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MEMORANDUM

DATE: April 15, 2014
TO: Senator Tick Segerblom
FROM: Melinda Martini, Principal Research Analyst *MM*
Research Division
SUBJECT: **Qualifications for Parole Officers**

You requested information concerning the qualifications for parole officers in the State of Nevada. In addition, you would like to know if other states have moved to using social workers instead of parole officers, or to what extent states require social worker qualifications for parole officers.

In researching your request, I communicated with Alison Lawrence, National Conference of State Legislatures (NCSL). According to Ms. Lawrence, **no state has made the move to use social workers instead of parole officers. However, some states have incorporated the use of social work-type principles into supervision.**

NOTE: Ms. Lawrence and her staff have a wealth of information on the topic of parole officer qualifications across the states. If you are interested in having a presentation concerning such policies before the Advisory Commission on the Administration of Justice, Ms. Lawrence has indicated that she would be happy to make such a presentation. I have attached Ms. Lawrence's NCSL profile and contact information under Attachment I.

MINIMUM QUALIFICATIONS FOR PAROLE AND PROBATION SPECIALISTS:
STATE OF NEVADA

The minimum qualifications for a Parole and Probation Specialist in the State of Nevada are summarized beginning on page 3 of the attached Class Specification document (see Attachment II). In general, the minimum qualifications include education above the high school level in criminal justice, law enforcement, **social or human services, social or behavioral sciences**, public or business administration, liberal arts, or a related field.

MINIMUM QUALIFICATIONS FOR PAROLE AND PROBATION SPECIALISTS:
OTHER STATES

According to a web article by *CareersInPsychology.org* entitled "Social Work as a Parole Officer," a parole officer assists former inmates with everything from finding employment to dealing with old problems, such as substance abuse (see Attachment III). In most states, the minimum qualifications to be a parole officer include a bachelor's degree in corrections, psychology, criminal justice, social work, or a related degree. Federal parole officers, however, are required to hold a master's degree in one of those areas.

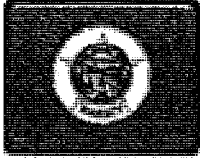
Ms. Lawrence and her staff conducted a search for states that require a background in social work and provided a report entitled, "Parole and Probation Officers—Social Work Qualifications," (see Attachment IV). Review of the report indicates that several states including Montana, New York, Ohio, Oklahoma, Tennessee, and Texas require standards for parole officers that relate to social work. I have highlighted certain sections of the report that may be of most interest to you.

CONCLUDING THOUGHTS

I hope this memorandum provides you with information that may assist you in your efforts concerning qualifications for parole officers. Because this request may be related to a future presentation before the Advisory Commission on the Administration of Justice, I have copied Nick Anthony, Senior Principal Deputy Legislative Counsel. If you have any questions, or desire additional information, please do not hesitate to contact me via e-mail or at 775-684-6825.

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Enc.

ATTACHMENT I



MINNESOTA

Meet Alison Lawrence, Minnesota's connection to NCSL.



Contact Alison at 303-856-1526

alison.lawrence@ncsl.org

Alison Lawrence is a policy specialist in NCSL's Criminal Justice Program where she works on issues related to pretrial, sentencing and corrections. She recently staffed a legislator work group and co-authored its Principles of Effective State Sentencing and Corrections Policy. She also has authored reports on sentencing and corrections issues on earned time, community corrections, and offender employment opportunities. She has contributed to NCSL's State Legislatures magazine on topics that include bail, sentencing and drug-crime laws. Before working at NCSL, Alison worked in community corrections in Denver, Colo., and in probation in Boulder, Colo. She received her Master's of Public Administration from the University of Colorado. Alison was born and raised near Lake Harriet in Minneapolis, Minn., where her family still resides.

ATTACHMENT II



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE & PROBATION SUPERVISOR	36	B	12.619
PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

SERIES CONCEPT

Parole & Probation Specialists perform technical duties in administrative functions and units, which do not require peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and probationers, pre-sentence investigations, determination of restitution and supervision fees, and referral services for the assigned unit. Positions in this series obtain and verify information; prepare and process case files and recommend appropriate action; and monitor offender activities. Incumbents are not Peace Officer's Standards and Training (P.O.S.T.) certified and do not perform law enforcement functions such as conducting field inspections of offenders' worksite or residence, conducting surveillance, searches and arrests, or transporting prisoners to court or detention facilities.

