

62-B DISTRICT COURT PROBATION

VOLUNTEER PROBATION OFFICER.

REQUIREMENTS:

- Willingness to meet with clients in person on a regular basis, usually once a month
- Ability to make a 12 month commitment.
- Complete interview with the Director of Probation Service.
- Desire and ability to relate well with clients.

SUMMARY:

Under the direct supervision of the Director of Probation, the volunteer will conduct investigations and prepare pre-sentence, victim impact and pre-arraignment reports. The volunteer probation officer will manage a reduced caseload of probation clients.

JOB DESCRIPTION:

After training the volunteer may be called upon to do any or all of the following:

1. Conduct investigations (pre-sentence, victim impact and pre-arraignment) and prepare typed reports.
2. Investigate the background of the defendants awaiting sentence in District Court, Interview the defendant, review prior arrest, if necessary contact school, family, police and therapists.
3. Conduct pre-arraignment interview to determine probating eligibility for the court.
4. Analyze the information gathered assessing the individuals potential for future criminal behavior. Consider sentencing alternatives and compile recommendations in a report.
5. Submit all typed reports to the supervisor for approval.
6. Manage a reduced caseload of probation clients allocated by the Director of Probation.
7. Maintain written records on each case. Document services rendered and referral made on behalf of clients to appropriate social agencies. Follow-up to ensure client compliance with treatment recommendations.
8. Meet with client, family member and victims when necessary to assist with the case management.
9. Monitor client compliance with the terms of probation. Prepare probation violations to return client to court make recommendations to extend or terminate probation.
10. Perform any and all related duties as assigned.

62 B DISTRICT COURT
4740 Walma, SE
Kentwood, MI 49512
(616) 554-0720
(616) 698-8199 (fax)

VOLUNTEER APPLICATION

Position Applied for: Volunteer Probation Officer ____ Clerical Volunteer ____ Student Intern ____

Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

How long at the above address: _____ Home Phone : _____

Employer: _____ Position: _____ How Long: _____

Drivers License Number : _____

Educational background and/or training: _____

Past/current volunteer experience: _____

What do you hope to derive from your experience as a volunteer in this program: _____

Where did you hear about the volunteer program: _____

List two individuals, other than relatives, who can provide a recommendation for you:

Names	Address:	City State	Zip	Phone
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Have you ever been convicted of a crime? _____ If yes, please explain _____

Are you fluent in a language other than English? Yes No

(Please list)

IN CASE OF EMERGENCY, WHO SHOULD BE NOTIFIED:

Name _____ Address _____ Daytime Phone _____ Evening Phone _____

Are you willing to commit to a minimum of one year service? Yes _____ No _____

Days of the week or hours you are available.

Please indicate the times you are available for interviews.

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS COMPLETE AND TRUE. I AUTHORIZE THE 62-B DISTRICT COURT VOLUNTEER PROGRAM TO CONTACT REFERENCES AND THE KENTWOOD POLICE DEPARTMENT TO PROCESS A POLICE CHECK IN ORDER TO DETERMINE MY ELIGIBILITY AS A VOLUNTEER IN THE 62-B DISTRICT COURT PROGRAM.

COMMENTS: Do you currently have or have you in the past had family or friends on probation in this Court?

Signature _____

Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Date Reviewed: _____ Date of Interview: _____ Date Accepted/Rejected: _____