



Office of Human Resources
Pretrial Services Officer IV - CN3190
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General Statement of Duties

Performs full-performance level professional work utilizing electronic monitoring devices to provide twenty-four hour monitoring along with providing case management in the most difficult and complex cases through interviewing, investigating, providing information and making recommendations, providing case management, counseling and referring clients under supervised release during the pre or post adjudication process.

Distinguishing Characteristics

This class is distinguished from the Pretrial Services Officer I level which performs entry-level professional work through interviewing, investigating, providing information and making recommendations, providing case management, counseling and referring clients while under supervision.

This class is distinguished from the Pretrial Services Officer II which may involve the utilization of electronic monitoring devices to monitor clients under supervised release during the pre-adjudication process. The Pretrial Services Officer II performs moderately complex assignments with greater independence and investigates, assesses and makes recommendations in complex cases involving professional judgement and a knowledge of departmental policies and procedures. Professionals in this class level have experience in and knowledge of the criminal justice system, bail setting, pretrial release, and a comprehension of the complexities and nuances of the adjudication process. The Pretrial Services Officer II level class provides training support to the Pretrial Services Officer I.

This class is distinguished from the Pretrial Services Officer III which may involve the utilization of electronic monitoring devices to monitor clients under supervised release during the pre or post adjudication process. The Pretrial Services Officer III performs complex assignments with greater independence, requiring considerable skill, professional judgement and a thorough knowledge of departmental policies and procedures. Professionals in this class level have experience in and a greater, more varied knowledge of the criminal justice system, bail setting, pretrial release, and a comprehension of the complexities and nuances of the pre and post adjudication process. The Pretrial Services Officer III class assists in training the Pretrial Services Officer I and Pretrial Services Officer II.

Level of Supervision Exercised

By position may perform lead work.

Essential Duties

Provides daily work instruction, support and leadership to ensure the shift/team is operating efficiently;

Assists in determining work priorities and responsibilities, along with continuously reviewing workload expectations for team/shift, including last minutes tasks/duties and distributes workload equitably among shift officers;

Assists in the development of work schedules and assignments to provide adequate team/shift coverage. Works alongside the Supervisor/Manager to ensure staff within the team is following all polices/procedures/directives;

Trains and assists in training programs for pretrial officers and provides input in the development and implementation of the Divisions staff training programs;

Provides staff performance feedback to the Supervisor/Manager;

Participates in formal hiring interview processes for other class level Pretrial Officer candidates;

Interviews defendants, in a secured jail setting, arrested for criminal offenses and uses a combination of established criteria, background data, actuarial assessments and judgment to formulate recommendations regarding bail and release conditions;

Researches defendant information in various criminal justice databases including Colorado Crime Information Center/ National Crime Information Center (NCIC/CCIC), including motor vehicle records, along with the Colorado State and City and County of Denver Court databases;

Verifies information received from defendants when necessary;

Identifies public safety risk, prepares and presents pretrial reports and supervision orders for defendants scheduled for initial appearance and/or bond setting;

Completes pre or post adjudication intakes focusing on court ordered conditions;

May involve installing electronic monitoring devices, reviewing monitoring information, handling alerts and troubleshooting equipment;

May involve managing a case load of electronic monitoring defendants under pre or post adjudication supervision by maintaining contact to ensure court requirements are met;

Primarily focused on supervising high risk/high needs defendants with a strong concentration on connecting these individuals with community-based resources.

Communicates professionally and cooperates with coworkers, victims and victim advocates, stakeholders, other agencies and related community members to assist with managing defendants effectively and ensuring compliance with court ordered conditions;

Determines action(s) to be taken for defendants failing to meet court ordered conditions. Prepares reports including well informed recommendations to court officials when necessary;

Reviews court reports and recommendations for accuracy and completeness prior to submission to court. Provides instruction to pretrial officers when corrections are needed;

Evaluates defendants through administering and analyzing the results of diagnostic tests;

Refers defendants to available services based on needs/desires to include, but not limited to employment, job readiness, human services, veteran, addiction, mental health. Monitors defendants progress and participation at assigned referral agencies;

Attends court hearings and testifies in court as needed;

Participates in home and other community-based visits as needed;

Navigates through various internal and external databases utilized by the program;

Serves as a representative on internal and external committees recommending new methods of improving pretrial services, developing changes to departmental policies and procedures and/or special projects/assignments;

Educates and communicates as a subject matter expert to stakeholders and the community as it relates to pretrial, community supervision, electronic monitoring and the court process;

Follows all Division policies/procedures/directives as it relates to team assignment;

Performs other duties as required.

Competencies

Decision Making - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning & Evaluating - Organizes work, sets priorities, determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principals, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technology Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Writing - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

Knowledge & Skills

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of public safety and security; occupational health and safety investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Knowledge of practices and objectives within pretrial services including investigation, assessment, supervision, counseling and relative court procedures sufficient to be able to adequately manage a pretrial population.

Skill in assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development/modification of work plans/methods/procedures for the work unit/functions.

Education Requirement

Bachelor's Degree in Psychology, Sociology, Human Services, Criminal Justice, or a related field.

Experience Requirement

Three (3) years of experience in interviewing, investigating, case management, and/or counseling in areas such as pretrial, probation, community corrections, prison, alcohol/drug abuse, domestic violence, or a related area.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations
Handles emergency or crisis situations
Subject to many interruptions
Subject to long irregular hours
Pressure due to multiple calls/inquiries
Potential exposure to dangers of assaults/hazards.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Ability to adjust vision to bring objects into focus

Color Vision: Ability to distinguish and identify different colors.

Far Acuity: Ability to see clearly at 20 feet or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Field of Vision: Ability to see peripherally.

Sitting: Remaining in the normal seated position

Eye-Hand Coordination: Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).

Eye/hand/foot coordination: Performing work through using two or more

Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.

Stamina: Exerts oneself physically over long periods of time without tiring.

Lifting: Raising or lowering objects weighing no more than 20 pounds, from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Balancing: Maintaining body equilibrium to prevent falling over.

Reaching: Extending the hand(s) and arm(s) in any direction.

Stooping: Bending the body by bending spine at the waist

Handling: Seizing, holding, grasping or otherwise working with hand(s)

Talking: Expressing or exchanging ideas by means of spoken words.

Background Check Requirement

Employment Verification

Criminal Check

Education Check

Drug Testing

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-623

FLSA Code: N

Established Date: 11/24/2019

Established By: SO

Revised Date:

Revised By:

Class History: