
Parole/Probation Officer Duties

Law Enforcement Duties

Conduct Office Visits
Assess and Re-Assess Risk and Needs of Offender
Prepare Supervision Plans
Conduct Home Visits
Administer Earned Discharge Credits
Comply with Interstate Rules on Out-of-State Offenders
Sanction Offenders using the Offender Violation Guide (OVG)
Install and Monitor GPS Units and Respond to Violations
Monitor Special Conditions for Compliance
Refer Offenders to Programs/Assessments Imposed by the Court
Investigate allegations of Criminal Activity of Offenders
Search and Seizure of Evidence
Plan Pre-Arrest Briefings
Conduct Arrests
Transport Offenders to and from Jail/TVC
Transport Extradited Offenders returning to Arkansas
Write Violation Reports
Subpoena Witnesses
Serve Administrative Notifications of Revocation Proceedings
Conduct Probation and Parole Revocation Hearings
Testify in Court
Train in CPR, First Aid, Self Defense, PREA, Racial Profiling, ACA, Firearms Requalification

Specialized Law Enforcement Duties

Polygraph Offenders assigned to the Sex Offender Aftercare Program (SOAP)
Conduct Voice Stress Analysis for Sex Offenders in SOAP
Conduct Aftercare Programs for Sex Offenders in SOAP
Gather Intel from Confidential Informants on Absconded Offenders
Conduct Surveillance
Coordinate with DEA, DTF, FBI, and State Agencies on Joint Operations of Apprehension

Administrative Duties

Conduct Intakes
Data Entry
Run ACIC/NCIC Checks and Criminal Backgrounds
Take Photographs
DNA Testing
Drug Testing
Run the Reception Desk and Answer Phones
Serve Notification of Executive Clemencies
Complete Field Reports

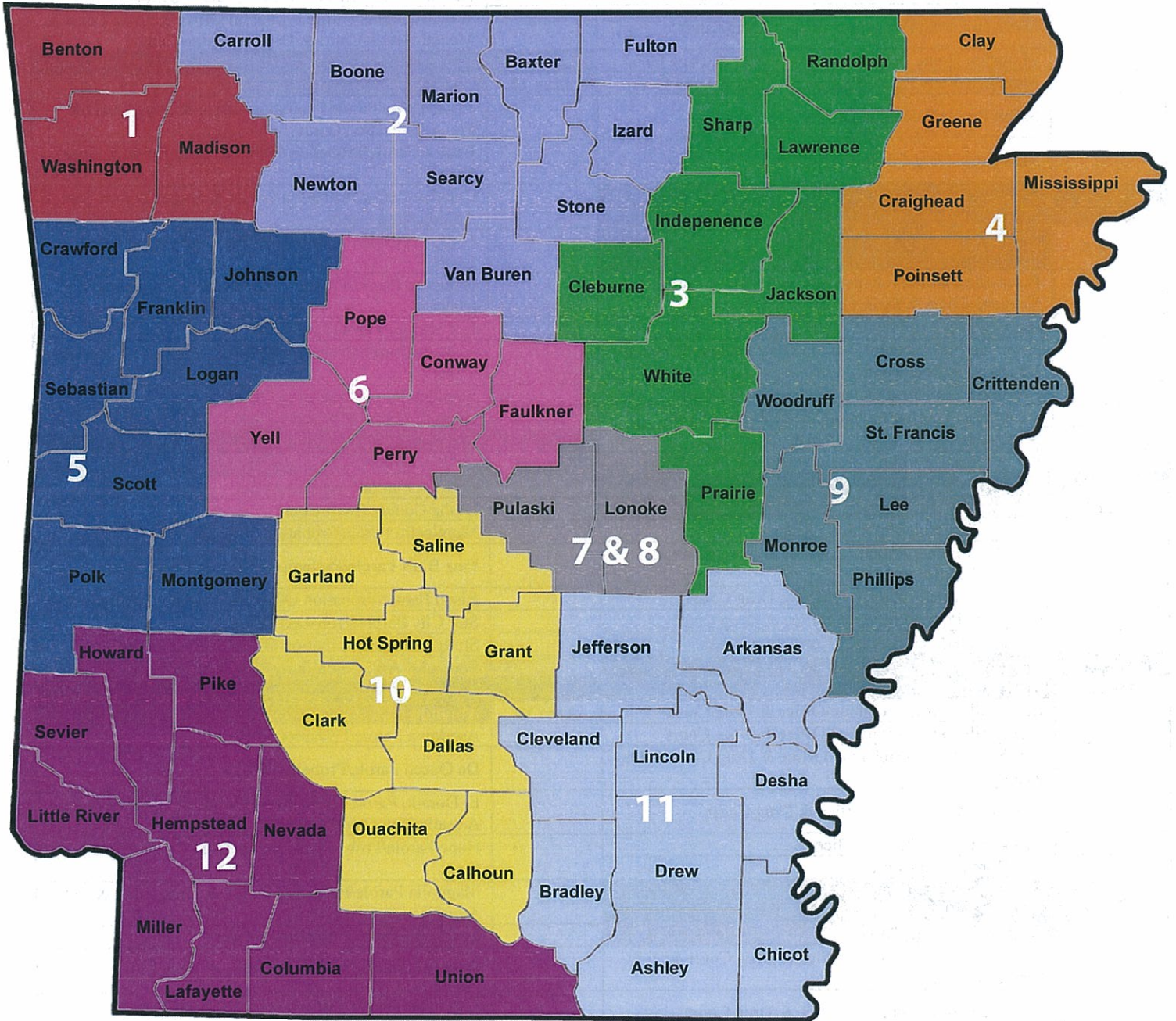
| Minimum Level Offenders | Medium Level Offenders | Maximum Level Offenders |
|--|---|---|
| <ul style="list-style-type: none">• Conduct Office Visits minimum of every 3 months• Home Visits as needed• Re-Assess Risk Quarterly | <ul style="list-style-type: none">• Conduct Office Visits a minimum of every month• Home Visits as needed• Re-Assess Risk Monthly | <ul style="list-style-type: none">• Conduct Office Visits a minimum of every 2 weeks• Home Visits every 30 days• Re-Assess every Office Visit |

