

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**DEPUTY PROBATION OFFICER**

**Effective Date: May, 2003**

**Effective Date of Revision: 05/11/2016**

**CLASS SUMMARY:**

Under general supervision, performs professional level casework in the investigation, assessment, supervision, enforcement, diagnosis and treatment of adult and juvenile offenders; ensures community safety by monitoring offender accountability and rehabilitation, and providing supervision to those who represent the greatest risk in the community. Some employees in the class of Deputy Probation Officer may be assigned to an armed unit in order to supervise caseloads of high-risk offenders and therefore will be, in accordance with department policy, authorized to carry firearms.

**DISTINGUISHING CHARACTERISTICS:**

This is the journey level class within the Deputy Probation Officer series. This class is distinguished from the

- **Deputy Probation Officer (Entry)** class which receives on the job training and performs assignments limited in scope under immediate supervision.
- **Deputy Probation Officer (Senior)** class which implements and coordinates Department of Probation programs, conducts investigations, may manage complex or highly sensitive cases, may lead others, and performs administrative work as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives general supervision from the Deputy Probation Officer (Supervising) and may receive lead direction from a Deputy Probation Officer (Senior).
- Exercises no supervision over individuals; supervises case activity and progress.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Conducts review and analysis of information pertaining to alleged offense; receives and reviews police reports, booking sheets, and other information gathered; determines course of action based on review of information.
- Gathers information for the court in making a pretrial release decision, including conducting an objective pretrial risk assessment to evaluate risk of flight and re-offense.
- Learns field supervision techniques including conducting searches; works in concert with local law enforcement agencies to assist with investigations and conduct search and arrest operations; performs supervised investigations and assessments of offenders' criminal behavior and circumstances; reviews information from attorneys, police, criminal history reports, motor vehicle reports, probation files, and any other paperwork pertaining to the current offense; interviews the offender, the family, criminal justice persons, and others concerned; applies sentencing criteria and makes sentencing recommendations to

the judiciary; enters reports into evidence.

- Prepares a social history of the offender for the Court; interprets findings, reviews the Penal Code to determine aggravating and mitigating circumstances of the crime; recommends a plan of sentencing, placement and rehabilitation; composes correspondence and complex reports for Court use.
- Oversees and manages case activity; develops a comprehensive case plan; advises institutional staff of detention problems; informs offenders of mandated court appearances; obtains, prepares and completes a variety of required paperwork and gathers necessary signatures; contacts victims, law enforcement, treatment programs, other probation officers, and any other parties related to the case to provide and obtain information; provides input and recommendations at hearings; conducts visits to various locations to monitor offender conduct and compliance with probation terms; refers offender, family and/or victims to outside service agencies.
- Monitors and evaluates offenders' progress on a follow-up basis; evaluates extent to which probationer is making progress; determines compliance with conditions of probation or pre-trial release; re-assesses the frequency of contact needed during supervision; reclassifies cases no longer requiring personal contact; secures remedial action from the Court or other competent authority if necessary;
- Attends Court hearings and sentencing dates; reviews case files prior to appearing in court; acts as a witness for subpoenas and presents facts; makes recommendations regarding sentencing or dispositions of cases.
- Contacts victims to establish restitution and provide victims' rights information and uses crisis intervention skills as needed.
- May make arrests and conduct searches of persons, homes, schools, and/or places of employment; performs drug tests within chain of evidence procedures, when violations of probation occur; may transport offenders to and from jail, the Court, juvenile hall, community service agencies or medical appointments; reports criminal behavior to appropriate agencies.
- Coordinates various activities and exchange of information between agencies; discusses cases with district attorneys; contacts and consults with law enforcement, other correctional agencies, or other probation officers; visits placement facilities; conducts presentations at schools, community agencies, and civic groups; maintains relationships with schools, social services, law enforcement and other agencies; represents probation department in joint operations.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new trends in the field; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.
- Leads discussions in treatment groups using cognitive behavior or other evidence-based strategies.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** One (1) year of full-time work experience equivalent to a Deputy Probation Officer (Entry) with the County of Solano.

**Note:**

- While a degree in a specific field is not required, the possession of Bachelor's degree or higher in one of the following fields is desired and may be a factor considered during the rating and/or selection process: criminal justice, social work, psychology, sociology or a closely related field.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Possession of a valid Class C California driver's license is required.
- Employees assigned to an armed unit must obtain Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to assignment and must maintain the certification while assigned to the unit.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge of:**

- Principles, practices and techniques of interviewing, counseling resistant-defensive behavior, personality theory and self-image, stress and change theory, self-awareness-objectivity techniques for understanding others and personality types.
- Standards for assessment of criminal offenses.
- Principles and standards for analyzing case information and providing appropriate recommendations regarding sentencing, placement and rehabilitation.
- Applicable State Code such as Penal, Welfare and Institution, Health and Safety, Vehicle, Fish and Game, Business and Professions, and local ordinances, rules and regulations.
- Casework report writing.
- Court procedures, rules and expectations.
- Crises intervention methods and practices.
- Other department/agency functions and operations including District Attorney, Welfare, Mental Health, Sheriff, Municipal/Superior Court, local school districts and State Department of Corrections.

**Skill and/or Ability to:**

- Operate office equipment including a personal computer, copy and fax machines and printers.
- Utilize law enforcement tools including drug testing devices, physical restraints, and radios.
- Utilize firearms for self-defense, for the defense of others and/or to reduce the risk of threat in life-threatening situations when assigned to an armed unit.
- Plan, organize and administer a specific Probation Department program.
- Conduct complete review of criminal cases and provide appropriate recommendations.
- Analyze individual cases and recognize areas of need to call upon appropriate services.
- Recognize personality types and varying behaviors; diffuse hostile and aggressive behavior.
- Input, access and evaluate data using a computer case management system.

- Properly identify probationer-family interactions and provide necessary intervention.
- Comprehend and use legal terminology.
- Read and comprehend current law and legislation.
- Apply departmental assessment standards.
- Provide assessments as to causes of illegal behavior and personal circumstances; maintain objectivity while assessing cases.
- Intervene in crisis situations; defuse potentially hostile and aggressive behavior.
- Effectively manage a caseload, prioritize a work schedule, and manage time effectively while addressing multiple tasks and deadlines..
- Input, access and evaluate data using a computer case management system.
- Effectively manage a caseload and prioritize a work schedule; manage time effectively in addressing multiple tasks and deadlines.
- Communicate clearly and concisely, both orally and in writing; compose correspondence and write reports.
- Understand, interpret and explain laws, regulations and policies governing specific probation programs and operations.
- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Deal firmly and fairly with offenders of various socio-economic backgrounds and temperaments.
- Make referrals to local and regional providers of social, medical and/or other specialized services.

#### **PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, reaching, grasping, feeling (i.e. sense of touch), repetitive motion, crouching, and crawling. May be required at times to use force to restrain/subdue others. May involve prolonged standing.
- **Lifting, Carrying, Pushing and Pulling – Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or

important instructions must often be conveyed to others accurately, loudly, and/or quickly.

### **WORKING CONDITIONS:**

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- **Work in a Jail/Juvenile Detention Facility (JDF):** Employees in this class will occasionally be working in a jail/JDF environment and thus will be subject to exposure to communicable diseases, intense noises, odors, blood and other bodily fluids.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **High Risk Population:** Employees in this class may be subject to people with a history of violence and mental health disorders and with disruptive or confrontational people.

### **OTHER REQUIREMENTS:**

- **Probation Officer Requirements:**
  - Incumbents must complete annual training in accordance with Title 15, Division 1 of the California Administrative Code.
  - Incumbents have limited Peace Officer powers as delineated in the California Penal Code and must therefore meet training requirements in accordance with Penal Code Section 832 within twelve (12) months of appointment.
  - Must complete the Probation Core Course certified by the California Corrections Standards Authority, or equivalent certifying agency, prior to appointment.
  - Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.
  - Must pass a physical exam and psychological evaluation as a condition of hire.
- **Firearm Proficiency:** Prior to assignment to an armed unit, employees must pass a psychological examination confirming fitness to be armed and complete required firearm training which includes: an approved course on firearms pursuant to Penal Code Section 832; a review and acknowledgement of the Department's firearms policy; a Basic Force and Weaponry Course as selected by the Department; quarterly firearms qualification training; and other training required by the Department.
- **Independent Travel:** Incumbents are required to travel independently, for example, to meet with adult and/or juvenile offenders, their families, and other concerned parties.
- **Language Proficiency:** Some positions allocated to this class may require the applicant to speak, read and write in a language other than English.

### **CLASS HISTORY AND CLASS INFORMATION**

- **Date Approved by the Civil Service Commission:**
- **Date Adopted by the Board of Supervisors:** June 30, 2003
- **Dates Revised:** April 12, 2006, May 11, 2016
- **Dates Retitled and Previous Titles of the Class:** N/A
- **Class Code:** 513070

