



DEPUTY PROBATION OFFICER I

DISTINGUISHING CHARACTERISTICS:

Deputy Probation Officer (DPO) I - This is the initial training phase of the Deputy Probation Officer position. A DPO I works under the close supervision of a Deputy Probation Officer II or III and Department Administration, learning the laws, practices, and theories of probation casework, and Probation Department policy and procedure. During the first twelve (12) months of employment, the DPO I must successfully complete Probation Officer CORE training, PC 832 training (Arrest, Search and Seizure) and training in evidence based practices and skillsets. The DPO I must have two (2) consecutive positive performance evaluations and be at step C, which includes demonstrated proficiency in the application of learned skills and proficiency in evidence based practices, in order to promote to the DPO II level.

ESSENTIAL JOB DUTIES: Manages a caseload of adult and/or juvenile offenders consistent with the principles of effective intervention. Conducts complicated presentence or pre-disposition investigations on offenders referred by the Superior Court. Prepares reports and recommendations to the Court which contain offender social histories, complex legal analysis, and application of adult or juvenile sentencing law. Completes validated risk assessments on both adult and juvenile offenders to determine both the risk to reoffend and offender treatment needs. Refers offenders to appropriate treatment and/or rehabilitative services. Utilizes evidence based skillsets to engage offenders in making positive change. Conducts group sessions with offenders utilizing cognitive/behavioral based skillsets and tools. Enforces court ordered supervision conditions, which may mean apprehending offenders in violation and returning them to custody. Conducts searches of offender residences and property to determine compliance with supervision conditions. Works closely with law enforcement agencies to assist with the enforcement of supervision conditions. Works closely with treatment providers to determine offender compliance with counseling programs. Keeps diligent records of offender compliance with supervision conditions and counseling programs. Serves on multi-disciplinary teams with allied agencies and treatment providers to develop supervision plans for offenders. Works closely with offender families, employers, and other natural supports to assist the offender with successful rehabilitation and integration into the community. Engages in mandatory, ongoing training in probation casework, evidence based practices, law and field related skills. Must have ability to climb and

descend stairs while walking or running; lift and carry objects weighing up to 50 lbs.; bend, extend, and twist body in course of duties; physically subdue and restrain and handcuff resisting offenders and using lifting motion, assist handcuffed individual from a prone position to his/her feet or into a seat of a car; use hands and fingers to search; drive a car. This is a peace officer position pursuant to Penal Code Section 830.5.

EMPLOYMENT STANDARDS:

Education/Experience

DPO I: A bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field.

Knowledge of: Department policy and procedure and practices; evidence based practices and skillsets including the principles of effective intervention; cognitive/behavioral therapy based interventions; probation and sentencing law; juvenile law; powers of arrest, search and seizure.

Ability to: Stay up to date and proficient in Federal, State and County laws and ordinances; act in a leadership position within the Department; represent the Department with the highest professional standards at all times; write and speak effectively; effectively handle hostile individuals, public complaints, and/or defuse difficult situations with clients and the public.