



CLASSIFICATION NO. 161  
Established: 3/23  
FLSA: Exempt  
EEO: 4

## **PAROLE AND PROBATION LIEUTENANT**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, supervise and manage the staff and operations of probation and parole programs or residential work release corrections programs for adult offenders; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, operates the County jail and oversees offenders on parole or probation. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services. The Parole & Probation Division is responsible for providing supervision, resources, intervention, treatment, and victim services to justice involved individuals and crime victims so they can experience and contribute to a safe community.

The Parole & Probation Lieutenant analyzes and recommends program policies, procedures and objectives, and manages assigned operations within residential services, probation and parole programs, and corrections programs. Incumbents review the work of staff through daily reports, direct and indirect observations, inspections, and conferences. Incumbents represent the agency to the community and design, create, implement, and study new correctional programming. In the Captain's absence, incumbents may be appointed to act on the Captain's behalf in Sheriff's Office matters and incidents.

The Parole & Probation Lieutenant differs from the Captain who determines program policies and objectives and evaluates the effectiveness of a division. It also differs from other Lieutenant classifications which supervise the staff and operations within other Sheriff's Office divisions, including Patrol, Investigations, Civil or Jail.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and administers corrections, probation and parole, and/or residential services operational plans, policies, and procedures; develops and oversees implementation of procedures and guidelines to meet established goals and standards; ensures compliance with Federal, State and local statutes, rules and regulations.
2. Participates in the preparation and administration of annual and supplemental budgets for corrections, probation and parole, and residential services programs; monitors revenues and expenditures; researches alternative funding sources; prepares grant proposals.

3. Oversees and monitors supervisory staff responsible for personnel such as parole and probation officers, corrections officers, case managers, office staff and food services staff; maintains contact with adjudicating authority, other public agencies, and other County employees; participates in program management meetings; supports supervisory staff in resolving complaints made by the public and/or program participants.
4. Conducts research studies and prepares reports; analyzes solutions and costs; improves corrections programs through implementation of innovative, efficient programs.
5. Directs supervisory, professional, paraprofessional, administrative and food services staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Coordinates the activities of contractors and County personnel providing maintenance, repair and purchase of equipment, supplies and services for corrections programs; prepares and negotiates contracts; monitors services to evaluate performance and ensure compliance with contract specifications.
7. Coordinates property acquisition and facility siting activities for division offices and citizen or client service locations; obtains appropriate permits and inspections to meet applicable local, state and federal building, safety, health codes, and regulations.
8. Serves as division and CCSO representative and liaison to governmental agencies and the public; participates in task forces to coordinate and develop intergovernmental programs; promotes division activities with the public.
9. Reviews case status of clients to ensure compliance with statutory requirements and the mandates of the court system; reviews client misconduct reports filed by Corrections Officers and determines disposition or refers to Hearings Officer in accordance with departmental, state, and federal rules; evaluates clients' special requests and acts upon them or refers to the Captain for disposition.
10. Assists in coordinating activities with other divisions of the Sheriff's Office, local courts, state corrections agency and other law enforcement agencies regarding corrections policies, inmate population control and facility operational activities.
11. May participate as a member of the management bargaining team in labor contract negotiations; assists in managing the implementation and administration of labor contracts within assigned unit.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Practices and procedures of the adult criminal justice system, including sentencing, restitution, and supervision in the community; administration of correctional programs; laws, policies, rules and standards applicable to the administration of a community based residential services program or probation and parole programs; behavior and adjustment problems of adult offenders; corrections theory and methods including security procedures; principles and practices of public administration, including program planning and analysis, budgeting, contract preparation and administration; personnel management;

participatory management theories; techniques of grant preparation and administration; funding sources and financing methods; techniques of negotiation and public relations.

**Skill to:** Develop and implement operational policies; develop and evaluate goals, procedures, objectives and programs; plan, assign, organize, evaluate and direct work of supervisory, professional, administrative and food service staff; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective relationships with law enforcement, probation, court personnel, service agencies, contractors, County employees and the public; prepare and justify budget requests and grant proposals; prepare clear and concise reports; communicate effectively, both orally and in writing; resolve complaints tactfully while dealing with the public or residents.

### **WORKING CONDITIONS**

Subject to 24 hour "on call" availability.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire:

- Current Basic Probation & Parole or Corrections certification from the Department of Public Safety Standards and Training (DPSST).

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment and psychological examination. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

## **POST-EMPLOYMENT REQUIREMENTS**

Must possess within six months of hire: Law Enforcement Data System (LEDS) certification, Cardio-Pulmonary Resuscitation (C.P.R) certification, First-aid certification.

Must possess within two years of appointment: Middle Management Certification from the Department of Public Safety Standards and Training (DPSST).