Process documentation associated with the release of offenders being paroled, in residential confinement, in drug court supervision, and residing in a state other than Nevada; review files received from the court/parole board for required signatures, pre-release plan, criminal history, parole eligibility dates, and the terms and conditions of parole/probation.

Research the criminal and personal history of the offender including the facts surrounding the current offense, special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; obtain reporting instructions and transfer offender files to the appropriate location; notify victims prior to release of offenders or of special circumstances as requested; contact law enforcement agencies that have placed a hold on the offender and arrange for parole to the agency's custody; contact service providers such as residential and inpatient programs and arrange for program participation upon release from custody.

Monitor offenders through written correspondence and the telephone; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee or probationer is in compliance with stipulated agreements; establish and monitor compliance with payment plans and renegotiate payments if offender falls in arrears; track actions taken by the court/parole board; prepare various reports regarding violations of probation or parole, progress or discharge, and monthly case load status; advise and direct offenders to comply with the terms of parole and/or probation.

Develop and maintain case files for each offender containing legal documents regarding criminal history, probation and parole agreements, monthly reports, correspondence and records which chronologically list contacts with the offender; compile information, present recommendations, and submit various reports and documents to the court/parole board for review and action after obtaining supervisory approval; audit case files in compliance with agency standards; prepare statistical reports detailing case activity to conform with agency requirements.

Monitor and track hearing dates; provide documentation for hearings; make appearances at hearings and provide testimony as necessary; obtain hearing results and follow up on court/parole board directives, actions, and recommendations.

Perform related duties as assigned.

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CLASS CONCEPTS

Parole & Probation Supervisor: Under general direction, incumbents plan, organize, coordinate and supervise the day-to-day activities of a large staff of Parole & Probation Specialist III's and IV's. Incumbents may be required to write pre-sentence investigation reports, but the primary focus at this level is to review the work of lower level Parole & Probation Specialists.

Supervise assigned staff in daily work; review completed pre-sentence investigative reports for quality, accuracy, consistency and timeliness; establish work performance standards; evaluate performance; initiate disciplinary action as required; determine the training needs of staff, and provide training and guidance for staff development; approve over-time, leave requests, time-sheets and personnel documentation for assigned staff; assign caseloads based on established criteria.

Assist higher-level management staff with the preparation of reports and statistical analyses and participate in the development of the work unit's budget.

Implement federal, State and agency regulations, policies, procedures and guidelines related to program operations; recommend changes to established policies, procedures, and guidelines; provide assigned staff with explanations, clarifications and interpretations of policies and procedures.

This class is distinguished from the Parole & Probation Specialist IV class by full supervisory responsibility for a large staff of Parole & Probation Specialist III's and IV's.

Parole & Probation Specialist IV: Incumbents at this level are assigned to a Court Services Unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time working on the most complex and high profile cases and reports. High profile cases are defined by the agency as those involving severe or heinous crimes, extensive media coverage, pardons investigations, cases with a large number of victims, and/or large restitution cases. In addition, incumbents train and provide guidance to lower level specialists in the Court Services Unit; and review and approve the work of others during peak workload periods and in the absence of the supervisor; track, monitor and evaluate the progress of trainees and provide input to the supervisor regarding trainees' performance.

Parole & Probation Specialist III: Incumbents at this level either:

- 1) Work in the Court Services Unit and assist offenders in completing the pre-sentence interview questionnaire, check offender's criminal history, write comprehensive reports to the court regarding the offender's crime, and make recommendations regarding the offender. Incumbents represent the agency in court, provide testimony regarding the recommendation, and respond to questions from the judge. The scope of responsibility includes completing the pre-sentence report and recommendation and representing the agency in a court of law; or
- 2) Perform as leadworker in the Pre-Release Unit, Interstate Compact Unit, or similar work unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time on complex cases; train and provide guidance to lower level specialists; prepare statistical reports; and review and approve the work of others during peak workload periods and in the absence of the supervisor.

