

Parole Officer Job Description

Duties and Responsibilities:

- Monitor the activities and behavior of parolees
- Ensure that parolees comply with all conditions of release
- Keep accurate record of the activities, behavior, and progress of parolees
- Assist parolees in integrating back into the society
- Schedule appointments with parolees to ascertain their progress after sentence
- Schedule therapy appointments with psychologists for parolees with disorder
- Interview family members, friends, and acquaintances of parolees to ascertain how well the parolee is faring outside prison walls
- Carry out investigation in the community to gather information relevant to a parolee's release decision
- Assist parolees in securing employment and keep tab of their performance and progress at work
- Report parolees who do not comply with conditions of release and appear as witness at court hearings in the event of parole revocation
- Work with other law enforcement agencies like the police to access current and past records on a parolee
- Work with other state agencies, acquaintances, and members of the parolee's immediate community to assist him or her to integrate back quickly into the society.

Parole Officer Requirements – Skills, Knowledge, and Abilities

- **Maturity:** To be employed as a parole officer, most correctional facilities and parole agencies require that a candidate attain at least 21 years of age. In addition, he/she must exhibit high level of emotional maturity so as to be able to make objective decisions

- Open-minded: Integrating back into the society after serving jail term is a gradual process. So, a parole officer ought to be an open-minded person. He/she should also be patient and tolerant, not judgmental
- Communication: The role involves frequent interaction with the parolee, co-workers, and persons from various backgrounds. So, the officer should be able to communicate with different caliber of people. A good listening skill is also required. In addition, a parole officer must be good at writing reports
- Education: To be employed as a parole officer, a candidate must hold high school diploma plus a tertiary qualification in sociology, psychology or criminal justice
- He/she must be very smart, observant, and decisive. His/her decision making skill must be outstanding to be able to arrive at reasonable conclusions based on observations and investigations.