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**PAROLE AND PROBATION OFFICER**

**SCOPE OF WORK:**

Individuals assigned to positions in this series supervise offenders released from confinement into parole, probation, or community-based programs located throughout the state

**DUTIES PERFORMED AT ALL LEVELS:**

- Assess attributes of offenders using tools such as the Life Skills Inventory, Minnesota Sex Offender Screening Tool – Revised; analyze attributes to develop individual offender case plan; reassess on a six-month basis or sooner if necessary.
- Supervise offenders to ensure compliance with parole, probation, or community placement agreements.
- Perform scheduled and unscheduled home visits.
- Conduct searches, with or without a warrant, of homes, vehicles, and possessions of criminal offenders to determine if they have dangerous, illegal or stolen goods, or for any other evidence that might indicate criminal behavior.
- Manage cases by means of direct contact with offenders; indirect contact through individuals who are acquainted with or have an impact on the offender's life; and the maintenance of records required by the Department of Corrections and Rehabilitation (DOCR).
- Conduct investigations, prepare reports, and make recommendations for the offender's placement and level of risk to the community.
- Notify court-mandated sex offenders of their responsibility to register with local law enforcement and monitor their adherence to this statute.
- Assist law enforcement in criminal investigations.
- Collect, handle, and maintain evidence in accordance with evidentiary law.
- Maintain necessary certifications and licensures.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**PAROLE AND PROBATION OFFICER I**

5101

GRADE J

**LEVEL DEFINITION:**

Duties performed at this level are concerned with offenders generally considered to be lower risk. All duties are closely supervised and no independent actions may be taken without consulting a Parole/Probation Officer (P/PO) II or III or a P/P Program Manager. All actions taken by a P/PO I are subject to review by a P/PO III or P/P Program Manager.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in a behavioral science and eligibility to be licensed as a peace officer in North Dakota. Incumbent must be licensable as a ND Peace Officer under North Dakota Century Code Chapter 12-63 and shall attend the first available basic peace officer training program recognized by the ND Peace Officers and Training Board (POST Board) ensuring authorization to perform the peace officer duties of a Parole and Probation Officer in accordance with North Dakota Century Code Section 12-59-20.

**PAROLE AND PROBATION OFFICER II**

5102

GRADE L

LEVEL DEFINITION:

Duties performed at this level increase in complexity due to the addition of offenders placed in the Intensive Supervision Program (ISP) that introduces the element of the high-risk offender or on an enhanced supervision level. (A high-risk offender is an offender who is considered only marginally appropriate for placement in the community. Not all offenders supervised by PPO at the II level are on the ISP program. However, almost all offenders supervised by a PPI II are on an enhanced supervision level that indicates that the offender is higher risk.) At this level, independence of action is increased with a corresponding decrease in the required consultation or review by a P/PO III or a P/P Program Manager.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Comply with North Dakota Century Code 31-13-03 to conduct the DNA {Deoxyribonucleic Acid} test on sex offenders and complete appropriate records; gauge the risk to the community; develop individual offender case plan; reassess on a regular basis.
- Manage and coordinate the Intensive Supervision Program; facilitate the release of higher risk offenders to the community.
- Assist community entities with initial and ongoing placement and treatment planning for offenders; monitor offender conduct and progress; perform drug and alcohol testing.
- Complete offender registration forms to comply with court mandates and North Dakota Century Code 12.1-32-15; monitor offender's compliance, initiate and follow through with court proceedings in cases of noncompliance.
- Investigate and provide reports to the Governor's Office, Pardon Advisory Board, Parole Board, and legal entities concerning the progress of offenders; testify before various courts and the North Dakota Legislature as necessary.
- Assess offender compliance with community supervision rules and observe life skills by conducting unscheduled/scheduled visits; maintain 24-hour availability to

offenders; initiate and maintain contacts with individuals who impact the offender's life.