Parole & Probation Specialist II: Incumbents at this level either:

- 1) Work in the Pre-Release Unit, Interstate Compact Unit, or similar work unit in which positions perform professional level duties but do not require P.O.S.T. certification. In the Pre-Release Unit, incumbents track and monitor a case load of parolees/probationers who are currently incarcerated, process all

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CLASS CONCEPTS (cont'd)

Parole & Probation Specialist II: cont'd

documentation associated with the release of offenders being paroled, and for inmates allowed to reside in Nevada communities under residential confinement or drug court supervision. Incumbents do not typically have face-to-face contact with offenders. In the Interstate Compact Unit, incumbents track and monitor offenders and process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole/probation. Incumbents typically have telephone contact with the offenders. In these units, incumbents make decisions subject to supervisory review; however, they work independently and must use judgment and initiative to apply general guidelines and regulations to specific situations; or

- 2) Continue to work as a trainee and acquire additional skills and experience in performing duties in the Court Services Unit. Progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

Parole & Probation Specialist I: Under the direct supervision of an assigned supervisor, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Education above the high school level in criminal justice, law enforcement, social or human services, social or behavioral sciences, public administration or business administration, liberal arts, or related field may be substituted for experience on a year-for-year basis.

PAROLE & PROBATION SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts or related field and two years of advanced level or lead experience in casework services, pre-sentencing investigations, and/or other criminal justice related field; OR an equivalent combination of education and experience; OR two years of experience as a Parole & Probation Specialist IV in Nevada State service. (See *Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: applicable laws, rules, regulations, policies and procedures relating to parole and probation; principles, methods, techniques and trends in parole and probation casework; purpose, format and content of pre-sentence investigation reports. **General knowledge of:** basic methods and techniques of

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

supervision and training. **Ability to:** plan, organize and direct the work of others; communicate effectively both orally and in writing; use technology, computer systems and applications; secure the cooperation of individuals and agencies; assist in preparing statistical and analytical reports; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State of Nevada laws, rules, regulations, policies and procedures relating to parole, probation and other related institutions. **Working knowledge of:** functions and procedures of courts involved with the work of the agency. **Ability to:** train, supervise and evaluate the performance of assigned staff; work collaboratively within and across organizational boundaries to achieve common goals; identify customer expectations and respond appropriately to their needs.

PAROLE & PROBATION SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or related field and two years of experience performing casework services and pre-sentence investigations, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, making recommendations in court, and preparing and presenting reports for a court of law; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist III in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: criminal and administrative law and criminal procedures; case load management techniques; methods and techniques of interviewing. **Working knowledge of:** goals and objectives of the unit to which assigned; professional courtroom demeanor and etiquette. **Ability to:** present high profile and complex cases in a court of law; provide necessary guidance and training to lower level staff; review required reports and forms to detect discrepancies and ensure compliance with established policy and procedures and State statutes; assist the supervisor in reviewing and approving comprehensive reports prepared by others; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: proper handling of complex and high profile cases; training techniques. **Working knowledge of:** division mission, goals and objectives. **Ability to:** effectively direct activities of lower level staff; coordinate staff case assignments and prioritize tasks; articulate to the supervisor the abilities of staff being trained; detect problems or issues during training; act as the liaison between the supervisor and staff member being trained; work with the supervisor in reviewing, analyzing, and providing input regarding lower level staff.

PAROLE & PROBATION SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or related field and one year of experience making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment; **OR** graduation from high school

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

and five years of progressively responsible administrative or technical program support experience, three years of which included making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist II in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques used to conduct extensive research into client or offender criminal, employment and/or income history; English composition skills sufficient to prepare comprehensive reports and recommendations; correct English usage, grammar, spelling and punctuation. **General knowledge of:** appropriate courtroom behavior. **Ability to:** prepare comprehensive investigative reports and recommendations; represent the agency in a pre-hearing or judicial environment; provide chronological exhibits and testimony in court; provide guidance and train new and lower level staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division policies and procedures as applied to the assignment; interstate compact process. **Ability to:** recommend appropriate sentences assigned to offenders including alternative recommendations; understand, interpret and apply policies and procedures required of the program assignment; objectively investigate and review information in accordance with federal regulations and State laws; make appropriate recommendations within established policies and procedures; independently determine the nature of investigations; understand technical terms, abbreviations and phrases used in law enforcement and legal records; read and evaluate law enforcement documents to determine the appropriate course of action; write and verbally defend professional judgments and recommendations presented in court.