Parole/Probation Officer Caseload Summary

| Area | Area Offices | Officer Positions | Offenders | Ave. Area Caseloads | Officer Classification | | | # AAMS |
|--------------------------------------|--------------------|-------------------|---------------|---------------------|---|------------|------------|-----------|
| | | | | | PPO I | PPO II | Agent | |
| Area 1 | Fayetteville | 37 | 6,509 | 176 | 12 | 14 | 11 | 3 |
| Area 2 | Mt. Home | 21 | 2,570 | 122 | 5 | 6 | 10 | 2 |
| Area 3 | Searcy | 31 | 3,462 | 112 | 4 | 13 | 13 | 3 |
| Area 4 | Jonesboro | 34 | 4,175 | 123 | 3 | 9 | 21 | 3 |
| Area 5 | Fort Smith | 32 | 3,642 | 114 | 5 | 10 | 15 | 3 |
| Area 6 | Russellville | 24 | 3,238 | 135 | 7 | 7 | 10 | 2 |
| Area 7 | LR Probation | 35 | 4,677 | 134 | 11 | 16 | 4 | 4 |
| Area 8 | LR Parole | 50 | 5,548 | 111 | 18 | 26 | 6 | 5 |
| Area 9 | West Memphis | 31 | 2,614 | 84 | 9 | 17 | 3 | 3 |
| Area 10 | Hot Springs | 38 | 4,795 | 126 | 8 | 18 | 8 | 4 |
| Area 11 | Pine Bluff | 30 | 3,975 | 133 | 2 | 17 | 11 | 3 |
| Area 12 | Texarkana | 42 | 5,860 | 140 | 10 | 28 | 4 | 3 |
| ISC | Interstate Compact | <i>n/a</i> | 2,166 | <i>n/a</i> | | | | |
| Totals Officer Classification | | | | | 94 | 181 | 116 | 38 |
| Totals | | 405 | 53,231 | | <i>Caseload totals are as of 10/13/2014</i> | | | |
| Average Caseloads | | | 130 | | <i>Numbers will vary on a daily basis.</i> | | | |

- Caseloads include all active and inactive cases including those on GPS monitoring, interstate compact, incarcerated (in and out of state), absconders, unsupervised, non-reporting status or SIS status.
- Caseloads include offenders assigned to 43 specialty court (Drug Courts, Smarter Sentencing, Swift & Certain and Hope Court).
- Caseload assignments vary in each area depending on risk level of offender (low, medium high), Officer skills, Specialized Officers Sex Offender Officer, etc. (e.g., Special Response Team-SRT- Officers, Sex Offender Officer, etc.)
- Assistant Area Managers & Area Managers will also carry a caseload as may be necessary to distribute the workload as needed in addition to normal duties.
- Officer totals do not include 29 Institutional Release Officer positions that do not carry an offender caseload.

