

VALLEY STATE PRISON

DUTY STATEMENT

POSTION TITLE: CLASSIFICATION & PAROLE REPRESENTATIVE	
CIVIL SERVICE CLASSIFICATION: CORRECTIONAL COUNSELOR III	
POSITION: 919 – 222 – 9902 – XXX	
DIVISION: BUSINESS SERVICES DIVISION	DEPARTMENT: RECORDS
SUPERVISOR: ASSOCIATE WARDEN – BUSINESS SERVICES	

Definition:

Under the supervision of the Associate Warden – Business Services Division, the Classification and Parole Representative, performs specific detailed duties related to monitoring the standards of casework, classification and parole processing at Valley State Prison (VSP). This includes reporting all trends, deficiencies and problems in the above areas to the Associate Warden – Business Services. As a Correctional Counselor III, you are expected to satisfy your duties, which include reporting to work on your scheduled workdays on a continuous basis.

Duties:

35% Overall responsibility of coordinating the Institution Classification Committee (ICC). Serve as the Recorder for ICC. Review and audit the Warden Check Out Orders (CDC 161) for parole, out-to-court and medical releases. Review overall quality standards related to Release Program Studies (CDC 611) 270 days prior to release. Review endorsement of Intra-facility Transfers.

30% Coordinate transfer recommendations made by various subcommittees. Conduct an audit prior to the Classification Staff Representative (CSR) review for transfer or override to ensure that the CDC 812 and Critical Case Information Sheet has been updated, showing current enemy locations on all enemies, a CDC 840 has been prepared and a CDC 128-G, signed by a Facility Captain, is in the file. Also ascertain whether there are any pending CDC 115's. All deficiencies will be brought to the attention of the Associate Warden and individual Correctional Counselors.

Review of PC 1170(d), Diagnostic Studies for overall quality prior to sending to the Warden for signature. Work closely with Region Re-entry staff for parole unit assignment on inmates whose release date is within 45 days. Provide institution staff with updated re-entry information, as it becomes available. Coordinate weekly re-entry requests and transfers, perform all file screening and preparation and ensure all audits are conducted within a timely manner.

20% Review of the Parole and Revocation Extension process for appropriate Board of Prison Terms (BPT) referral action. At least one week prior to a BPT hearing, review all submitted casework by Correctional Counselors to assure that all work is complete and

provides the necessary instruction and directions when necessary. Make the Associate Warden aware of any deficiencies. Act as liaison between the BPT and institutional staff when BPT Hearings are scheduled at VSP. This includes reviewing all completed casework being presented to the panel. Arrange for and monitor the custodial coverage provided for the hearings. Maintain adequate and continuing communication between VSP staff and the Classification Services Division. Serve as the institutional Victim Services Representative (VSR) and ensure assisting designated staff is trained in victims' services rights and processes.

- 15% Provide monthly training for Correctional Counselors in all areas of casework, classification and parole processing based on staff performance. Assist records staff in the coordination of complete casework prior to inmate transfers. Coordinate all requests for Victim notification/Special conditions of Parole for VSP in accordance with Departmental Policy.

Employee Signature Date

Supervisor Signature Date