PAROLE & PROBATION SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, social or behavioral sciences, human or social services, public or business administration, liberal arts, or a related field; **OR** graduation from high school or equivalent education and four years of progressively responsible administrative or technical program support experience, two years of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service. One year of the experience must have included working with clients or individuals in a law enforcement, social or behavioral services environment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Parole & Probation Specialist I in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: techniques used to maintain detailed information concerning cases; methods and techniques of interviewing, advising and providing guidance to others; confidentiality rules and regulations; functions and purpose of the parole and probation system. **General knowledge of:** criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for a court or the Parole Board; functions and jurisdiction of law enforcement agencies, related criminal justice and service entities. **Ability to:** apply casework principles and practices; read,

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MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

interpret and evaluate client history from records and information system files; act decisively on administrative actions by recording and transmitting information in an authoritative and professional manner; read, interpret and evaluate various criminal statutes; evaluate financial information and make appropriate recommendations as required; calculate payments, arrearages, compile statistical data; read and understand violations of parole and probation agreements, directives, court and parole board orders, and act in accordance with prescribed policies and procedures; provide testimony before hearing boards, effectively communicate court and/or Parole Board orders, and division policies and procedures; prepare a variety of forms and reports according to established policies and procedures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: department and division policy, procedure, and directives related to the assignment; Nevada criminal justice system including court processes and systems; computer systems and programs used by the division. **Ability to:** effectively manage assigned workload with minimal supervision; carry out multiple tasks and assignments in a timely manner; make appropriate casework decisions.

PAROLE & PROBATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible administrative or technical program support experience, one year of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods and techniques of interviewing, advising and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources. **General knowledge of:** criminal justice system; confidentiality rules and regulations. **Ability to:** write and prepare concise, logical, and grammatically correct reports and written materials; read, interpret, apply, and explain rules and regulations to others; communicate effectively both orally and in writing; interview individuals to obtain and verify information; secure facts by personal contacts and researching/verifying records; establish and maintain effective working relationships; maintain records and files including recording and retaining information in chronological order; use modern office equipment including computers and applicable software; make decisions within established limits of authority; evaluate historical data and current information in order to reach logical conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Parole & Probation Specialist II.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.619</u>	<u>12.618</u>	<u>12.616</u>	<u>12.614</u>	<u>12.615</u>
ESTABLISHED:	5/5/09UC	5/6/02UC	5/6/02UC	7/1/01P 4/27/01PC	7/1/01P 4/27/01PC
REVISED:				5/6/02UC	5/6/02UC
REVISED:		7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:		6/20/06UC	6/20/06UC	6/20/06UC	6/20/06UC
REVISED:		5/5/09UC	5/5/09UC	5/5/09UC	5/5/09UC

ATTACHMENT III

Social Work as a Parole Officer



What is a parole officer?

According to the U.S. Bureau of Justice Statistics, an estimated 1.6 million inmates were guests of state and federal prisons in the United States in 2010. As our population increases, that number is expected to increase in the coming years as well. While a small percentage of inmates may never get out, thousands of former inmates are released back into their communities each and

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every day, and most of these inmates are released on parole.

Parole is the release of an inmate before the end of the maximum sentence. Inmates are released on parole on a number of conditions, however, and parole can be revoked at any time for a number of reasons. If a parolee breaks any of the conditions of his parole, he is sent back to prison to finish out his sentence.

Because being released back into society can be very difficult for most parolees, a parole officer is assigned to each parolee. A parole officer's job is to assist and monitor parolees as they adjust to their new-found freedom. They help former inmates with everything from finding employment to dealing with old problems, like substance abuse. A parole officer may also be the one to decide whether a parolee goes back to prison.

At times, being a parole officer can be a dangerous job, but it can also be very rewarding. For instance, although parole officers work with potentially dangerous criminals every day, they also have the chance to help parolees reform and rehabilitate themselves.

What are the necessary education requirements for becoming a parole officer?

