



## Critical & Essential Tasks

### Parole and Probation Officer

#### Sitting, Standing, Walking, Running

- Run to escape an attacking person.
- Walk up and down stairs.
- Sit continuously (car, desk, etc.)
- Walk and run on irregular, potentially hazardous surfaces (slick, muddy, rocks, etc.)
- Walk or move backwards.
- Run to assist another officer.
- Walk backwards.

#### Lifting, Carrying, Pushing

- Lift objects (not people) up off the ground.
- Push and pull objects, other than a vehicle.
- Carry objects from one location to another.
- Lift objects up to and down from an elevated surface (waist high or above) and place them on the ground or the floor.
- Lift objects above head.
- Carry duty gear (10 to 30 pounds.)

#### Jumping, Vaulting

- Jump over a ditch, a hole, or other depression.

#### General Physical Activities

- Bend over from the waist to perform activities such as picking up objects from the ground, etc.
- Twist at the waist.
- Bend down or kneel to conduct search activities or to minimize exposure.
- Type on a keyboard.
- Use a computer mouse.
- Talk on the telephone or radio while using a computer.
- Balance while leaning, stretching or ducking around obstacles.
- Transition between sitting and standing.
- Reach from various positions to grasp objects and persons.
- Get into and out of a vehicle (sitting down from a standing position or standing up from seated position.)
- Tolerate extreme environmental conditions such as rain, snow, heat, cold, wind, etc.
- Pull open heavy file drawers.

#### Struggle, Fight, Defend

- Grip and hold a person to maintain physical control (assisted).
- Grip and hold a person to maintain physical control (unassisted).
- Extract a struggling person from a structure or a vehicle.
- Place a struggling person in a structure or a vehicle.
- Use various holds to control (subdue) resisting or combative people.
- Hold (restrain) a struggling person.

- Physically defend against and control a single attacker.
  - Physically defend against and control multiple attackers.
  - Take down and subdue a resisting person.
  - Draw and fire a duty weapon in a state of physical exhaustion, during or subsequent to a physical altercation.
  - Reload a duty weapon in combat conditions.
  - Draw and fire a duty weapon in self-defense or to defend another person.
  - Handcuff (mechanically restrain) a compliant person.
  - Handcuff (mechanically restrain) a non-compliant person.
  - Catch a falling person to avoid injury.
  - Tackle a fleeing person to stop flight.
  - Engage in ground fighting with a person.
  - Use hand weapons, such as a baton, Taser, OC spray, etc., to subdue a person in physical confrontation.
  - Use firearms in a physical confrontation.
  - Use nerve pressure points to control (subdue) a resisting person.
  - Physically intervene to break up physical confrontations between two or more people.
  - Dodge (evade) blows and thrown objects.
  - Block kicks, strikes, and punches.
- #### Combined Physical Activities
- Drive a vehicle in a wide range of routine and emergency conditions.
  - Rapidly exit a vehicle (standing up from a seated position inside the vehicle) and move away from the vehicle.
  - Pursue a person on foot, negotiating barriers and hazards (running, jumping, climbing, etc.)
  - Struggle with and subdue a person after a pursuit or evasion; place a person in a vehicle for transport.
  - Multi-task while operating a vehicle (radio communications, computer, weapons, tools, etc.)
  - Subdue and physically or mechanically restrain a person (lift, carry, or drag the person from one area to another.)
  - Understand speech through electronic devices (telephone, radio, cell phone, etc.) in a wide range of environmental conditions.
  - Transport a resistant or non-resistant person within a detention facility or between locations, maintaining physical control, negotiating stairs, doorways, obstacles and other features.
  - Accurately use vision and hearing for threat assessment in use of force situations.
  - Routinely use a color computer monitor.



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- Draw, aim and fire a service pistol.
- Be struck by, and/or strike a person (physical altercations).
- Physically struggle with multiple persons.
- Fall or be knocked down in a struggle or pursuit and recover to feet to resume the struggle or pursuit.
- Carry an object up or down a staircase or steps.
- Participate in Defensive Tactics Training (DT's.)
- Conduct person searches.
- Conduct area searches (walking, standing, kneeling, crawling, lifting, bending, etc.) looking for an item or a person.
- Bend over into a vehicle to secure a person's seat belt.
- Render various firearms safe.