- Collect and monitor restitution of court ordered financial obligations.
- Serve as acting district supervisor or "lead officer" as needed; perform ongoing personnel functions for contract employees, college interns, volunteers, and support staff.
- Develop policies for and provide supervision to community service and restitution programs throughout the State; serve as a representative to Community Service Advisory Boards.
- Serve as a cognitive restructuring facilitator to offenders, and as a trainer to other state agencies, law enforcement, and treatment personnel.
- Facilitate community policing by maintaining a community partnership; promote and encourage residents to share information concerning offenders; make presentations to students and community groups to inform them of the overall mission; establish and maintain satellite field offices within the community to foster accessibility to offenders and the community.
- Conduct pre-sentence interviews with victims; make recommendations to the court; provide victims with post-sentencing information; refer victims to services deemed appropriate.
- Conduct investigations concerning offenders by interviewing the criminal offender, victims, and collaborative sources to prepare investigation reports; make recommendations for the offender's placement and level of risk to the community.
- Implement intermediate measures program per North Dakota Century Code 12.01-32-07.3 to reduce parole/probation violations which may require re-incarceration.
- Research and monitor current laws and standards and training techniques to maintain certification as a firearm instructor for agency and other entity personnel; may oversee the maintenance, performance, and repair of all department issued firearms.
- Maintain Pressure Point Control Tactics certification; may train other Field Service personnel and staff in other agencies.
- Transport offenders when deemed appropriate.
- Chair and oversee various agency-related committees as needed.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in a behavioral science, eligibility to be licensed as a peace officer in North Dakota, and three years of work experience directly interacting with offenders in a correctional, law enforcement, or social work setting. Incumbent must be licensable as a ND Peace Officer under North Dakota Century Code Chapter 12-63 and shall attend the first available basic peace officer training recognized by the ND Peace Officers and Training Board (POST Board) ensuring authorization to perform the peace officer duties of a Parole and Probation Officer in accordance with North Dakota Century Code Section 12-59-20.

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**PAROLE AND PROBATION OFFICER III**

5103

GRADE M

**LEVEL DEFINITION:**

Duties performed at this level include the supervision of regional staff providing correctional services to parolees.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Provide recommendations to multidisciplinary teams; coordinate and participate in staff meetings regarding identifying high risk cases, provide offender progress reports, and participate in regular case management meetings.
- Track the target population of the programs to verify correctional services outcomes.
- Coordinate, chair or oversee and provide information regarding Correctional Services related topics to community organizations, soliciting support and involvement from community organizations and service providers for continued development of the correctional services.
- Develop contracts/ memorandums of understanding and oversee contract agency compliance with the Field Services Policy and correctional services guidelines including supervision of contract workers.
- Assist with budget preparation, grant writing, and statistical reports for the Field Services Division and granting authorities.
- Develop goals and objectives for policy guidelines for correctional services.
- In absence of the Program Manager, may be designated as acting supervisor.
- Present information related to correctional services performance to the director of the division.
- Assist in the on-going development of the correctional services database for compiling offender data.
- Hire, supervise, and evaluate college interns and temporary employees; assist with coordination and implementation of mentoring programs.
- Assist in providing employee training regarding correctional services.
- Serve as a hearing officer for offender violation hearings determining possible sanctions.
- Serve as liaison to the Parole Board to ensure support of the board's philosophy.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in a behavioral science and five years of work experience directly interacting with offenders in a correctional, law enforcement, or social work setting. Two years of the experience must have been in duties comparable to those of a P/PO II. Incumbent must be licensable as a ND Peace Officer under North Dakota Century Code Chapter 12-63 and shall attend the first available basic peace officer training program recognized by the ND Peace Officers and Training Board (POST Board) ensuring authorization to perform the peace officer duties of a Parole and Probation Officer in accordance with North Dakota Century Code Section 12-59-20.

CLASS CODES: 5101  
5102  
5103

ND Class Description  
Parole and Probation Officer

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Eff. Date: 10/74 – Two levels  
Rev: 07/83 – Added third level  
Rev: 12/92 – Rewritten in new format  
Rev: 06/97 – Reviewed pay grades and rewritten in current format  
Rev: 05/00 – Revised duties  
Rev: 01/01 – Upgraded duties and grade for PPO II  
Rev: 07/03 – Revised minimum qualifications  
Rev: 05/05 – Revised scope and duties for third level  
Rev: 07/12 – Conversion to Hay System