

## STATE OF SOUTH CLASS SPECIFICATION

**Class Title: Senior Parole Agent**

**Class Code: 50214**  
**Pay Grade: GJ**

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### **A. Purpose:**

Manages a caseload of convicted felons on community supervision, develops placements and resources, teaches firearm instruction, serves as a field training officer and conducts special investigations to promote the reform and redirection of persons under community supervision while ensuring the safety of society.

### **B. Distinguishing Feature:**

The Parole Agent maintains a caseload of adults under community supervision from the state correctional facilities of South Dakota and other states.

The Senior Parole Agent maintains a caseload of adults under community supervision from the state correctional facilities of South Dakota and other states, presides over probable cause hearings and serves as a Field Training Officer or a Firearms Instructor.

The Parole Agent Supervisor supervises and trains parole agents and may maintain a caseload of adults under community supervision from the state correctional facilities of South Dakota and other states.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Investigates and evaluates the feasibility and potential for success of proposed residence, employment, and treatment plans prior to adult offenders being released from an institution or being accepted for interstate compact supervision.
2. Interviews offenders regarding their criminal and social histories, attitudes, and behaviors and sets standards and guidelines for persons under community supervision to ensure public safety.
3. Oversees offenders under supervision in the community in accordance with Department of Corrections policy and procedure and Parole Services case management operations memoranda and guidelines to assess if they are maintaining satisfactory behavior and are meeting all conditions of their community supervision.
  - a. Establishes legal, signed supervision agreements with offenders setting forth conditions of community supervision.
  - b. Identifies offender problems and needs and develops individualized case objectives.
  - c. Enforces conditions of community supervision agreements and supervision accountability plans, and monitors financial responsibility plans for payment of court ordered restitution and the collection of fines, fees, and supervision fees.
4. Provides individual counseling to offenders under community supervision.
  - a. Maintains and regularly reviews community risk, needs assessments, and supervision accountability plans and other objective-based plans.
  - b. Reclassifies and develops new plans as needed.
  - c. Utilizes a variety of counseling methods such as Motivational Interviewing, Effective Practices in Community Supervision and additional Evidence-Based/cognitive counseling

- techniques to promote progressive growth patterns and facilitate persons' under community supervision use of available treatment services.
- d. Utilizes positive reinforcement for desired behavior when conducting Policy Driven Responses resulting in imposition of sanctions based on parolee actions.
5. Establishes and maintains a structured environment for persons under community supervision to ensure they follow the conditions of their community supervision, and ensure that violations of the supervision conditions are dealt with according to department policy.
    - a. Conducts physical searches and arrests persons under supervision who may have violated their conditions of supervision and be a threat to society.
    - b. Utilizes sanctioning guidelines in dealing with parole violations based on the severity of the behavior and the risk level of the parolee.
    - c. Provides testimony at probable cause and Parole Board revocation hearings.
    - d. Transports or arranges for persons under community supervision to be returned to a correctional institution.
  6. Documents incidents and contacts to ensure authorities are aware of offender's supervision status.
    - a. Writes discharge, placement, violation, special incident reports and completes data entry requirements as needed.
    - b. Maintains case records according to Department of Corrections policy and procedure and Parole Board and Parole Services Office operations memoranda and guidelines.
  7. Works with community organizations on programs to reform and redirect offenders under community supervision and to protect society.
    - a. Acts as a liaison and resource person to private treatment facilities.
    - b. Maintains cooperation with tribal authorities, enabling persons under community supervision to live according to their traditions, cultures, and customs while minimizing jurisdictional conflicts.
    - c. Interprets Department of Corrections policy and procedure and Parole Board and Parole Services Office operations memoranda and guidelines to the public.
  8. Provides field training to Parole Agents to ensure adequate proficiency in the necessary skills for the position.
    - a. Maintains documentation of training progress.
    - b. Monitors training progress.
    - c. Develops, recommends, reviews, revises and implements training curriculum content.
    - d. Develops and provides policy testing for staff.
    - e. Leads members of the agency's Safety, Training and Staff Development Committee.
    - f. Interprets and applies policy and agency operations memoranda to training instruction.
    - g. Conducts preliminary hearings for alleged parole violators when requested.
    - h. Manages the equipment needs of the field training program.
  9. Provides firearm training to parole staff in accordance with department policy.
    - a. Maintains records of training, qualification and agent participation.
    - b. Conducts annual firearms qualification training for all parole agents.
    - c. Conducts annual firearm inspections.
    - d. Monitors and procures needed firearms and related equipment.
    - e. Receives and maintains instructor certification through the National Rifle Association.
    - f. Receives and maintains armorer certification through the firearms manufacturer.
    - g. Manages the equipment needs of the firearms training program.

