PROBATION/PAROLE OFFICER 1*
District #31

Division of Community Supervision
Location: Cookeville, TN
Compensation: $4,098 to $5,129 monthly | **Job ID 82428**

WHO WE ARE:
The Tennessee Department of Correction operates and oversees 14 adult prisons across the state, housing some 21,000 offenders. In the community, TDOC supervises 79,000 offenders on probation, parole, or community corrections. The department operates 44 probation/parole offices in 13 districts across the state.

WHAT WE DO:
The Tennessee Department of Correction operates safe and secure facilities and provides effec-tive community supervision in sup-port of successful reentry.

FOR MORE INFORMATION:
https://www.tn.gov/correction/eo/choose-a-career.html

HOW TO APPLY:
Applications and resumes may be submitted online. Visit: https://stateoftn-careers.ttcportals.com/search/jobs to create an account and submit an application.

Questions?
Email:TDOC.Employment@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace.

** It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*

OVERVIEW

The PPO1 performs duties under close supervision by a Probation Parole Manager (PPM) or a Field Training Officer (FTO).

PPO1s who successfully complete a one-year probationary period will be promoted to Probation Parole Officer 2 (PPO2). During this period, the PPO 1 is responsible for learning the duties and responsibilities associated with probation and parole practices, as well as per-forming entry-level functions within the Offender Management System (e-TOMIS).

PPOs participate in both pre-service and in-service training programs and represent the Tennessee Department of Correction (TDOC) in a variety of formal and informal settings. They are expected to uphold the highest standards of professionalism and ethical conduct. PPOs are commissioned officers and are authorized to carry firearms.

QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree.

Substitution of Experience for Education: Full-time relevant professional experience in one or more of the following: probation/parole, counseling, social work, investigative, or law enforcement may be substituted for the bachelor's degree requirement on a year-for-year basis.

PPO DUTIES AND ACTIONS

- Provide and explain conditions of supervision, specialized conditions of supervision for sex offenders and Tennessee Sex Offender Registry Law to supervised individuals and monitor for compliance. Provide supervised individuals with resources, support, and accountability in order to be successful while on supervision and promote prosocial behavior.
- Monitor supervision requirements, compliance of the Tennessee Sex Offender Registry and Psycho-sexual Assessment Recommendations for supervised individuals and follow up on non-compliance with corrective action by way of graduated sanction or violation. Also, provide supervised individuals with positive recognition for successfully completed achievements.

  Additionally, PPOs:

  a. Respond to concerns identified by the supervised individual, members of the public or law enforcement.
  b. Conduct face-to-face meetings with supervised individuals in offices, court, or in the individual's residence. Residence searches may be required.
  c. Attend court/parole hearings and be prepared to provide testimony related to the supervised individual's case.
  d. Administer drug screens and collect DNA samples as required.
  e. Attend pre-service and annual training as required. Accurately document job-related travel and work hours.
  f. Assess the risk level and criminogenic needs of the supervised individuals by conducting a validated risk assessment annually.
  g. Timely and accurately document all supervised individual-related contact in the appropriate database.
  h. Effectively and professionally communicate with co-workers, supervisors, and other agencies in order to accomplish the agency's mission statement.