#### Psychological Elements with Physical Effects

- Continue to function in a physical confrontation after being struck or injured.
- Cope with the physical effects of personal acute emotional stress such as fear, anger, etc.
- Cope with the physical effects of personal chronic (cumulative) emotional stress.
- Cope with the emotional and physical results of being struck by or exposed to bodily fluids.
- Cope with maintaining a state of hypervigilance (highly concentrated mental and sensory attention) over protracted periods of time.
- Cope with the emotional and physical impact of being subjected to verbal threats of violence.
- Cope with being exposed to hazardous substances, such as drugs, chemicals, infectious diseases, etc.
- Cope with the emotional and physical impact of seeing, hearing, smelling and reading about horrific events and occurrences.
- Cope with the emotional and physical impact of witnessing the abuse, injury or death of a child.
- Cope with the emotional and physical impact of constant scrutiny and criticism (management, attorneys, judges, the public, etc.)
- Cope with the long-term emotional and physical impact of constant exposure to deviance (distorted world view).
- Cope with the emotional and physical impact of constant exposure to personal legal liability.
- Cope with the emotional and physical impact of being shot at.
- Cope with the emotional and physical impact of constant exposure to high risk offenders.
- Cope with constant changes in laws, procedures, and policies.

- Cope with ambiguity in operating requirements and/or expectations.
- Cope with clients who are mentally ill.
- Cope with demands of being on call.
- Cope with job related stress (unrealistic expectations, lay-offs, etc.)

#### Sensory Acuity, Discrimination

- Accurately visually detect and resolve images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.
- Accurately determine full-range colors (clothing, substances, skin tones, etc.) in varying light conditions.
- Resolve and understand faint auditory signals (whispers, transients [clicks, pops, impacts], air movement, etc.)
- Resolve and understand speech in the presence of a wide range of environmental sounds, including high levels of ambient background noise.
- Detect and resolve faint and/or odd odors.
- Accurately resolve visual images in low-light conditions.
- Utilize three-dimensional vision (clear depth perception, image placement and location) sufficient for complex visual tasks, such as driving a vehicle in emergency conditions or pursuing people over complex surfaces in unpredictable conditions (stairs, steps, obstacles, weapons use, etc.)
- Accurately visually detect and resolve transitory and subtle changes in body language, such as pupil constriction, pupil dilation, skin color, respiration changes, etc.
- View, read, and interpret messages on computer screen.

#### Create, Maintain, Access Offender Files & Documents

- Prepare an electronic warrant request.
- Conduct a release plan investigation to develop a supervision plan for the offender.
- Make computerized chronological entries.
- Write computerized reports.
- Enter treatment data electronically.
- Generate Compact papers via computer.
- Generate risk assessments via computer.
- Fill out various forms related to community supervision.
- Prepare basic business correspondence.
- Generate caseload management reports via computer.
- Assemble and file materials in the case file in a prescribed order.



- Maintain various department records such as logs, action plans, case plans, etc.
- Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences.
- Write in-depth narrative reports containing complete sentences and paragraphs.
- Complete reports consisting primarily of check-off boxes or fill-in-blanks.
- Develop and maintain personal descriptive information on offenders.
- Develop and maintain various basic administrative systems to record report schedules, violations, etc.
- Assess various kinds of written and spoken information to formulate a specific recommendation for action by the adjudicating authority.
- Generate a 'to do' list via computer.

#### **Supervise Offenders – Direct Client Activities**

- Observe the offender to assess their mental and physical state.
- Observe behavior and language to assess the offender's commitment to the supervision plan.
- Provide counseling to the offender, their family, etc. to resolve domestic problems.
- Meet regularly with the offender to provide counseling, encouragement, and structure.
- Encourage and/or direct the offender to fulfill legal requirements such as support payments, fines, etc.
- Generate urinalysis information via a computer.
- Track the offender's address updates via computer.
- Generate and/or change legal data such as conditions, expiration dates, affidavits, etc. via computer.
- Check on the offender's supervisor fees via computer.
- Generate action plans.
- Use Risk/Needs Assessment to guide an interview with the offender.
- Discuss Parole Board/Supervising Authority's decision with the offender to explain and/or clarify special conditions, reasons for denial, appeal procedures, dates, etc.
- Observe and assess the offender to determine "criminogenic needs."
- Assess offender to determine "presenting problem."
- Discuss the offender with other parole or professional staff to determine approaches, solutions, etc.
- Discuss possible violation of parole or other accusations in order to allow offender to refute and/or explain findings.
- Provide social service referral information.
- Make referrals and appointments for the offender at service agencies.