In order to become a parole officer, you must hold a minimum of a bachelor's degree in corrections, psychology, criminal justice, social work, or a related degree. Federal parole officers, however, require applicants to hold master's degrees in one of these areas.

In addition, parole officer applicants must also pass a battery of tests, including psychological and physical examinations, to be considered for parole officer positions.

Why do we need parole officers?

Being released from a correctional institute is not only difficult for parolees, but also for their loved ones and communities. As a former inmate, it can be difficult to find work or even a place to live. Among all of the obstacles that parolees need to deal with, they are also faced with the possibility of falling back into their old ways and returning to prison.

Parole officers try to ensure that parolees are able to reintegrate back into society and adjust to their new lives. By monitoring parolees and helping them rehabilitate themselves, parole officers help keep citizens safe, reduce crime rates, and keep inmates out of the already crowded correctional facilities.

What do parole officers do?

Parole officers work closely with other correctional professionals and parolees. Usually, parole officers focus on working only with adults or juveniles, though occasionally they may work with both.

Before an inmate is even released from prison, a parole officer will usually develop a plan for him or her. This is usually done after meeting with and interviewing an inmate. When creating a parole plan, parole officers will take a number of things into consideration, including the wants, needs, and abilities of the parolees.

One of the main responsibilities of a parole officer is to ensure that their parolees follow all conditions of their parole. This often involves finding and retaining employment, finding a suitable place to live, getting treatment for any mental health issues they may have, and generally staying out of trouble. To accomplish all of this, parole officers may help by pointing their parolees in the right direction. For instance, they may set up interviews with potential employers or referring parolees to mental health treatment facilities, such as substance abuse centers.

Share

As a parole officer, you will also be responsible for monitoring and evaluating parolees. You will often have regular meetings to check their progress and possibly administer drug and alcohol tests. Monitoring parolees may also involve traveling to their homes or places of work, as well as communicating with loved ones, doctors, or employers.

Where do parole officers work?

Typically, parole officers work for county and state parole offices. However, this often involves traveling to court houses and correctional facilities. Parole officers are also sometimes required to travel to their parolees homes and places of employment.

What is the salary of a parole officer?

According to the U.S. Bureau of Labor Statistics, parole officers had a mean salary of \$47,840 / \$23 hourly in 2011. Your salary will usually be based on a number of factors, however, such as location, education, and employer.

This entry was posted in [Careers](#), [Uncategorized](#). Bookmark the [permalink](#).

Educational Path

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Licensing Resources

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ATTACHMENT IV



NATIONAL CONFERENCE of STATE LEGISLATURES

The Forum for America's Ideas

Parole and Probation Officers – Social Work Qualifications

March 13, 2014

Montana Code Ann. 46-23-1003 - "Qualifications of probation and parole officers"

(1) Probation and parole officers must have at least a college degree and **some formal training in behavioral sciences**. Exceptions to this rule must be approved by the department. Related work experience in the areas listed in 2-15-2302(2)(c) may be substituted for educational requirements at the rate of 1 year of experience for 9 months formal education if approved by the department. All present employees are exempt from this requirement but are encouraged to further their education at the earliest opportunity.

(2) Each probation and parole officer shall, through a source approved by the officer's employer, obtain 16 hours a year of training in subjects relating to the powers and duties of probation officers, **at least 1 hour of which must include training on serious mental illness and recovery from serious mental illness**. In addition, each probation and parole officer must receive training in accordance with standards adopted by the Montana public safety officer standards and training council established in 2-15-2029. The training must be at the Montana law enforcement academy unless the council finds that training at some other place is more appropriate.

2-15-2303(2)(c) - Board members must possess academic training that has qualified them for professional practice in a field such as criminology, education, medicine, psychiatry, psychology, law, social work, sociology, psychiatric nursing, or guidance and counseling. Related work experience in the areas listed may be substituted for these educational requirements.

New York § 255 – "Probation in the city of New York"

1. There is hereby created a department of probation in and for the city of New York to have charge of all probation work in the supreme, family and criminal courts in the counties of Bronx, Kings, New York, Queens and Richmond.

