

PROBATION/PAROLE OFFICER 2 – SPECIAL CASELOAD UNIT (SCU)

District 31

Division of Community Supervision

Location: Cookeville, TN

Compensation: \$4,057 to \$5,078 monthly | **Job ID 80094**

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.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 Probation/Parole Officer 2 (PPO2) performs work under close supervision by the Probation Parole Manager (PPM) or the Field Training Officer (FTO) until successful completion of a one-year probationary period.

Incumbents who successfully complete a one-year probationary period will be responsible for completing duties and responsibilities of probation and parole practices as well as performing the entry function of a PPO in the Offender Management System. 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.

This position is eligible for an assignment differential of %5 on top of the employee's base salary.

QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Full-time related professional experience may be substituted for the bachelor's degree on a year-for-year basis. This includes law enforcement experience.

Substitution of Graduate Course Work for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above-listed fields may substitute for one year of the required experience).

SCU 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 Psychosexual Assessment Recommendations for supervised individuals and follow up on non-compliance with corrective action by way of graduated sanction, violation or new criminal charges when appropriate. Also, provide supervised individuals with positive recognition for successfully completed achievements.

Additional Responsibilities Include:

- a. Respond to concerns identified by the supervised individual, members of the public or law enforcement. Maintain professional working relationships with supervised individuals and Sex Offender Treatment Providers if they are required to attend such programs.
- 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. Administer drug screens and collect DNA samples as required.
- d. Attend pre-service and annual training as required. Accurately document job-related travel and work hours.
- e. Monitor GPS system for supervised individuals required to participate in GPS tracking and respond timely to any breaches of the GPS enrollee conditions. This requires officers to be on call through the week with a rotating on call for the district on weekends.
- f. Monitor, update and maintain the accuracy of the Tennessee Sex Offender Registry for supervised individuals required by law to register as sexual offenders.
- g. Assess the risk level and criminogenic needs of the supervised individuals by conducting a validated risk assessment annually.
- h. Timely and accurately document all supervised individual-related contact in the appropriate database.