

PROBATION SUPERVISOR 1
(Formerly known as Supervising Probation Officer)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for training and supervising Probation Officer 1 Trainees and Probation Officers 1 in an assigned geographical or functional unit. An incumbent of this position is a Peace Officer pursuant to Criminal Procedure Law section 2.10 and, as such, must qualify with a department issued weapon and will be required to carry a firearm on assignments. Incumbents of this class are also responsible for implementing administrative policies, procedures and mandates as well as ensuring staff compliance. Supervision is exercised over a number of Probation Officers, Probation Trainees, Probation Assistants and supporting clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

General: (Applies to all Units)

Assigns cases to Probation Officers 1 and ensures development of a supervision plan for the terms of the probationer;

Participates in the creation of Individual Development Plans for Probation Officer 1 Trainees under his/her supervision to assess performance; monitors compliance with the plan;

Conducts regular evaluations on seasoned Officers to assess performance, and provide corrective counseling as necessary;

Makes recommendations and comments in the Individual Development Plan and informs the responsible Assistant Probation Director regarding the progress of Trainees under supervision;

Supervises the Intake process relating to cases of allegedly delinquent children, cases of non-support, neglect, family offense, conciliation, guardianship, custody, etc., which are referred to the Family Court;

Supervises field investigation procedures to ensure that home, family, employment and neighborhood factors are adequately considered in the evaluation of the case;

Accompanies Officers in the field to teach field operations and evaluate their performance;

Confers with Probation Officers 1, Judges, court personnel, attorneys, police agencies, community agencies and others on plans and procedures for probationers, persons under supervision and their families;

Interviews persons under supervision and probationers when difficult problems arise;

Ensures that required training to enhance job functioning is completed;

Participates in conducting formal in-service training classes for Probation Officers 1 and Probation Officer 1 Trainees;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Represents the department and/or speaks about the programs of the Department at meetings of service providers, civic and other meetings as assigned;

Receives complaints concerning probationers, persons under supervision, their families, and determines course of action;

Works with Probation Officers 1 on their formal presentations to the Courts;

Ensures departmental policies and procedures, including safety practices and legal requirements are strictly adhered to;

Reviews Probation Officer 1 caseloads and ensures mandated compliance with Division of Probation and Correctional Alternative guidelines;

Participates in employee hiring interviews;

Supervises the clerical activities of the unit;

Supervises the locating of probation violators and takes required action;

Ensures execution of warrants and insures that the involved individuals are taken to the appropriate court or custodial setting;

Supervises staff in the return of probation violators from within the state and when required, out of state;

Supervises staff in search and seizure operations involving probationers;

Ensures coordination with local police departments in matters relating to the apprehension of probation absconders;

Coordinates the appropriate dissemination of information to other supervisory staff on matters revealed through investigations;

Depending on assignment, may be responsible for the on-site management of a satellite office along with the Department of Public Works (i.e., fire alarms, building maintenance, etc.) and in coordination with the administrative management of the Department of Probation;

Carries a firearm on assignments;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

When assigned to Specialized K-9 Unit:

Supervises and directs assigned staff in the K-9 unit;

Promotes and maintains a healthy and clean environment for the K-9 dog including assigned vehicle and kennel, health and training needs, and maintains training through scheduled sessions;

Ensures the K-9 dog is well groomed, receives all necessary medical care and has routine veterinary appointments;

Prepares and maintains a variety of logs, reports and documentation associated with daily activities such as all K-9 training, deployment records, equipment records, incident and accident reports etc;

Participates in public and community relations events by conducting public education programs involving K-9 demonstrations, sits on panels, performs media briefings or performs other similar assignments;

Ensures the K-9 assigned vehicle is regularly inspected to ensure proper working conditions and immediately reports and addresses vehicle issues;

Testifies in court regarding investigatory findings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of interviewing and investigative techniques and practices related to probation work; thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions motivational techniques; thorough knowledge of effective assessment, case planning and management; good knowledge of principles and practices of supervision; good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision, juvenile delinquents; good knowledge of juvenile and adult risk and needs assessment instruments; good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection, and electronic monitoring devices; good knowledge of the powers of a Peace Officer; good knowledge of factors related to crime and delinquency; good knowledge of social sciences, including sociology, psychology and demography; good knowledge of social service programs and other community resources; good knowledge of the rules of evidence, arrest laws and custody procedures; good knowledge of the specific rules and procedures related to the agency worked in; working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; working knowledge of the geography of the jurisdiction employed in; working knowledge of employment, training and treatment options available to probationers; working knowledge of firearm safety; skill in the use of firearms where authorized; ability to manage projects; ability to plan, review, correct and supervise the work of others; ability to effectuate warrants and lead a warrant team; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

Ability to oversee the activities of a district office or unit of a probation department; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; ability to use a firearm safely and effectively if so authorized.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* or higher which included or was supplemented by thirty (30) credits* in the social, behavioral sciences or a related field and** two (2) years of experience as a Probation Officer 2/Senior Probation Officer; or four (4) years of experience as a Probation Officer 1.

SUBSTITUTION: A Master's Degree* in Social Work, Social Sciences, Education, Administration, Law, Criminal Justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

*SPECIAL NOTES:

1. Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.
2. Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.
3. Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation. Note:
4. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

SPECIAL REQUIREMENT:

1. Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as a Probation Officer.
2. Candidates must possess a valid New York State Driver's License at time of appointment.
3. All candidates must be in compliance with the Westchester County Drug-Free Workplace Policy.
4. Assignments will necessitate carrying a firearm in the execution of duties.
5. Candidates will be required to take and pass a post offer, pre-employment psychological evaluation.

**NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

West. Co.
J.C.: Competitive
SSLR

Job Class Code: C1069
Job Group: XIII