2. The head of such department shall be a director of probation appointed by the mayor of the city of New York to serve during the pleasure of the mayor. The director shall have charge of the administration of the department and shall be responsible for carrying out the functions of the department including intake, investigation, supervision, conciliation and pre-disposition social treatment in cases coming to the courts referred to in this section. The director may, from time to time, create, abolish, transfer and consolidate bureaus and other units within the department as he may determine necessary for efficient operation thereof. He also shall have the power to appoint and remove such deputy directors, assistants, probation officers and other employees as may be needed for the performance of the duties of

the department and may prescribe their duties and fix their compensation, within appropriations made available therefore by the city of New York and subject to all applicable civil service laws and rules and regulations. The director may, in his discretion, appoint volunteer probation officers, when necessary, provided they have the qualifications required of salaried officers, but no such volunteer probation officer shall receive pay from the public funds for his services. The city of New York shall make the necessary appropriation for the salaries of the director and of all officers and employees of the department as referred to herein, as well for the expenses actually and necessarily incurred by such director, officers and employees in the performance of their duties.

3. The director shall discharge his powers and responsibilities in accordance with all laws and rules applicable to probation and with the general rules regulating methods and procedure in the administration of probation as adopted from time to time pursuant to section two hundred forty-three of this chapter. He may adopt departmental rules, not inconsistent with law or the aforesaid general rules, to regulate the policies, programs, standards, and methods of procedure in relation to probation and the powers and duties of officers and employees as in his judgment he deems proper.

3-a. Repealed.

4. The head of such probation department, out of moneys appropriated to such department for that purpose, is authorized to grant scholarships to employees in the probation service in such department, for graduate training in the field of probation at graduate schools or departments of social work located within the state whose programs are registered by the regents and accredited by the council on social work education. Each such scholarship shall entitle the holder thereof to a sum sufficient to pay the cost of tuition, not to exceed two thousand dollars annually, while in attendance at any of the said schools or departments for a period not to exceed two years of graduate professional study. Scholarships under this section shall be awarded to employees in the probation service in such department who apply therefore in the order of their seniority in their civil service titles.

5. Notwithstanding any other provision of law or of the New York city charter or administrative code, any duly appointed officer or employee of such probation department may reside in any county within the state.

Ohio § 5149.02 - "Adult parole authority; chief"

There is hereby created in the division of parole and community services of the department of rehabilitation and correction at bureau level an adult parole authority. The adult parole authority consists of its chief, a field services section, and a parole board. The director of rehabilitation and correction shall appoint the chief of the adult parole authority, one or more superintendents of the field services section, and the chairperson of the parole board, all of whom shall serve at the pleasure of the director and shall be in the unclassified civil service.

The authority is a regular administrative unit of the department of rehabilitation and correction and shall operate under rules adopted by the director. The chief of the division of parole and community services may adopt supplemental rules governing operation of the authority, assigning specific powers and duties to the chief of the authority, and assigning specific functions to sections within the authority.

No person shall be appointed as chief of the adult parole authority who is not qualified by education or experience in correctional work, including law enforcement, probation, or parole, in law, in social work, or in a combination of the three categories.

Ohio 5149.04- "Parole supervision section; superintendent"

(A) Persons paroled, conditionally pardoned, or released to community supervision shall be under jurisdiction of the adult parole authority and shall be supervised by the field services section through its staff of parole and field officers in such manner as to insure as nearly as possible the offender's rehabilitation while at the same time providing maximum protection to the general public. All state and local officials shall furnish such information to officers of the section as they may request in the performance of their duties.

(B) The superintendent, or superintendents, of the field services section shall be a person, or persons, especially qualified by training and experience in the field of corrections. The superintendent, or superintendents, shall supervise the work of the section and shall formulate and execute an effective program of offender supervision. The superintendent, or superintendents, shall collect and preserve any records and statistics with respect to offenders that are required by the chief of the authority. The section also shall include other personnel who are necessary for the performance of the section's duties.

No person shall be appointed as a superintendent who is not qualified by education or experience in correctional work including law enforcement, probation, or parole work, in law, in social work, or in a combination of the three categories.

(C) The superintendent, or superintendents, of the field services section, with the approval of the chief of the authority, may establish district offices for the section and may assign necessary parole and field officers and clerical staff to the district offices.

