

DEPARTMENT: Central Kansas Community Corrections
POSITION TITLE: Intensive Supervision Officer (FLSA Non-Exempt)
REPORTING RELATIONSHIP: CKCC Director

POSITION SUMMARY:

This position is responsible for day-to-day supervision of offenders who have been assigned to CKCC by the courts, through agreements with the Kansas Department of Corrections (KDOC). Work is performed under the general supervision of the CKCC Director and / or through the ISO II. Duties for this position include: completing risk / needs assessments, developing supervision plans, maintaining case files, crisis interventions, investigations, testifying in court appearances, affidavit and report writing, and supervise/monitor offenders for compliance with court and program orders. All officers are required to be familiar with and utilize the principles of Evidence Based Practice while supervising offenders. Required performing drug/alcohol tests, conducting investigations, resource development and referral, entering data base information, increasing awareness and creditability of community corrections with the 20th Judicial District, and participating on committees and task forces. Incumbents must comply with program standards, state and federal laws, and policies and procedures developed by CKCC, Barton County and KDOC. Regular contact is required with offenders, victims, their families, employers/schools, community agencies, prosecutors, judges, and general public, in the office and on field visits.

POSITION REQUIREMENTS:

Applicants should possess a bachelors degree in behavioral science, social science, criminal justice, or other related field. Preference will be given to applicants with one or more years of corrections/criminal justice or related experience.

SPECIAL REQUIREMENTS:

Candidates must possess a valid driver's license and pass a background check that includes a search for convictions of felonies, misdemeanors, and traffic violations. Applicants and employees are subject to drug and alcohol testing, Knowledge in the use of Word and various data base programs or other business related software, and equipment such as facsimile machines and copiers is essential. This position is performed using multi-line phone system, two-way radios and restraint equipment, breath and urinalysis testing, and vehicles. Good verbal and written communication skills are a must. Requires independent decision making regarding status of offenders with the ability to handle crisis and stressful situations involving offenders and the general public. ISO's must have good time management skills, be self-motivated requiring minimal supervision, and demonstrate professionalism at all times. ISO's are trained in the use of less than lethal chemical weapons, and self-defense, and may be required to use these techniques in restraining violent offenders.

According to an article developed cooperatively by the National Institute of Corrections and the Crime and Justice Institute titled Implementing Evidence Based Practices in Community Corrections: The Principles of Effective Intervention, an integrated and strategic model for evidence-based practice is necessary to adequately bridge the gap. There are three elements to this model: Evidence-based principles, Organizational Development, and Collaboration.

I. Evidence Based Principles

1. Assessing actuarial risk/need.
2. Enhancing intrinsic motivation.
3. Targeting interventions (risk, need, responsivity, dosage and treatment).

4. Skill training with directed practice (including the use cognitive behavioral treatment methods).
5. Increasing positive reinforcement.
6. Engaging ongoing support in natural communities.
7. Measuring relevant processes/practices.
8. Providing measurement feedback.

II. Organizational Development.

III. Collaboration.

ESSENTIAL FUNCTIONS:

- ✓ To help facilitate the offender change process by understanding and utilizing the principles of Evidence Based Practice.
- ✓ Assess offenders by administering the following:
 - Level of Services Inventory Revised (LSI-R)
 - Referrals for psychological testing ;
 - Interviewing techniques (Motivational Interviewing);
 - Follow-up investigations;
- ✓ Drug/Alcohol Testing;
- ✓ Electronic Monitoring;
- ✓ Maintaining Supervision Standards Compliance which includes; office visits, collateral contacts, drug testing, employment verification, law enforcement contacts, and home visits (scheduled and unscheduled);
- ✓ Cognitive and diffusing crisis situations.
- ✓ Good verbal communication skills and listening skills to develop a rapport with offenders and to control and defuse potential problems situations with the public and offenders.
- ✓ Proficient time management in order to perform all the required tasks in a timely manner.
- ✓ Exceptional counseling and problems solving skills. Must be able to provide sound solutions to offender's problems.
- ✓ Physical and psychological ability to perform self-defense and ensure the safety of others. This may be done through verbal communications skills, use of self-defense/restraint techniques, and/or use of non-lethal force (oleoresin capsicum solution).
- ✓ Sufficiently knowledgeable with word processing and databases, to perform report writing and entering of statistical information required by KDOC, CKCC and Barton County in a timely and accurate manner.
- ✓ Clear, concise and legible writing skills.
- ✓ Ability to develop and maintain good working relationships with all area resources, law enforcement authorities, and judicial system personnel.
- ✓ Promote Community Service Work projects throughout the assigned supervision area.
- ✓ Knowledge of and compliance with all applicable State and Federal statutes, standards and policy and procedures of the KDOC, CKCC, and Barton County.

- ✓ Must work persistently with offenders to assure all assigned costs, restitution, fees, etc., are paid in full, and that compliance with all orders of court and/or contract are met.
- ✓ Must make all efforts to assure appropriate resources are delivered to offenders prior to revocation unless the public is at risk, the offender is at risk to him/herself and/or the offender is at risk to abscond supervision.
- ✓ Completes the new officer training (possible out of town travel) and the annual training requirement as directed through policy and procedures and scheduled by supervisors.
- ✓ Must be a team player, cooperative, be willing and have ability to fill in for other staff, and to work extended and unscheduled hours.
- ✓ Assumes supervisory and other responsibilities as assigned, temporarily in absences, or on a training status, as staff development and in preparation for future advancements. These may include conducting peer reviews, training activities, audits, participating in interview boards, etc.
- ✓ Performs public speaking engagements to inform, educate, and promote good will regarding criminal justice issues and Central Kansas Community Corrections.
- ✓ Possess knowledge in the laws, rules and regulations applicable to Intensive Supervision Programs.

WORKING CONDITIONS:

Must work closely with offenders, victims, and their families, the general public and officials from several agencies and jurisdictions. Work is primarily performed in an office or courtroom setting; however, field visits in rural and urban areas, at schools and on worksites, with exposure to inclement weather, are routinely performed. In addition, the officer must perform duties within the realm of his/her responsibility that may pose personal and liability risks. Will be required to perform some duties during non-normal work hours.

PHYSICAL REQUIREMENTS:

Must be able to sit long for periods of time, both in traveling and when working at respective workstation. This position is a high stress and crisis filled position, therefore, flexibility is needed. Due to working with offenders, there exists the risk of possible injury and/or loss of life. When traveling, must deal with various weather elements. There exists a potential for exposure to body fluids when performing drug testing. The ISO must have the ability to use ones senses to perceive inferences from body language, speech and reactions.

SALARY DETERMINATIONS:

Rate of pay is consistent with the Office of Judicial Administration (OJA) Pay scale: Grade 22.

DATE WRITTEN: March, 1999

DATE REVISED: 6/27/12
Date Reviewed : 01/03/2018

Director, CKCC