



### Benefits

These benefits are available to Department of Correction employees:

- ▶ Vacation leave
- ▶ Sick leave
- ▶ Paid holidays
- ▶ Community service leave
- ▶ Family medical leave
- ▶ Military leave
- ▶ Voluntary shared leave
- ▶ Civil leave
- ▶ Long term care
- ▶ Retirement system
- ▶ Longevity pay
- ▶ Overtime / shift differential
- ▶ Health insurance\*
- ▶ Dental insurance\*
- ▶ Supplemental retirement & deferred compensation\*

*\*Requires employee cost participation.*

To learn more about benefits offered to North Carolina state employees, visit [www.osp.state.nc.us/divinfo/employ.htm](http://www.osp.state.nc.us/divinfo/employ.htm).

### How to apply

You will need to complete a **state application form** called a **PD-107**.

You can obtain one online at [www.doc.state.nc.us/recruit](http://www.doc.state.nc.us/recruit). That Web site will tell you what you need to know about applying to become a Probation/Parole Officer.

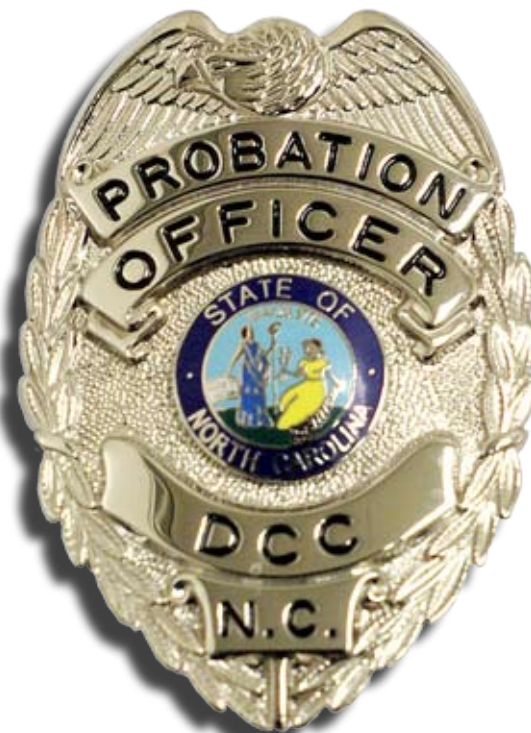
You can also call the Division of Community Corrections Human Resources office at **919-716-3122**.



N.C. Department of Correction  
Division of Community Corrections  
4250 Mail Service Center  
Raleigh NC 27699-4250  
919-716-3122  
[www.doc.state.nc.us/dcc](http://www.doc.state.nc.us/dcc)

**Consider a career  
in criminal justice.**

## Probation/Parole Officer



**Division of  
Community Corrections**  
North Carolina  
Department of Correction

[www.doc.state.nc.us/recruit](http://www.doc.state.nc.us/recruit)  
919-716-3122



## What do Probation / Parole Officers do?

They protect our safety by helping offenders learn to live within the law. They supervise offenders' activities in the community and ensure their compliance with court orders and sanctions.

Probation/Parole Officers:

- ▶ Place offenders into appropriate supervision levels through investigative and assessment processes
- ▶ Evaluate what an offender needs to successfully complete probation or parole
- ▶ Counsel offenders
- ▶ Make decisions regarding treatment that offenders need
- ▶ Respond to offender behavior and non-compliance
- ▶ Intervene in crises and conduct arrests
- ▶ Carry safety equipment including a firearm, pepper spray and protective vest



**Officers are certified  
by the NC Criminal Justice  
Education & Training Standards  
Commission.**

## What is Probation? What is Parole?

Probation is a period of court-ordered community supervision of an offender, imposed as an alternative to imprisonment. Parole and post-release supervision involve the release of an inmate to supervision in the community after completing a prison sentence.



*North Carolina has  
more than 1,400 certified  
Probation/Parole Officers  
statewide.  
They supervise approximately  
115,000 offenders.*

## What are the basic requirements?

You will need:

- ▶ To be a U.S. citizen
- ▶ A four-year college degree in criminal justice, correctional services, psychology, social work, or other related human services
- ▶ One year of experience as a probation/parole officer or an equivalent combination of training and related experience

If you have a related college degree but no relevant experience yet, you may be considered as a trainee at a reduced salary

## Do you have what it takes?

The Department of Correction needs officers whose lifestyles will not jeopardize its mission to protect the public. That's why, when we consider your application, we will require you to submit to drug, psychological and physical screenings and to a background investigation.

- ▶ We will not employ you if you are drug or alcohol dependent.
- ▶ We will use the background investigation to check your previous employment, personal references and whether you have any criminal history.
- ▶ We cannot accept you if you have a felony or domestic violence conviction.

## What is the training like?

You would be trained in a broad range of knowledge and skills:

- ▶ The legal system and probation/parole law
- ▶ Officer-offender relations, including behavior, counseling, crisis intervention, offender supervision and motivational interviewing
- ▶ Administrative, case and offender management
- ▶ Preparation for court participation
- ▶ Drug identification
- ▶ Professional ethics and personal conduct
- ▶ Handgun safety, care and situational use
- ▶ Defensive protection
- ▶ Interpersonal communications
- ▶ Arrest, search and seizure
- ▶ Radio communication