(D) The field services section in the exercise of its supervision over offenders and persons conditionally pardoned shall carry out all lawful orders, terms, and conditions prescribed by the authority, the chief of the division of parole and community services, or the governor.

(Parole board has similar social work requirements)

57 Oklahoma Statute Ann. § 515 - "Probation - Parole Officers"

All probation-parole officers shall be deemed peace officers and shall possess the powers granted by law to peace officers. Probation-parole officers shall meet all of the training and qualifications for peace officers required by Section 3311 of Title 70 of the Oklahoma Statutes. Qualifications for probation-parole officers shall be good character and a bachelor's degree from an accredited college or university including at least twenty-four (24) credit hours in any combination of psychology, sociology, social work, criminology, education, criminal justice administration, penology or police science.

Tennessee Code Ann. § 40-28-602 - "Director of probation and parole; qualifications; duties"

(a) The commissioner shall appoint a director of probation and parole who shall devote full-time and capacities to the duties of the office. The director shall have at least five (5) years of related administrative experience or a bachelor's or advanced degree in any of the following fields: penology, corrections work, law enforcement, law, vocational education, public administration, rehabilitation or social work, medicine or the behavioral sciences. Under the supervision of the commissioner or designee, the director of probation and parole shall:

- (1) Formulate methods of investigation, evaluation and supervision of persons under the supervision of the department;
- (2) Develop and implement various techniques relating to the casework of probation and parole officers, including, but not limited to, interviewing, organization of records, analysis of information, development of plans for supervision and the coordination of efforts by individuals and other governmental agencies involving the treatment and rehabilitation of persons released on parole;
- (3) Assist the commissioner in promulgating rules and regulations for the guidance of the probation and parole officers in the conduct of their work;
- (4) Supervise the work of the probation and parole officers;
- (5) Cooperate fully with state courts of criminal jurisdiction in all matters relating to persons who have been released on parole; and
- (6) Establish conditions of supervision for and supervise sex offenders sentenced to community supervision for life pursuant to § 39-13-524.

(b) Nothing in this part shall be construed to diminish the authority of the courts to impose conditions of supervision on probationers under their jurisdiction pursuant to § 40-35-303(d).

(c) The director of probation and parole shall have the authority, upon request of the governor, to issue warrants authorizing the arrest and return to their former places of incarceration of persons who are reasonably believed to have violated the conditions of their grants of executive clemency.

Texas Human Resources Code § 222.001 – “Minimum Standards for Probation Officers”

(a) To be eligible for appointment as a probation officer, a person who was not employed as a probation officer before September 1, 1981, must:

- (1) be of good moral character;
- (2) have acquired a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (3) have either:
 - (A) one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the department; or

(B) one year of experience in full-time case work, counseling, or community or group work:

- (i) in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons; and
- (ii) that the department determines provides the kind of experience necessary to meet this requirement;
- (4) have satisfactorily completed the course of preservice training or instruction and any continuing education required by the department;
- (5) have passed the tests or examinations required by the department; and
- (6) possess the level of certification required by the department.

(b) The board by rule may authorize the waiver of the requirement of a year of graduate study or full-time employment experience if the authority responsible for employing the officer establishes to the satisfaction of the department that, after a diligent search, the authority cannot locate a person meeting that requirement to fill a job opening.

(c) The board by rule may authorize the temporary employment of a person who has not completed a course of preservice training, passed the examination, or attained the required level of certification, contingent on the person meeting those requirements within the time specified by the board.

(d) A person must possess the level of training, experience, and certification required by the department to be eligible for employment in a probation office in a position supervising other probation officers. The department may require several levels of certification to reflect increasing levels of responsibility. A department rule relating to levels of certification does not affect the continued employment of a probation officer in a supervisory position if the person holds that position on the date on which the rule takes effect.

(e) The department may waive any certification requirement, except a fee requirement, for an applicant who has a valid certification from another state that has certification requirements that are substantially equivalent to the requirements in this state.

(f) The department may waive the degree accreditation requirement in Subsection (a)(2) if the applicant possesses a foreign or other degree that the department determines is the substantial equivalent of a bachelor's degree. The board shall adopt rules defining the procedures to be used to request a waiver of the accreditation requirement in Subsection (a)(2).

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