

<b>Job Title</b>	Drug & Alcohol Treatment Specialist (Special Offender Specialist)	CL - 29
<b>Occupational Group*</b>	Professional Line	

### Job Summary

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promotes community safety, gathers information, supervises offenders/defendants, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. The Drug & Alcohol Treatment Specialist (Special Offender Specialist) performs duties that involve both general cases and specialized cases involving offenders/defendants with high-risk issues, such as sex offenses, computer-related crimes, mental health treatment, substance and/or alcohol abuse, and financial (white collar) crimes or have location monitoring conditions. Intensive supervision is required for high-risk offenders/defendants. The DATS/SOS is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff.

### Representative Duties

- Perform investigative and supervision responsibilities for offenders/defendants in both general and high-risk/specialized cases which include offenders/defendants who are identified as having drug and/or alcohol issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in drug and alcohol cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with drug and alcohol issues.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to aftercare.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Determine and evaluate on an ongoing basis the available resources throughout the district in regards to substance abuse services and care. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting guidelines and

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<p>requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Ensure regularly scheduled meetings to assess offender/defendant progress. Monitor the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds. Provide contracting and procurement services related to this position.</p> <ul style="list-style-type: none"> <li>• Represent, communicate, and serve as a liaison with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers.</li> <li>• Provide proposals/recommendations for updates or amendments to conditions of supervision for this special offender population.</li> <li>• Assist in the development and facilitation of community resources to meet the special needs of offenders, along with probation sponsored programs. Assist in maintaining, updating, and tracking paper and electronic files. Assist with scanning, copying, filing, and locating files and documents.</li> <li>• Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.</li> <li>• Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.</li> <li>• Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.</li> <li>• Perform other operational and administrative duties regarding drug and alcohol treatment services, as required.</li> </ul>
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**Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)**

**Probation, Pretrial Services and Law Enforcement**

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.
- Knowledge of drug and alcohol treatment policies and protocols, as well as appropriate resources. Skill in supervising offenders/defendants with specialized needs/situations, including substance abuse. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and pretrial services in the area of specialization, and parole

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<p>policies and procedures. Knowledge of surrounding community and available community resources.</p> <ul style="list-style-type: none"> <li>• Knowledge of sentencing guidelines, statutes, <i>Federal Rules of Criminal Procedure</i> and applicable case law. Ability to apply changes in the law as appropriate. Knowledge of techniques in supervising offenders/defendants who are high-risk or have specialized needs. Skill in supervising offenders/defendants with specialized needs, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior.</li> <li>• Skill in conducting legal research related to complex and difficult legal issues while supervising offenders/defendants who are high risk or have specialized needs. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Skill in evaluating and applying sentencing guidelines in complex cases. Ability to discern deception and act accordingly. Ability to follow safety procedures.</li> <li>• Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed. Ability to apply sentencing guidelines and make appropriate recommendations. Ability to work under deadlines.</li> </ul> <p><b>Judgment and Ethics</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and compliance with the <i>Code of Conduct for Judicial Employees</i> and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.</li> </ul> <p><b>Written and Oral Communication/Interaction</b></p> <ul style="list-style-type: none"> <li>• Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.</li> </ul>
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<p><b>Factor 2 – Primary Job Focus and Scope</b></p> <p>The primary focus of the job is to fulfill statutory requirements to conduct pretrial and presentence investigations, supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions, and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Incumbents' work assists officers and the court by developing programs for defendants and offenders with specialized needs which help ensure appearance at future court hearings and/or proper sentencing. Proper sentencing minimizes the number of incarcerations while maximizing the protection of the public. The programs developed and managed by Drug &amp; Alcohol Treatment Specialists assist judicial officers in making decisions concerning the offender's/defendant's specific needs. Successful management of special needs benefits the offender/defendant, family members, employers, and others in the offender's or defendant's community.</p>
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**Factor 3 – Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Incumbents gather and analyze information to determine or recommend the best course of action. Management of defendants with specialized needs is in itself complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant, is difficult. Staying abreast of developments in the specialized area adds to the complexity of the position. Drug & Alcohol Treatment Specialists require minimal supervision in most areas. Incumbents have discretion in developing, implementing, and evaluating programs as they relate to drug aftercare.

**Factor 4A – Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, peers in the field of specialization, staff of other court units, the Administrative Office’s General Counsel, and the U.S. Sentencing Commission for purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

**Factor 4B – Interactions with External Contacts**

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney’s Office, Federal Public Defender’s Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders’/defendants’ backgrounds, obtaining and verifying arrest information, drafting sentencing guidelines, and similar activities. Contacts are with drug and alcohol treatment professionals and mental health professionals for the purpose of providing specialized supervision of offenders. Frequent contacts with service providers ensure quality of service.

**Factor 5 – Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics.

\*Occupational Group:

- Operational Court Support Positions = **O**
- Administrative Court Support Positions = **A**
- Professional Administrative Positions = **PA**
- Professional Line Positions = **PL**