

## **DEPUTY PROBATION OFFICER I, II, III**

### **DISTINGUISHING CHARACTERISTICS**

**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.

**DPO II** - The Deputy Probation Officer II is the fully qualified, journey level Probation Officer. Incumbents are expected to be proficient in their knowledge and application of the law; proficient in their use of evidence based skillsets and practices; and proficient in their application of Department and County policy, procedure and practices. The DPO II must be able to manage an assigned caseload and complete complex pre-sentence investigations with little direct oversight.

**DPO III** - This is the top step in the DPO series. Incumbents will have demonstrated a thorough understanding of probation law and practices and have the ability to manage the most complex and difficult cases with little oversight. The DPO III must have a thorough knowledge of evidence based practices and be capable of performing specialized assignments. In addition, the DPO III may assist management in the development of Department policy and procedure, trains and mentors junior level staff.

### **Minimum Qualifications –**

#### **Inyo County Probation Department employees hired prior to October 8, 2014**

**DPO I:** A Bachelor's degree in social work, psychology, sociology, criminology, or a closely related field is preferred; OR work experience in probation, social

services, substance abuse, or a closely related field may be substituted for education on a year-for-year basis for up to two years.

**DPO II:** A Bachelor's degree in social work, psychology, sociology, criminology, or a closely related field, PLUS three years work experience in probation, social services, substance abuse, or a closely related field. Work experience as described above may be substituted for education on a year-for-year basis for up to two years. Must have completed Board of Corrections (STC) Deputy Probation Core training.

### **ESSENTIAL JOB DUTIES**

Manages a caseload of adult and/or juvenile offenders consistent with the principles of effective intervention. Conducts complicated pre-sentence 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.

In addition to the duties defining the work of DPO I and II, a DPO III will manage a critical departmental function, provide training to newly assigned staff and/or supervise a highly specialized caseload. The DPO III will be expected to demonstrate a high degree of knowledge and experience, within both a specific departmental function and the broader departmental mission. They will effectively impart that knowledge to other Probation Officers and associated agency personnel. The DPO III will support management in the implementation of new programs and services, may assist management with the development of policy and procedure, and may be required to assess functioning and measure outcomes within a particular program.

### **OTHER EXAMPLES OF DUTIES**

Work closely with schools and other educational programs; transport in-custody adults and/or juveniles to jail and treatment programs; supervise minors placed out of home in foster care or group homes; provide general probation information to the public when called upon to do so; appear in court when assigned; testify in court; provide specialized training to department personnel; carry a firearm on duty when assigned.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

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

**DPO II:** A bachelor's degree in social work, psychology, sociology, criminal justice or a closely related field, plus three (3) years of work experience in probation, social services, substance abuse, or a closely related field OR at least two (2) consecutive positive performance evaluations and be at step C within the DPO I classification. Work experience as described above may be substituted for education on a year-for-year basis for up to two (2) years. Must have completed STC (Standards and Training for Corrections) certified Probation Officer Core training.

**DPO III:** In addition to the above, six (6) years of increasingly responsible probation casework, at least four (4) of which should be performed at the level of DPO II. Must have completed STC and annual training requirements. Specialized training in a specific departmental function is also required.

**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. DPO III will have demonstrated a thorough knowledge of the roll of probation within the justice system, as well of as an understanding of the functioning of allied agencies.

**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.

DPO III will be able to clearly and competently provide input regarding specific Department programs to other DPO's and agency personnel. They will be able to effectively train Departmental staff and assist them in handing difficult or complex situations. A DPO III will often manage a critical Department function/program and must be able to do so using their own initiative and judgment, while relying on their specific training and experience. The DPO III should demonstrate a thorough knowledge of the principles of effective

intervention and other evidence based practices and skillsets. In addition, effective interaction with other local, state and federal agencies may be required.

**Special Requirements:** (Same as current job description)