

## PAROLE REVOCATION HEARINGS OFFICER

This is independent professional work in conducting preliminary parole revocation hearings through reviewing the decisions of a Probation/Parole Officer who has found probable cause for revocation of a parole. Hearings are administrative in nature, although parolees are permitted to be represented by legal counsel. Findings affirming probable cause can be appealed to the Parole Commission.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work is limited to conducting preliminary hearings to determine if there is probable cause for revocation of parole. Procedures for conducting hearings remain constant, but specific situations requiring rulings during proceedings, and findings of facts, vary with each hearing.

Intricacy - The majority of hearings are not complex, with violations being clearly documented; however, considerable judgment is required in some cases to determine if evidence presented is correct, or to determine if the nature of the violation warrants parole revocation.

Subject Matter Complexity - Hearings are conducted at an administrative level and do not require formal legal training. Analysis of evidence presented requires an in-depth knowledge of laws and regulations pertaining to paroles.

Guidelines - The primary guidelines used are rules and regulations of the North Carolina Department of Correction (DOC), the Paroles Commission, and the conditions of parole for each individual charged with a parole violation.

### II. RESPONSIBILITY:

Nature of Instructions - Assignments are received from the Assistant Chief of Field Operations, but hearings are conducted and decisions rendered independently.

Nature of Review - Decisions can be appealed to the Paroles Commission where they can be sustained, reversed, or modified. Generally after the disposition of the hearing and appeal, if taken, the Assistant Chief of Field operations reviews the decision to evaluate the quality of work of the hearings officer.

Scope of Decisions - Decisions have direct effect on the individual whose alleged parole violation is being heard. Occasionally, sensitivity of a violation or history of a criminal may focus community or public attention on the decision rendered.

Consequence of Decisions - Decisions, subject to appeal to the Parole Commission, can lead to reincarceration of the parolee, revised conditions of parole, or findings of no cause, which would not affect conditions of parole.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with probation/parole officers, law enforcement officers, and DOC officials.

Nature and Purpose - The purpose is to gather information necessary to reach a final decision on the disposition of an individual charged with a violation of the terms of parole. Discussions go beyond simple acquisition of information and include discussions of all factors relating to a decision.

IV. OTHER WORK DEMANDS:

Work Conditions - Hearings are usually conducted in DOC facilities, or county and city municipal buildings.

Hazards - There is direct exposure to individuals convicted of crimes, including major felonies; however, law enforcement personnel are present. There is considerable amount of driving involved.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the rules and regulations governing the parole system. Considerable knowledge of the principles and practices of supervising parolees. Ability to conduct administrative hearings and analyze evidence gathered representing opposing points of view. Ability to communicate effectively and to clearly express findings in writing.

Minimum Education and Experience - Graduation from a four-year college or university and three years of experience as a probation/parole officer; or an equivalent combination of education and experience.