

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Probation Surveillance Officer III
OCCUPATIONAL CATEGORY: Protective Services
DIVISION: Probation
EFFECTIVE DATE: 08/13/2022
REVISED: 08/08/2022



CLASS CODE: J472
FLSA: Non-Exempt
SALARY RANGE: 14
STATUS: Classified

JOB SUMMARY

This is a working/journey position that works under general supervision of the Fugitive Apprehension Unit (FAU) Supervisor. Surveillance officers assigned to the FAU provide surveillance, case workup and location efforts for all probation absconders as well as fugitives sought by the US Marshals Service, perform searches and make arrests. Surveillance Officers assigned to the FAU can also provide surveillance and supportive casework services to probationers at the direction of their Supervisor under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration (ACJA). The duties of surveillance officer include monitoring the assigned probationers, and meeting with probationers in their homes or at their places of school/work. Because probationers under Court supervision are convicted felons, felony adjudicated delinquents and/or persons with domestic violence convictions/adjudications, these job duties expose the surveillance officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the surveillance officer position is designated as a safety-sensitive position in accordance with ACJA §6-106(A) and ACJA §6-107(A). All surveillance officers must "demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy," ACJA §6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

REPORTS TO:

Work is performed under general supervision of a Deputy Probation Officer Senior assigned as the Safety Officer and FAU Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Performs closely structured surveillance and observation, of felony probation absconders or fugitives wanted by the US Marshals Service.
- Obtains, assembles and secures the case workup and completes Operational Plans, including arrest reports, contact notes regarding location and apprehension efforts.
- Builds relationships with all law enforcement agencies and other government agencies to gain assistance with absconder and fugitive apprehension.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Surveillance officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics and techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weights 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin Capsicum (OC) spray, 11) Engage in fighting techniques while on the ground, 12)

Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques),
13) Be able to bend knees to a 45 degree angle (all ground techniques).

- Performs and demonstrates through proficiency testing, competency in and understanding and use of conducted electrical weapons (CEW), primary firearm, backup firearm, and rifle by completing all required training academies or certifications and maintains annual and required training hours.

SECONDARY JOB FUNCTIONS

- Performs other duties as assigned.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Possess knowledge and understanding of the criminal justice system and community resources.
- Possess knowledge and understanding of Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
- Possess knowledge and understanding of social and community corrections casework.
- Possess knowledge and understanding of principles of general human behavior; and evidence-based practices in community corrections.

Skill in:

- Skill in self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
- Skill in interviewing, motivating, and interpersonal relationships.
- Skill in time management and organization with the ability to apply principles and methods of correctional casework.
- Skill in critical analysis of individuals and situations in order to problem solve and make sound decisions.
- Skill in effective oral and written communication.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Ability to withstand varying weather temperatures.
- Ability to lift, drag, push and carry items of various weight.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies, probationers, and the general-public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Must possess independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
- Must possess the manual dexterity necessary to reach, grasp, handwrite, and use a computer.
- Must possess the vision sufficient to see and read.
- Must possess hearing and speech sufficient to communicate in person and over the phone.
- May be exposed to dangerous machinery, potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and WILL be subject to irregular work hours/schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Be a United States citizen or legal resident. Have a high school diploma or GED. Be a minimum age of twenty-one (21) years. Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, and submit to and pass a pre-employment drug/alcohol screen. Must have successfully completed 40-hour Defensive Tactics Training Academy, 40-hour Firearms Academy, 40-hour Rifle Academy, and possesses CEW certification. Must demonstrate by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy, and the use or threatened use of deadly physical force presented at the Firearms and Rifle Academies. Must successfully complete eight (8) hours of defensive tactics, firearms, and rifle refresher training on an annual basis. Must maintain certificate of successful completion of defensive tactics, firearms, rifle and CEW training. Must successfully complete the Intensive Probation Institute within the first twelve (12) months of assignment. (see ACJA §1-302(K)(4)). Must submit to a medical examination required by Corrections Officer Retirement Plan.

Associates Degree in the behavioral sciences or a related field from an accredited college preferred.

Must meet the Probation Department's requirements to progress to a Probation Surveillance Officer III.

SPECIAL JOB REQUIREMENT

- Must possess a valid driver's license at the start of employment and maintain said license while employed in this position and may be required to obtain a Commercial Driver's License (CDL).
- Provide acceptable driving history at no cost to the County.
- Must obtain defensive driving certification, van driver's certification, and first aid/CPR certification within sixty (60) days of employment and maintain certifications while employed in this position.
- Must attend and pass 40-hour Firearms Academy and maintain 8-hours annual "shoot", and pass day light, low light and judgement qualifications as a requirement for recertification purposes.
- Must attend and pass 40-hour Rifle Academy and maintain 8-hours annual "shoot" requirement for recertification purposes.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis, however it is not likely due to the physical and mental characteristics necessary to safely perform fugitive apprehension.

REVIEW/DETERMINATION:

____ **Approved as to form and content.**

SUBJECT MATTER EXPERT (S.M.E.)

DATE

SUBJECT MATTER EXPERT (S.M.E.)

DATE

HUMAN RESOURCES

DATE