

State of Louisiana
Department of Civil Service

PROBATION AND PAROLE OFFICER 1--ADULT

FUNCTION OF WORK:

To supervise and investigate adult criminal offenders through the provision of probation, parole, and pardon.

LEVEL OF WORK:

Entry.

SUPERVISION RECEIVED:

Close from a Probation and Parole Supervisor--Adult or a Probation and Parole District Manager 1--Adult.

SUPERVISION EXERCISED:

None.

LOCATION OF WORK:

Department of Public Safety and Corrections (DPSC), Corrections Services, Division of Probation and Parole.

JOB DISTINCTIONS:

Differs from Probation and Parole Officer 2--Adult in that it is a trainee position and the incumbent performs all duties under close supervision and guidance.

EXAMPLES OF WORK:

Supervises felons and misdemeanants through counseling and referrals to community resources on social adjustment problems.

Enforces conditions of supervision and performs all aspects of the violation process under close supervision.

Conducts criminal justice social background investigations of offenders and makes recommendations for the various decision makers in the criminal justice system (e. g., courts, parole board, pardon board, the Office of the Governor, etc.).

Conducts arrests, transports violators, prepares reports to courts and parole board, and attends and participates in probable cause and revocation hearings. Investigates and determines amounts of victims restitution, sets payment schedules, and collects and disburses victims restitution, supervision fees, fines, court costs, and other criminal justice monies.

Places offenders in appropriate drug treatment, vocational rehabilitation, or mental health programs; assists them in obtaining emergency financial aid and support and provides crisis intervention services.

Conducts all activities in compliance with the American Correctional Association (ACA) standards which set specific time constraints, requirements, and regimen for all major activities.

Administers drug tests and evaluates results.

Assists in conducting jail operation audits on facilities housing DPSC inmates.

Makes decisions regarding the application of the Pressure Point Control Tactics (PPCT) defensive tactics system to include impact weapons.

Supervises and directs discretionary community service work performed by parolees.

Performs contract compliance audits for Community Rehabilitation Centers (CRC).

Conducts disciplinary hearings for adult inmates in CRCs.

MINIMUM QUALIFICATIONS:

A baccalaureate degree.

SUBSTITUTIONS:

Eight years full-time work experience in any field may be substituted for the degree.

Candidates without a baccalaureate degree may combine work experience and college credit to qualify as follows:

A maximum of 90 semester hours can be combined with experience to qualify.

15 to 29 semester hours credit will substitute for one year of experience.

30 to 44 semester hours credit will substitute for two years experience.

45 to 59 semester hours credit will substitute for three years experience.

60 to 74 semester hours credit will substitute for four years experience.

75 to 89 semester hours credit will substitute for five years experience.

90 or more semester hours credit will substitute for six years experience.

College credit earned without obtaining a baccalaureate degree can be substituted for a maximum of six years full-time work experience.

Candidates with 90 or more semester hours of credit, but without a degree must also have at least two years full-time work experience to qualify.

NECESSARY SPECIAL REQUIREMENTS:

An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony, or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

Possession of a valid Louisiana driver's license at time of appointment.

Willingness and ability to handle and carry firearms.

Willingness and ability to complete Police Officer Standards and Training (POST) academy and attain POST certification.

NOTE:

The baccalaureate degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.