

# **Drug Court Surveillance/Compliance Officer**

## **88<sup>th</sup> District Adult Drug and Alcohol Treatment Court**

### **NATURE OF WORK**

This is advanced technical skilled work involving the enforcement of drug court phase requirements. Work is performed under the general supervision of the Drug Court Coordinator.

### **EXAMPLES OF WORK** (May not include all of the duties performed)

1. Monitor compliance with phase requirements through periodic home, employment, or school contacts on assigned participants.
2. Make reports to the court and provide testimony as necessary.
3. Facilitate drug testing/PBTs in off hours and record results.
4. Communicate in person or by phone with the Case Manager(s) or Probation Officer(s) to remain current on offender status.
5. Work in accordance with the Field Check Policy regarding coordination with law enforcement.
6. Maintain records on case activities.
7. Perform other related duties.
8. Serve subpoena's for court hearings as required.

### **REQUIREMENTS OF WORK**

1. Knowledge of police procedure methods and practices.
2. Knowledge of local arrests and detention policies.
3. Knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.
4. Ability to deal courteously and authoritatively with the public.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare accurate detailed reports.
7. Some knowledge of court procedures and requirements.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Possession of M.C.O.L.E.S. certification and minimum of two years experience in law enforcement. Preference given to current or recently retired law enforcement officials.