ACC Area Map



ACC Area Map Key

| | | | |
|--------------------|---|----------------|--|
| Area 1 | Ricky Hogg | Area 8 | Jim Cheek |
| | Bentonville Parole/Probation Office & Drug Court & Veterans Court | | Little Rock Parole Office & Day Reporting Center |
| | Fayetteville Parole/Probation Office & Drug Court & Veterans Court | | Lonoke Parole/Probation Office & Drug Court |
| | Northwest Ark. Community Correction Center | | |
| Area 2 | Gene Forsyth | Area 9 | Brian Holt |
| | Berryville Parole/Probation Office & Drug Court | | Forrest City Parole/Probation Office & Drug Court |
| | Harrison Parole/Probation Office & Drug Court | | Helena-West Helena Parole/Probation Office |
| | Mountain Home Parole/Probation Office & Drug Court | | West Memphis Parole/Probation Office & Drug Court & Mental Health Court & Day Reporting Center |
| | Mountain View Parole/Probation Office & Drug Court | Area 10 | Kristi Constant |
| | Salem Parole/Probation Office | | Arkadelphia Parole/Probation Office & Drug Court & Pre-Adjudication Court |
| | Melbourne Drug Court | | Benton Parole/Probation Office & Drug Court & Hope Court |
| | | | Camden Parole/Probation Office & Drug Court & Pre-Adjudication Court |
| Area 3 | Kris Honey | | Fordyce Parole/Probation Office & Pre-Adjudication Court |
| | Batesville Parole/Probation Office & Drug Court & Veterans Court & Swift Court | | Hampton Parole/Probation Office & Pre-Adjudication Court |
| | Hardy Parole/Probation Office | | Hot Springs Parole/Probation Office & Drug Court |
| | Heber Springs Parole/Probation Office & Drug Court & Veterans Court & Swift Court | | Malvern Parole/Probation Office & Drug Court & Swift Court |
| | Newport Parole/Probation Office & Drug Court | | Sheridan Parole/Probation Office |
| | Pocahontas Parole/Probation Office & Drug Court | | Omega Technical Violator Center |
| | Searcy Parole/Probation Office & Drug Court | | |
| | Walnut Ridge Parole/Probation Office & Drug Court | Area 11 | Kim Knoll |
| | | | Crossett Parole/Probation Office |
| Area 4 | Cindy Richardson | | Desha County Swift Court |
| | Blytheville Parole/Probation Office | | Monticello Parole/Probation Office & Drug Court |
| | Jonesboro Parole/Probation Office & Drug Court & Mental Health Court | | Pine Bluff Parole/Probation Office & Drug Court |
| | Osceola Parole/Probation Office & Drug Court | | Rison Parole/Probation Office & Pre-Adjudication Court |
| | Paragould Parole/Probation Office & Drug Court | | Star City Parole/Probation Office |
| | Northeast Ark. Community Correction Center | | Stuttgart Parole/Probation Office & Drug Court |
| | | | Southeast Ark. Community Correction Center |
| Area 5 | Kent Kamm | Area 12 | Amanda Clift-Jordan |
| | Booneville Parole/Probation Office & Drug Court | | Ashdown Parole/Probation Office |
| | Clarksville Parole/Probation Office & Drug Court | | De Queen Parole/Probation Office |
| | Fort Smith Parole/Probation Office & Drug Court & Day Reporting Center | | El Dorado Parole/Probation Office & Drug Court & Pre-Adjudication Court & Swift Court |
| | Mena Parole/Probation Office & Drug Court | | Hope Parole/Probation Office & Drug Court & Swift Court |
| | Ozark Parole/Probation Office | | Magnolia Parole/Probation Office & Drug Court & Pre-Adjudication Court |
| | Van Buren Drug Court | | Lewisville Parole/Probation Office |
| Area 6 | Carrie Williams | | Nashville Parole/Probation Office & Drug Court |
| | Conway Parole/Probation Office & Drug Court & Veterans Court | | Texarkana Parole/Probation Office & Drug Court & Day Reporting Center |
| | Danville Parole/Probation Office & Drug Court | | Southwest Community Correction Center |
| | Morrilton Parole/Probation Office & Drug Court | | |
| | Russellville Parole/Probation Office & Drug Court | | |
| Area 7 | Shawanna Willis | | |
| (Probation) | Little Rock Probation Office & Drug Court & Veterans Court & Day Reporting Center | | |
| 7 & 8 | Central Ark. Community Correction Center | | |
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