10. Serves as an expert in the areas of Motivational Interviewing (MI), Effective Practices in Community Supervision (EPICS), and other Evidence Based Practices (EBP).
  - a. Assists with development, planning, and implementation of MI, EPICS, and EBP training programs.
  - b. Coordinates pre-service, on-going, and in-service MI, EPICS, and EBP training for all division staff.
  - c. Tracks and reports staff proficiency in the areas of MI, EPICS, and EBP.
  - d. Identifies any deficiencies in staff training and develops corrective action plans.
11. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a Parole Agent Supervisor. The incumbent may be assigned as a lead worker over a secretary assigned to the parole agents' office.

**E. Challenges and Problems:**

Challenges include the potentially violent nature of the persons under community supervision, the offender's risk for re-offending and the need for community protection; understanding the community needs/risks of the offender prior to release; redirecting the lives of persons under community supervision who can be hostile and unmotivated to change; and promoting reform and community re-entry.

Typical problems include visiting persons under community supervision at their residences during night time hours; confronting, apprehending, or transporting offenders who are unpredictable and may be dangerous; making decisions that affect the freedom of offenders and the protection of the public in a manner that ensures those decisions will stand up to legal scrutiny.

**F. Decision-making Authority:**

Decisions include determining the feasibility of a proposed person under community supervision placement and the potential for success or failure of the placement; evaluating the risk of persons under community supervision and assigning the level of required supervision; identifying persons' under community supervision needs and problems; developing a restitution payment schedule, developing a supervision accountability plan, whether to assign special conditions of supervision, and when they can be changed or lifted; if there is sufficient evidence to prove a person under community supervision has violated conditions of community supervision and to detain, arrest, or impose sanctioning guidelines on the supervised person; to permit the parolee or person under supervision to travel; which community resources to utilize in assisting persons under community supervision in obtaining services; and which case management situations to refer to the supervisor.

Decisions referred include review of case management decisions; the conditions of community supervision if set by the Parole Board; whether there is probable cause to return an offender to the institution; interstate compact supervision approval or disapproval; and the final discharge of persons under community supervision.

**G. Contact with Others:**

Daily contact with offenders, their families, and employers for supervision, enforcement, guidance, and counseling; with law enforcement officials, judges, court services officers, and states attorneys for enforcement, interpretation of Department of Corrections policy and procedures and Parole

Board and Parole Services Office operations memoranda and guidelines, to exchange information and to coordinate operations; and with public and community resource programs for placements, treatment, and resource development. Weekly contact is made with institutions and treatment facilities to interview offenders and develop placements.

#### **H. Working Conditions:**

Work environment includes a typical office, an offender's place of residence or employment, public or private institutions, jails, police and sheriff's offices, and detox centers. The incumbent has contact with offenders who may be dangerous; and often apprehends, arrests, and transports persons under community supervision. Agents carry a firearm and other safety equipment for protection. Agents are subject to threats of violence.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- English grammar, spelling, and punctuation;
- principles, methods and procedures to facilitate an acceptable reintegration and/or continued adjustment of persons under community supervision within their environment;
- the attitude, problems, and behavior of persons under community supervision;
- human behaviors and interpersonal relationships;
- basic terminology and concepts of corrections and community supervision;
- legal terminology and procedures;
- chemical agents, restraints, GPS/SCRAM monitoring devices, defensive tactics, handcuffing procedures, Pressure Point Control Techniques and basic firearm safety and firearm employment techniques;
- individual counseling techniques such as Motivational Interviewing; Effective Practices in Community Supervision and Understanding Thinking for a Change.

Ability to:

- document logically, accurately, and concisely pertinent information and decisions;
- communicate information clearly and accurately;
- plan, organize, schedule, direct and evaluate the work of others;
- interact with persons under community supervision and others to establish and maintain effective professional working relationships with them;
- exercise the physical and mental capability to protect oneself and assigned firearm;
- maintain composure under stressful conditions;
- successfully complete the Department of Corrections and Parole Services firearms safety and qualification course;
- obtain and retain a South Dakota concealed weapons permit;
- maintain impartiality in dealing with persons under community supervision.