

STATE OF ALABAMA
PROBATION
AND
PAROLE OFFICERS

THE PROFESSIONALS

MISSION STATEMENT

The mission of this agency, as a member of the criminal justice system, is to promote and enhance public safety through cooperation and collaboration with the Legislature, the Courts, the Department of Corrections, other criminal justice agencies, victims, and the community by providing investigation, supervision, and surveillance services in a holistic approach to rehabilitating adult offenders.

PROFESSIONAL STANDARDS

Probation and Parole Officers serve the courts of the state by conducting investigations and supervising adult felony offenders released from the State's prisons on parole.

Probation and Parole Officers serve the Alabama Bureau of Pardons and Paroles by conducting investigations and supervising adult felony offenders released from the state's prisons on parole.

The Probation and Parole Officer's duties are complex and demanding in energy and skill. Good organizational skills, patience, and flexibility are called for. An officer must be able to set priorities and, as developments occur, reprioritize so that several tasks may be accomplished within deadlines. Tact and diplomacy in interacting with the criminal justice system, elected officials, law enforcement officers, and the public is essential. The desire to stay abreast of changing technologies and to utilize these technologies is essential.

RESPONSIBILITIES AND DUTIES

- Investigates offenders' personal, social and legal history so that information needed by the Parole Board, Court, and other agencies is complete and accurate.
- Composes investigative reports that contain accurate and complete information so that reports are completed and distributed within the designated time frame.
- Supervises offenders' personal, social, and economic circumstances so that offenders have the opportunity to become habilitated and productive citizens.
- Supervises offenders' legal activities so that offenders are living within the conditions of probation and/or parole and society is protected.
- Collects money as related to probation/parole supervisor from offenders as ordered by the Parole Board or Courts so that offenders' financial obligations are met.
- Monitors and reports offenders' compliance with rules and conditions so that infractions will be reported to the Parole Board or Court within the second month of noncompliance or within 72 hours of arrest.
- Issues/executes writs of arrest so that non-compliant offenders are incarcerated and can be taken before the Parole Board or Court and appropriate action may be taken as evidenced by activity in supervision notes of delinquent cases.
- Interacts with the criminal justice community so that positive public relations are maintained.
- Maintains caseload data so that records are accurate, complete, and can be immediately retrieved and used.

Probation and Parole Officers provided the supervision, surveillance and guidance necessary to successfully reintegrate offenders into the community.

Probation and Parole Officers interview applicants for probation and parole concerning their social and criminal history and investigate, verify, and evaluate the results of these interviews. Officers give oral and written reports

of investigation to the Courts and Parole Board. Officers instruct probationers, parolees, and inmates regarding the rules and conditions of probation and/or parole and the orders of the Court and Parole Board.

Probation and Parole Officers supervise probationers and parolees following their own discretion, the agency's policy manual, procedure manual, automation manual, Court/Parole Board orders, and Federal and State laws. Officers collect supervision fees and insure that restitution and court costs are paid through the court system.

Probation and Parole Officers issue and execute writs of arrest for probationers and parolees in violation of probation, parole, or Federal and State law and assist other state and local law enforcement agencies as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of English grammar to include spelling, punctuation, and syntax
- Public and one-on-one speaking skills
- The ability to read and interpret instructions, laws, and guidelines
- The physical abilities required are listed as follows:

Ability to walk; ability to run; ability to hear; ability to climb objects or structures; ability to drive a vehicle; ability to sit for extended periods; ability to see; ability to successfully complete the Alabama Peace Officers' Standards and Training Commission training course at an approved basic minimum standards academy; and ability to develop skill in the use and care of firearms.