- Reply to the offender's inquiries requesting assistance.
- Explain rules and regulations to the offender.
- Read aloud and explain documents, such as conditions of parole, to the offender to obtain the offender's signature.
- Explain legal terms and documents to the offender.
- Explain charges to the offender and serve pertinent documents.
- Conduct first interview with the offender to establish ground rules of supervision.
- Discuss supervision plan with the offender to develop an encouraging and supportive relationship.
- Answer technical questions concerning referrals.
- Establish a professional relationship and role with the offender.
- Interview the offender to obtain personal information.
- Hold the offender accountable if an interview or other information reveals the offender is doing something questionable, improper, etc.
- Discuss the offender's finances to establish a budget.
- Discuss offender's progress with referral personnel to assess the effectiveness of the program.
- Explain the offender's legal rights and restrictions, such as voting, gun possession, distance travel, etc.
- Develop a supervision plan based upon the individual offender's risk, needs, and responsibility.

#### **Supervise Offenders – Indirect Activities**

- Act as an advocate to help place the offender with a referral resource.
- Respond to and/or address domestic issues.
- Consider institution records, behavior, etc. to formulate and recommend special conditions for
- Review cases with other PO's to formulate problem-solving strategies.
- Review special conditions to formulate and recommend modifications and/or additions to the adjudicating authority as appropriate.
- Investigate and/or challenge the offender's various claims to determine the truth.
- Review and/or monitor medical prescriptions.
- Discuss the suggested supervision plan with a senior officer and/or supervisor.
- Confer with senior officer/supervisor on an ongoing basis to assess the effectiveness of the offender's supervision plan.
- Conduct an orientation session (reach in) for new or transferred inmates to disseminate general information concerning the parole system and answer questions.



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- Conduct an orientation/intake session for new or transferred offenders to disseminate general information concerning community supervision.
- Review the offender's finances to determine compliance.
- Request lab analysis of suspected narcotics.
- Complete a property/evidence receipt for seized or found property.
- Talk with the offender's family (advise, inform, notify).
- Explain community supervision to families and how they can contribute to the offender's success.
- Contact present or past employers to obtain employment information.
- Obtain medical and/or mental health records.
- Contact other states for their records.
- Conduct a complete investigation of dwelling units, families, jobs, etc., to approve the offender's "release plan."
- Request and provide rationale for evaluation of the offender's mental health.
- Read a "hit" notice to ascertain the offender's status.
- Read the offender's file to assess background and potential, such as work experience, criminal history, family, etc.
- Read and paraphrase psychological and medical reports.
- Communicate with the court and/or prosecutor to obtain information concerning a particular offender.
- Communicate with personnel at the offender's place of detention to learn the offender's status and/or location.
- Conduct community meetings and/or notifications.
- Attend neighborhood or community association meetings.

#### **Monitor Probation Progress/Compliance**

- Plan and carry out home, employment, and collateral visits to "contact" the offender, family, employer, neighbors, referral agencies, etc.
- Supervise taking urine sample and fill out appropriate forms.
- Examine offender's body for signs of drug use.
- Arrange for a urinalysis test with the appropriate agency.
- Administer sobriety and drug tests.
- Search the premises, grounds, vehicle, etc.
- Observe the offender's demeanor, clothing, speech, and physical mannerisms to assess mental and/or economic state.
- Review and respond to various kinds of written and oral information.

