
Competency Profile of COMMUNITY CORRECTIONS PROFESSIONAL III

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U.S. DEPARTMENT OF JUSTICE
National Institute of Corrections

April 1997
Longmont, Colorado

COMMUNITY CORRECTIONS PROFESSIONAL III

... manages community corrections programs by supervising staff and interacting with courts, clients, and other agencies in order to offer safe alternatives to incarceration.

Duties

A	⇒	Supervise Staff	⇒	A-1 Schedule staff	A-2 Delegate responsibilities	A-3 Monitor quality of work daily	A-4 Motivate and recognize staff	A-5 Facilitate supervision meetings
B	⇒	Maintain Interagency/Community Relationships	⇒	B-1 Complete and provide courts and other agencies with documents	B-2 Serve as a referral to community resources	B-3 Inform supervising agencies of pertinent information	B-4 Collaborate/coordinate with community/other agencies	B-5 Provide training to other community agencies
C	⇒	Develop, Implement, and Maintain Programs	⇒	C-1 Assess need for programs	C-2 Locate and coordinate available resources	C-3 Create programs	C-4 Implement programs	C-5 Monitor programs
D	⇒	Provide Case Management	⇒	D-1 Gather client information	D-2 Create/update client records	D-3 Contact clients regularly	D-4 Assess/evaluate client needs	D-5 Develop and implement case plans
E	⇒	Recruit and Hire Staff	⇒	E-1 Initiate hiring processes	E-2 Screen applications	E-3 Schedule and conduct interviews	E-4 Assess candidates and offer positions	E-5 Conduct background investigations and check references
F	⇒	Coordinate Training	⇒	F-1 Identify training needs	F-2 Develop curriculums	F-3 Establish training logistics	F-4 Recruit and prepare trainers	F-5 Generate training schedules
G	⇒	Develop and Revise Policies and Procedures	⇒	G-1 Identify areas to be addressed	G-2 Conduct research	G-3 Revise/review existing policies and procedures	G-4 Write policies and procedures	

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Duties



H	⇒	H-1 Attend annual training (minimum of 40 hour per year)	H-2 Maintain competence on new computer programs	H-3 Attend conferences and seminars	H-4 Read related literature	H-5 Track new legislation
	⇒	I-1 Analyze current budget	I-2 Justify budget request	I-3 Monitor budget	I-4 Project future budgetary needs	

NOTE: Duty bands J and K are performed only by specialized Community Correctional Professional IIIs. Duty band K is only performed by CCP IIIs in juvenile facilities

J	⇒	J-1 Gather client information	J-2 Create and update client record	J-3 Assess and evaluate client needs	J-4 Determine case disposition	J-5 Complete and disseminate paperwork
	⇒	K-1 Provide emotional/physical safety and security	K-2 Maintain security of facility	K-3 Supervise daily programming/schedule	K-4 Attend to basic needs/requests of clients	K-5 Administer medication

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Tasks 

A-6 Inform staff of policy changes	A-7 Conduct performance appraisals	A-8 Monitor professional development of staff	A-9 Update and maintain personnel files	A-10 Mediate conflicts		
B-6 Educate other community/agencies of our functions						
C-6 Evaluate programs						
D-6 Refer to and coordinate with community organizations/agencies	D-7 Provide free labor and services to community	D-8 Monitor compliance with court orders	D-9 Prepare/ disseminate reports			
F-6 Provide shift coverage and staff compensation	F-7 Provide training					

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Tasks 

J-6 Coordinate with referral agencies						
K-6 Maintain daily records/logs	K-7 Complete booking processes	K-8 Complete lodging processes	K-9 Provide secure transports	K-10 Restrain and isolate violent youth		

Traits & Attributes

Patient/tolerant
Empathic
Organized
Self motivated
Ethical/honest
Resourceful
Positive
Dependable/reliable
Flexible
Independent
Analytical
Decisive
Disciplined

Knowledge & Skills

Knowledge of:

State revised statutes
Children's code
Administrative order
Constitution
Criminal procedures
Pretrial law
Court proceedings
Security
Agency's organizational structure
Agency's mission/goals
Human behavior
Cultural awareness/diversity
Substance abuse
Domestic abuse dynamics
Probation and parole

Skills in:

Verbal/written communication
Computer literacy
Leadership
Crisis resolution
Organization
Teaching
Mediation
Supervision
Interviewing
Self defense
First-aid and CPR
Working in teams
Listening
Fingerprinting
Using security devices
Using office equipment

COMMUNITY CORRECTIONS PROFESSIONAL III

Panel Members

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This DACUM profile was developed as a demonstration during the "DACUM Facilitator Training" seminar, April 15-16, 1997.

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