



CLASS SPECIFICATION

Class Code: 60015926
Date Established: 06/2006
Last Reviewed: 06/2022
Last Revised : 06/2022
Last Title Change:
06/2018
FLSA: non-exempt
Probation: 12 months

ALTERNATIVE SENTENCING OFFICER

DEFINITION

Under general direction, supervises and monitors defendants who have been granted pretrial supervision prior to adjudication, as well as those sentenced as an alternative to incarceration in activities related to the legal conditions of pretrial release and/or probation; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in criminal justice, social work, psychology or a related field AND two years of full-time paid public law enforcement experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must possess a POST Certification Category I certification at the time of application.

Must be able to maintain a POST Certification Category I certificate as a condition of continued employment in this classification.

SUPERVISION EXERCISED

May exercise lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise defendants who, as a condition of pretrial release or suspended sentence, are under the supervision of the Department of Alternative Sentencing by the court; provide defendants with a written statement describing the terms or conditions of the suspended sentence and explain those terms or conditions.

Interview incarcerated defendants; evaluate eligibility for consideration for alternative sentencing; conduct field interviews with law enforcement personnel, mental health agencies, employers, family members and friends regarding the defendant; perform background criminal history checks; determine when a specialized program is appropriate and/or necessary; establish, assign, recommend and explain conditions of pretrial release or suspended sentence orders.

Conduct investigations including collecting, compiling, verifying and evaluating information regarding defendants; use all reasonable methods to assist a defendant under the supervision of the department to improve his conduct and comply with terms or conditions of suspended sentence which may include random drug and alcohol testing; develop and maintain case files; attend court arraignments, hearings, trials and sentencing; provide case information and defendant updates to Judges; impose court ordered conditions.

Provide 24/7 electronic monitoring services as needed for pretrial releasees awaiting adjudication, as well as those sentenced to Alternative Sentencing supervision; respond to violations as they occur; generate compliance reports for the court of jurisdiction; locate and arrest noncompliant participants when necessary.

Complete arrests, bookings, and all subsequent administrative tasks related to a given arrest.

Maintain security, search, and supervise the conduct and transport of arrestees.

Perform daily inspections of assigned work area and/or vehicle to ensure maintenance of equipment, cleanliness and security.

Write reports documenting information gathered and actions taken as a result of incidents requiring documentation.

Fingerprint and photograph subjects to obtain evidence and/or records.

Coordinate case management for assigned defendants including intensive, in-person supervision and tracking; maintain regular contact with defendants in-person and by telephone; supervise and monitor defendants to ensure compliance with court order(s), court dates and other related program conditions; interpret statements of legal and technical terminology; evaluate defendant's progress on follow-up basis including visits to home, school and place of employment; prepare reports for Judges, attorneys and Parole and Probation regarding progress of defendants; ensure consistent drug and alcohol testing.

Locate defendants who fail to appear for court dates; notify the courts of defendants who fail to comply with conditions and in some cases recommend revocation.

Confer with attorneys, law enforcement personnel, counselors and social services agencies regarding difficult cases; coordinate placement of defendants into substance abuse, mental health, domestic violence and related treatment programs as needed; provide counseling for defendants and family members on a limited basis.

Testify at judicial proceedings and administrative hearings to present evidence and information relevant to the proceedings.

Prepare and maintain statistics on defendants including information regarding court appearances, payment of fines, community service and other related matters.

Serve as a resource and information source regarding court policies, procedures, objectives and operational functions in the assigned area; respond to inquiries in-person and by telephone; provide information utilizing judgment, knowledge and interpretation; resolve complaints; refer callers to appropriate source as necessary.

Certain assignments may require specialized training which may include but not limited to background investigations, community relations, crime scene investigation, research and development, and training.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies, procedures, rules and regulations of Washoe County and department and/or division of assignment.

Federal, state and local laws, ordinances, policies and procedures pertaining to the duties of an Officer of the Washoe County Department of Alternative Sentencing.

Organizational structures of Washoe County, the justice system, and associated state agencies.

Community resources, treatment, and placement options.

Ability to:

Learn the procedures and functions of the assigned position.

Learn the operations, services, and activities of the assigned program within all court systems.

Read, interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Coordinate resources and services for clients.

Recognize obvious symptoms of emotional and physical disorders and make appropriate referrals.

Operate equipment and instruments distinctive to the bureau and/or division of assignment.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.*)

Knowledge of:

Scientific investigative methods and procedures, including interviewing techniques.

Principles and techniques used in dealing with the public.

Principles and procedures of record keeping and reporting.

Modern office methods, procedures and equipment including computer software and applications.

Counseling methods and practices.

Principles of interviewing, investigating, and recording pertinent data.

Ability to:

Apply scientific methods of criminal investigation and case management.

Obtain evidence and information by observation through interview and physical collection.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate a County vehicle using high-performance driving techniques.

Safely and correctly use defensive tactics, handcuffs, firearms, other weapons and physical restraints authorized for use by the Department of Alternative Sentencing.

Interact effectively and sensitively with individuals from diverse backgrounds.

Collect, compile and analyze information and data and arrive at logical conclusions.

Interview people and deal with hostile, aggressive and abusive clients.

Recognize various mental health illnesses and associated behaviors.

Based on a subject's demeanor and mental illness, determine safe approaches and attempt to use various de-escalation techniques in order to gain compliance and/or assist an individual in crisis.

Prepare and maintain accurate and complete records and documents.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Accurately observe and recall information.

Quickly assess situations and make logical decisions.

Exercise emotional control, remain calm, think clearly, and act professionally and decisively while dealing with stressful situations and/or difficult clients.

Plan and organize work to meet schedules and deadlines.

Work independently in the absence of supervision.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing; adapt communication style to effectively reach intended audience.

Establish, maintain and foster positive and positive working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office and courtroom environment with some exposure to volatile situations. Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity and distinguish between colors. Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

Incumbents are required to:

Pass the Nevada P.O.S.T. physical fitness standards per Nevada Administrative Code (NAC) 289.300 and maintain P.O.S.T. requirements.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen and psychological examination.

Successfully complete the Field Training Officer Program.

Submit to a complete physical examination annually pursuant to NRS/NAC 617.

Use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

Purchase an approved duty weapon. County will reimburse up to \$500 toward the purchase of approved duty weapon. Any amount that exceeds \$500 will be paid by the employee.

Incumbents may be:

Required to work various shifts and days, including Saturdays and Sundays.

Asked to provide a DNA sample for elimination purpose when working a crime scene.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.