

Standardized Model Definitions

Chief Probation Officer – Oversees the entire day-to-day operation of their respective Probation district. Leads district probation staff and programs; develops and implements policies and procedures.

Chief Deputy Probation Officer – Assists the Chief Probation Officer in administrative oversight for program case management services and compliance with policies and procedures.

Problem-Solving Court Coordinator – Serves under the authority of the problem-solving court judge and Chief Probation Officer. Responsible for a full range of programs and services to justice involved individuals. Supervisory duties in planning, delivery, coordination and evaluation of services, including case management.

Reporting Center Coordinator – Serves under the Chief Probation Officer, responsible for coordination of evidence-based programs and services for justice involved individuals. Supervisory duties in planning, delivery, coordination and evaluation of services, including case management.

Probation Supervisor – Responsible for managing, training and supervising daily activities and probation employees as assigned.

Juvenile Justice Resource Supervisor (JJRS) – Serves under the Chief Probation Officer, responsible for matching juvenile service needs and funding options relative to out-of-home care/placement and behavior health services. Conducts analysis and research of provided services to identify and develop interventions and best practices.

Probation Treatment Officer – Serves under the Chief Probation Officer and licensed as a Mental Health Practitioner, Clinical Social Worker or Alcohol and Drug Counselor. Provides day-to-day case management and supervision of high-risk individuals. Collaborates with community providers, stakeholders, and district probation staff to assess and implement best practices and intervention strategies.

Specialized Populations Officer – Provides day-to-day case management and supervision of high-risk individuals entered into the Problem-Solving Court program, post-release supervision, or other adult and juvenile probationers for specialized cases, such as sex offenses, domestic violence, drug/ co-occurring and gang.

Probation Officer – Provides day-to-day case management and supervision of a wide variety of adult and juvenile probationers typically low – moderate-risk. May perform pre-sentence/pre-disposition investigations.

Probation District Placement Coordinator – Supervision of intake staff, matching the service needs of juveniles with out of home placements, oversight and quality assurance of out of home placements

Probation Officer Assistant (APO) – Assists Specialized Populations Officers in performing supervision, case planning and/or monitoring high-risk individuals in the community.

Case Monitor – Responsible for coordinating and administering probationer assessments. Initiates and monitors referrals for treatment, payment of fines, restitution and/or community service. May monitor activities associated with the supervision of administrative and low-risk probation cases.

Program Specialist – Coordinating justice programming with focus on their specific responsibilities. This may include research, analysis, development and recommendations to their specific area of focus. (refer to organization chart for areas of focus).

Quality Compliance Specialist – Ongoing quality assurance review of services rendered by Probation Registered Service Providers, assess timeliness and accuracy of payments.

Substance Use Monitor – Monitoring, coordinating, arranging, and maintaining documentation for drug screens, providing assistance to Officers and individuals on probation