

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
<p>KRS 196.030, 196.035, 439.310, 439.3101, 439.470, 439.480, 439.600, 439.630 P & P ACA 1A-01, 1A-02, 3A-06, 3A-07, 3A-08, 3A-10, 3A-11, 3A-12, 3A-13, 3A-14, 3A-25, 3A-29, 3D-01, 3D-02, 3D-04, 3D-05, 3D-05-01, 3D-07, 3D-08, 3D-09, 3D-10, 3D-12, 3D-14, 3D-15, 3D-31, 3D-32, 3D-33, 3D-37, 3E-01</p>	<p>DUTIES OF DIRECTOR</p>	

I. DEFINITIONS

“Administrator of Field Services” means the Director, Assistant Director, or other person charged with the administration and oversight of the Division of Probation and Parole.

“Workload formula” means an objective system for quantifying the amount of work done by Probation and Parole officers

II. POLICY AND PROCEDURE

A. Probation & Parole, as a Division of Department of Corrections, is authorized in KRS 439.470 and KRS 439.480. (3D-01)

B. The Director of Probation and Parole, as appointed by the Commissioner of the Department of Corrections, shall be charged with the administration of field services and oversight of the Division of Probation and Parole as outlined in KRS 439.310. The Director of Probation and Parole shall possess at a minimum:

1. A Bachelor’s Degree
2. At least five years of administrative experience (3D-02; 3D-14; 3D-15)

C. The Director of Probation and Parole shall:

1. Develop and guide implementation of the mission of the Division of Probation and Parole.
2. Develop an annual strategic plan for the Division of Probation and Parole in accordance with the Department of Corrections’ biennial strategic plan. This annual strategic plan shall include at a minimum:

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- a. A mission statement for the Division of Probation and Parole. (3D-04)
 - b. Long range goals for the Division of Probation and Parole. (3D-04)
 - c. Measurable objectives that can be accomplished by field staff in pursuit of long range goals. (3D-05)
 - d. Priorities related to goals, objectives and policies of the Division of Probation and Parole. (3D-05)
3. Establish or direct the establishment of policies and procedures needed to maintain operational standards and achieve long range goals: (3D-05)
 - a. Assess and document achievement of goals and objects. (3D-08)
 - b. Internally monitor operations and programs through annual inspections and reviews. (3D-09)
 - c. Annually review performance and implement program changes in response to findings as necessary. (3D-08)
 4. Establish a workload formula for the allocation of work and resources according to need, which shall consider legal requirements, geographic areas and administrative tasks required of the officers. (3A-25)
 - a. Caseload size guidelines and case assignments shall consider offender risk and needs, agency staffing, and prioritization of supervision services and program resources.
 - b. The workload formula shall be reviewed annually by the Director or designated staff.
 5. Ensure the agency has a structured communication process that facilitates the timely exchange of information with all level of employees. All levels of staff participate in the development and review of the organizational mission, goals, policies, procedures, rules and regulations. (3A-29; 3D-07)
 6. Assess annually personnel needs and plan for recruitment, training, and staff development, in conjunction with the Department of Corrections Division of Training and Personnel Branch. (3A-10)
 7. Oversee research and collection of data as a part of an overall management, planning, and research capacity by: (3D-31)

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- a. Designating specific personnel to routinely collect data, record, organize, process, report, and conduct research on that data. (3D-32)
 - b. Receiving quarterly reports from the individuals in charge of the information systems and research programs. (3D-33)
 - c. Approving research projects prior to implementation. (3D-37)
 - d. Reviewing annually a statistically valid job task analysis to determine the knowledge, skills, and abilities needed to perform agency tasks. (3A-11)
8. Work with community partnerships in the practice of community justice to prevent victimization, provide conflict resolution, and promote public safety. (1A-01)
 9. Collaborate with community partnerships in problem solving efforts to promote public safety through information sharing and education. (1A-02)
 10. Submit a report to the parent agency, at least biennially that includes objectives, programs, budget, major developments, problems, and plans, as well as services furnished to the courts, parole authority, offenders, and the community. (3D-10)
 11. Secure space, equipment, and resources necessary for staff to perform agency tasks which provide a safe, healthful, and comfortable work environment. (3D-12; 3E-01)
 12. Direct the collection, safeguarding, and disbursement of all funds for drug testing fees into the Department of Corrections budgetary line item for drug testing. Offender fee collection may be conducted through kiosk reporting.
 13. Coordinate the Division of Probation & Parole's training program in conjunction with the Division of Corrections Training.
 - a. The agency's training program for all employees is planned, coordinated, and supervised by a qualified employee at the supervisory level. Space, equipment, and reference resources are available for required training programs. (3A-06; 3A-13)
 - b. The agency shall annually review and implement the comprehensive agency training plan that provides instruction for

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the knowledge, skills, and abilities required for Probation & Parole staff duties. (3A-12)

- c. The training program is reviewed annually. The training program is based on task analysis, needs assessment, and measurable performance-based learning objectives and outcomes. (3A-07)
 - d. Agency training personnel complete a forty (40) hour train the trainer's course. (3A-08)
 - e. All staff members receive the training necessary to build the knowledge, skills, and abilities before assuming assigned duties. (3A-12; 3A-14)
- 14. Assess and implement, where appropriate, cost effective and sustainable strategies for recycling, energy conservation, air quality, renewable energy alternatives, and eco-friendly initiatives. (3D-05-01)
 - 15. Perform other duties at the direction of the Commissioner or Deputy Commissioner of the Department of Corrections.