

PROBATION/PAROLE OFFICER 2*

District 31

Division of Community Supervision

Location: McMinnville, TN

Compensation: \$4,057 to \$5,078 monthly | **Job ID 79432**

TN

Department of
Correction

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 effective community supervision in support 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.tteportals.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 Probation/Parole Officer 2 (PPO) This is the working level class in the Prob/Par Officer Sub-Series. An employee in this class supervises a caseload of probationers and/or parolees. This class is flexibly staffed with and differs from the Prob/Par Officer 1 in that an incumbent of the latter performs entry-level work. This class differs from the Prob/Par Officer 3 in that the incumbent of the latter is responsible for leading others in probation and/or parole work. Prepares and maintains offenders' records and reports; identifies criminal activities and background information in reports or standard forms which answer special request by the parole board; prepares narrative reports of the investigation process; total caseload activities when preparing monthly reports. PPOs participate in pre-service and in-service training programs, and must receive certification to carry weapons as commissioned officers. PPOs represent TDOC in a variety of formal and informal settings. PPOs must uphold the highest standards of professionalism and ethical conduct.

QUALIFICATIONS

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

Substitution of Experience for Education: Full time relevant professional experience, to include law enforcement experience, 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 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 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.