The non-physical abilities required are as follows:

Ability to project a professional image; ability to relate to people with different socioeconomic backgrounds; ability to communicate orally; ability to follow instructions; ability to listen; ability to maintain control of an interview; ability to take thorough notes; ability to adapt to changing conditions and circumstances; ability to deal tactfully with hostile individuals; ability to recognize potentially dangerous situations and take appropriate action; ability to prepare for and make presentations; ability to exercise authority in a tactful manner; ability to use common sense; ability to count money; ability to be impartial and objective; ability to organize and prioritize activities and assignments; ability to meet reporting deadlines; ability to summarize information in a concise manner; ability to read and comprehend written materials; ability to read and comprehend State and Federal laws pertaining to probation and parole; ability to show courtesy; ability to be assertive; ability to show initiative; ability to react quickly; ability to be decisive; ability to be flexible; and ability to maintain relationships with co-workers, judges, clients, other law enforcement officers, public officials, and the general public.

QUALIFICATIONS REQUIRED

Graduation from an accredited four-year college or university is required of all Probation and Parole Officer applicants. However, applicants in their last semester of college may apply and take the written test for the Probation and Parole Officer Trainee (60899) but cannot be employed until graduation.

Applicants must meet the standards of the Alabama Peace Officers' Standards and Training Commission which includes a physical ability/agility test, fingerprinting, a complete background investigation, a physical examination, and successful completion of the thirteen (13) week course of instruction at an academy. All applicants must possess a valid driver's license.

All applicants must **not** have a conviction for a felony or misdemeanor involving force, violence, or moral turpitude. Initial drug screening of each new Probation and Parole Officer and random drug screening thereafter, is required.

TRAINING

The Bureau of Pardons and Paroles provides an effective program of on the job supervised training for all new officers.

The Probation and Parole Officer Trainees receive 520 hours of law enforcement training as required by the Alabama Peace Officers' Standards and Training Commission during their first year and at least 12 hours of Continuing Education training per year thereafter.

Qualified applicants will be accommodated, and appointments made on an equal opportunity, merit basis, without regard to sex, race, color, age, national origin, religion, or disability.

Before You Apply:

1. The Probation and Parole Officer (Trainee) is a **law enforcement job** and you will be required to **carry a gun** and become Alabama Peace Officer Standards and Training Commission (**APOSTC**) **Certified**, through a three-month law enforcement academy.
 2. This agency operates offices in almost every county of the state. When applying for the written test through the State Personnel Department [www.personnel.alabama.gov], **DO NOT** select the **STATEWIDE** option on the back of the state application, **UNLESS** you are absolutely interested in moving to any county in the state. **Select only the county or region where you are willing to relocate.**
- NOTE:** All testing for this classification is conducted by the State of Alabama Personnel Department. Once you have completed your application and mailed it or faxed it to the State Personnel Department at (334) 242-1110, you will be scheduled for the next available exam, based on the test sites you selected.
3. Once you apply and take the state's written exam and if you place in a reachable position on the register that we have requested, you **MUST** pass a Physical Agility/Physical Ability test prior to being interviewed unless you are currently APOSTC certified.

Agility Test: Completion Time – 90 seconds

- Push patrol car 15 ft on paved ground
- Run 50 yards and climb 6 ft fence (wooden or chain link)
- Run 50 yards and step through 24 sq. in frame raised waist high
- Run 25 yards and walk a 15 ft. 6 in. balance beam
- Run 25 yards and lift 165 lb dead weight dummy and drag 15 ft
- Up to 20 min rest break

Ability Test:

- 22 Push-ups Completion Time – 60 seconds
- Up to 20 min. rest break
- 25 Sit-ups Completion Time – 60 seconds
- Up to 20 min. rest break
- 1.5 mile run Completion Time – 15 minutes 28 seconds

4. After you successfully pass the Agility/Ability test, you may move forward in the interview process. We will conduct a **thorough criminal, driving, and credit check before any further consideration**. Under state law, you cannot be employed in a law enforcement position if you have been convicted of a felony or even a misdemeanor crime involving moral turpitude.

5. If you are non-APOSTC certified, and you accept a conditional offer of appointment, you will have to perform the **Physical Agility/Ability test at least 2 more times**. The first will be 2 weeks prior to attending the academy and the second on the first day of the academy.

CENTRAL OFFICE LOCATION

State of Alabama Bureau of Pardons and Paroles

Criminal Justice Center

301 South Ripley Street, Building D

PO Box 302405

Montgomery, Alabama 36130-2405

www.pardons.alabama.gov

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