SURVEILLANCE OFFICER

**SALARY:** $35,360 Annually

Year 1 -- $17.85/hr with the corresponding annual salary $37,128

Year 2 -- $18.74/hr with the corresponding annual salary $38,984

Year 3 -- $19.68/hr with the corresponding annual salary $40,934

**CLOSING DATE:** Continuous

**LOCATION:** Any Adult Probation Office: Downtown, Eastside, Southside or Westside, Tucson, Arizona

Adult Probation seeks to establish a register of qualified candidates for the potential future Surveillance Officer vacancies. The register will be effective for six months from the date established (the date when the oral board interviews have been completed and the results tabulated). Placement on the register may not assure a contingent job offer if there are fewer approved vacancies than qualified candidates. The candidates who remain on the register by the expiration date may need to apply again. Applications will be screened in the order of date the application was fully submitted. Groups of qualified applicants will be contacted for participation in the selection process according to projected hiring needs. Delays between the steps in selection process may occur as the projections may change.

Successful candidates must pass an extensive background investigation (including references, fingerprinting and criminal history check), a drug screen, and psychological evaluation. Additionally, education must be verified.

**DESCRIPTION:**

Surveillance officers provide surveillance and supportive casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a surveillance officer include monitoring the assigned probationers, and meeting with probationers in their homes or at their places of work. Surveillance officers may perform searches and make arrests. Because probationers under Court supervision are convicted felons and/or persons with domestic violence convictions, 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.

**ESSENTIAL FUNCTIONS:**

- Performs closely structured surveillance and observation concerning compliance with conditions of probation, including directing and counseling the probationer and conducting field contacts (home, work, treatment facilities, community restitution or jail) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the probation officer.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent
telephone contacts, work site contacts, day, and evening home contacts.

- Directs and/or refers probationers to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- 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.
- Monitors payment of restitution and probation fees and ensures victims’ notification rights are provided according to statutory requirements.
- 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 weighs 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 other duties as assigned.

MINIMUM QUALIFICATIONS:

- Be a United States citizen or legal resident.
- Must possess a valid driver’s license.
- Have a high school diploma or GED.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA § 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics 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.

PREFERRED QUALIFICATIONS: (in priority order)
1. An Associate’s degree from an accredited college in one of the following disciplines of study or a related field of study, justice studies, law enforcement, social services, or psychology; OR,
2. Sixty-three (63) college credit hours in one of the fields of study; OR,
3. Two years of experience in a security position, a criminal justice agency position dealing with inmates or probationers or other agencies dealing with adult or juvenile offenders, social services position such as teaching, coaching, supervision, or case management; OR,
4. Any equivalent combination of experience, training and/ or education approved by Human Resources.

APPLICATION MAY BE FILED ONLINE AT WWW.SC.PIMA.GOV