

JOB DESCRIPTION

JOB TITLE: INTENSIVE SUPERVISION OFFICER
REPORTS TO: DEPUTY DIRECTOR
DEPARTMENT: COMMUNITY CORRECTIONS
CLASSIFICATION: NON-EXEMPT

ORIGIN DATE: January 2011
REVISION DATE: Oct. 2018
DEPT. NO: 12-00 & 15-00
JOB ZONE: 7.0 to < 8.0

I. JOB SUMMARY: This is a non-exempt position. This position is supervised by the Deputy Director of Community Corrections and involves the enforcement of terms and conditions of probation during traditional and nontraditional hours. The ISO will promote successful community reintegration and public safety through a combination of practices that includes supervision/monitoring, accountability strategies, case management and intervention services to criminal offenders released to the community. This strategy is referred to as a balanced or rehabilitation-oriented supervision approach. The underlying philosophy is that supervision should be results driven and that officers assume a direct role in ensuring that offenders will be successful following release to the community.

II. PRIMARY DUTIES:

- a. Maintain personal contact with juvenile and adult offenders through office and community visits per Kansas Department of Corrections standards. Document contacts in the offender database system. Responsible for monitoring payment orders of the court, e.g. restitution, fines, support orders, etc.
- b. Investigate employment, sources of income, life style and associates in order to assess risk and compliance. Monitor offender's employment and/or school attendance and participation.
- c. Develop and review case plans for adult and juvenile offenders, monitor progress and implement needed changes.
- d. Facilitate the offender change process by understanding and utilizing the principles of Evidence Based Practice including:
 - i. Assess Actuarial Risk/Needs through the use of the Level of Services Inventory Revised (LSI-R)/ Youth Level of Services Inventory (YLS-CMI)
 - ii. Enhancing Intrinsic Motivation through the use of Motivational Interviewing.
 - iii. Target interventions using the principles of risk to prioritize resources for higher risk offenders
 - iv. Skill train with Directed Practice using cognitive-behavioral treatment methods.
 - v. Engage on-going support in natural communities to improve bonds and ties to pro social community members.
 - vi. Measure relevant processes/practices to maintain service effectiveness.
 - vii. Provide measurement feedback to build accountability and to maintain motivation or change.
- e. Perform drug tests through urine collection and other methods.
- f. Perform surveillance activities and high-risk home visits.
- g. Make referrals to appropriate resources. Contact collateral sources concerning offenders'

behavior and compliance with conditions of supervision.

- h.** Detect and investigate violations of the conditions of supervision; report violations of the conditions of supervision to the court by preparing reports and/or affidavits; testify at court; and maintain a detailed written record of case activity.
- i.** Participate in staff meetings.
- j.** Maintain the necessary contacts to increase awareness and credibility of Community Corrections. Participate, if requested, in the Drug Court program.
- k.** Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- l.** Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- m.** Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- n.** Obligation to be reliable, responsible, dependable, and fulfill duties.
- o.** Must show up for work on a regular and predictable basis as scheduled.

III. INTERMITTENT DUTIES:

- a.** Attend required selected seminars or training sessions.
- b.** Provide services for Chase and Lyon County.
- c.** Prepare and deliver public relations presentations.
- d.** Augment the agency's day to day operations as needed e.g. conduct juvenile transports; perform juvenile intakes and assessments, leading groups.
- e.** Place defendants on electronic monitored equipment and enroll them in the electronic monitoring program database.
- f.** Serve on corrections related committees at the state and local level.

IV. QUALIFICATIONS:

- a.** Requires current Class C driver's license.
- b.** EXPERIENCE: Two years of probation experience is preferred.
- c.** EDUCATION: Must possess a bachelor's degree from an accredited college or university with major course work in behavioral science, counseling, criminal justice, psychology, social work or sociology.
- d.** KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English with the ability to speak a foreign language helpful. Must have knowledge of interviewing techniques. Must have knowledge of laws and regulations pertaining to Community Corrections and the State of Kansas.
- e.** Subject to criminal record check and polygraph prior to employment. Subject to passing a physical and drug screen prior to employment and must be at least 21 years of age. Must not be registered on the Kansas child or adult abuse registry.

V. SKILLS:

- a. Must be able to operate a vehicle, as well as office and communications equipment associated with this position.
- b. Problem Solving: Problem solving is a frequent factor in this position. While in the field the incumbent will be required to make quick decisions and take immediate action within established procedures, policies and laws.
- c. Decision Making: It is a frequent factor in dealing with the wide variance of responsibilities and risk factors related to this position.
- d. Supervisory: Frequently, this position does not have assistance or guidance from another individual. This position will receive feedback from judges, law enforcement, director, probation staff and the County Attorney's office. The position incumbent will be expected to act independently when outside advice or controls are not readily available.
- e. Financial: None
- f. Interpersonal: Continuous contact with outside agencies, offenders, probation staff and the public. Must conduct themselves in an ethical and professional manner.
- g. Working Conditions: Will be subject to home visits in less than desirable environments and subject to potentially dangerous situations in field/office visits. May be required to work overtime and subject to emergency calls. Work will sometimes involve occasional temperature extremes in the heat/cold.
- h. Complexity: This position interacts with all kinds of people, often during times of crisis. By nature, offenders assigned to the program could be a potential risk. Contact is made with offenders in their homes and in the office. Sometimes the offender is under the influence of drugs or alcohol when the contact is made.
- i. Physical Requirements: Frequently required to lift objects weighing up to 30 pounds, extending from floor to 60 inches in height. May be required to run, crawl, climb, crouch and kneel. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone. Due to the occasional situations involving a verbally or physically aggressive offender, the incumbent must be able to physically defend him or herself and/or subdue a violent offender.

i. Employees hired after August, 2018: Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 5 pounds.

5. Employee's position requires pulling a maximum force of 5 pounds.

ii. SAFE LIFTING CRITERIA:

- 1. **Floor to knuckle:** 45 lbs.
- 2. **12" to knuckle:** 45lbs.
- 3. **Knuckle to shoulder:** 22.5 lbs.
- 4. **Shoulder to overhead:** 22.5 lbs.
- 5. **Carry:** 45 lbs.
- 6. **Push:** N/A
- 7. **Pull:** N/A

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. *By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____