- Visit the proposed residence to assess suitability.
- Plan and execute surveillance (moving and/or stationary) of the offender.
- Plan a meeting with an offender to have greatest positive effect.
- Collect and collate confidential information and use the same to supervise individual offenders.
- Assess the offender's family and home to formulate the most effective supervision strategy.
- Identify potential problems with the offender and discusses options.
- Visit job sites.
- Inspect the offender's dwelling units and rooms.
- Assess the seriousness of a violation to determine whether an arrest is appropriate.
- Determine from data obtained from discussions, observations, review of case history, etc., whether there has been a violation or other unacceptable behavior.
- Consult with booking, courts personnel, police agencies, and holding facilities on offender's disposition.
- Review court orders and papers regarding offender's sentencing.
- Document violations.
- Comprehend and apply rules governing the conditions of supervision.
- Interview neighbors, law enforcement, etc. to evaluate the offender's community conduct.
- Discuss the basic facts of the case with a senior officer or supervisor to determine whether a warrant should be issued for a violation.
- Discuss the basic facts of the case with a senior officer or supervisor to determine the level and type of sanction to be imposed.
- Collect or arrange for collection of a DNA sample.
- Arrange for forensic analysis of electronic devices.
- Review various social media and other electronic information.
- Arrange for polygraph and/or plethysmograph examinations.
- Obtain relevant juvenile records.
- Obtain and/or review immigration records.

#### **Prepare For/Monitor Hearings – Court Proceedings**

- Monitor court proceedings to learn the offender's status.
- Offer testimony to adjudicating authority concerning a particular offender.
- Make presentations of facts at revocation hearings.
- Prepare case documentation for presentation.



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- Formulate and offer a recommendation for disposition to hearing officers.
- Comprehend and apply rules concerning the hearings and/or violations process.
- Read, comprehend, and apply relevant Oregon Revised Statutes and Oregon Administrative Rules.
- Undergo cross-examination by a defense attorney.
- Present allegations and testimony to the adjudicating authority in violations proceedings.
- Review reports and notes for court testimony.
- Testify credibly in hearings.
- Attend court to observe proceedings or plea.
- Explain hearing procedures to offenders, complainants, victims and witnesses.
- Read and comprehend subpoenas.
- Present and question witnesses at Morrissey hearings to establish violation facts.
- Discuss the case with the offender's attorney.
- Prepare and submit affidavits.
- Issue citations to appear in court.

#### Administer First Aid

- Administer basic first aid.

#### Arrest, Search, & Seizure

- Present the offender at the place of detention and provide necessary documentation.
- Plan and execute operations to apprehend an absconder.
- Obtain the offender's fingerprints.
- Transport the offender.
- Direct the actions of parole officer(s) arriving to assist.
- Advise person(s) of their constitutional rights.
- Arrest offender with a warrant.
- Arrest offender without a warrant.
- Search a person who has been arrested.
- Plan a strategy for conducting a search of a person, premises, vehicle, etc.
- Plan a strategy for making an arrest.

#### Inter-Agency or Intra-Agency Relationships

- Contact law enforcement personnel to collect information concerning offenders and/or charges.
- Use personal contacts to assist an offender.
- Ask local police to provide assistance.
- Develop relationships with employers, referral resources, etc.
- Discuss the offender with treatment staff to collect information for assessment and recommendations.
- Confer with a senior officer or supervisor to clarify procedures, policies, etc.

- Participate in community organizations to represent the Agency.
- Develop and maintain a liaison with other criminal justice personnel.
- Work with local police agencies to identify persons of interest.
- Notify law enforcement and other concerned agencies of the offender's presence in the community.

#### Foundational Knowledge and Skills

- Serve as a duty officer.
- Describe the offender to other parole officers (e.g. absconder, parolee).
- Access the internet for information.
- Comfort emotionally upset person(s).
- Attend in-service training.
- Operate telephones, including cell phones.
- Use mobile and/or portable radio equipment.
- Use voice commands to control and direct person(s).
- Adjust communications to ensure understanding.
- Adjust to responsivity issues such as cultural, gender, etc.
- Use body language to project, control, and influence.
- Photograph offenders.
- Provide status to dispatch by radio and/or telephone.
- Observe a person's body language to assess their attitude, intentions, etc.
- Communicate with other officers or other officials during high risk situations.
- Read the Agency's procedural manuals to obtain directions, clarification, etc.
- Read and comprehend legal documents such as sentencing orders, opinions, etc.
- Receive and communicate by email.
- Access the Oregon Judicial Information Network (OJIN.)
- Access local law enforcement databases.
- Provide informal on-the-job training to new officers.
- Effectively prioritize job tasks and time commitments.
- Effectively multi-task.
- Adapt to a changing work environment.