techniques in the development of cooperative individualized programming in special situations with local social and criminal justice agencies. Work also involves serving as Hearing Officer in selected situations.

**Minimum Requirements:** A Bachelor's Degree with major coursework in criminal justice, social sciences, or behavioral sciences, and one year of experience working with offenders in corrections, parole, or law enforcement. Additional experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:** Some positions in this class require that, at the time of appointment, the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require the selected candidate to meet the minimum statutory requirements for a law enforcement officer in the State of Kansas pursuant to KSA 74-5607a, and to possess a valid driver's license.

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REV: 6/18

REV: 5/19