

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: FIELD OFFICER
DEPARTMENT: COMMUNITY SUPERVISION
WORK SCHEDULE: AS SCHEDULED
JOB CATEGORY: POLE

DATE WRITTEN: 07/26/04
DATE REVISED: 03/31/21

STATUS: Full-time
FLSA STATUS: Non-Exempt

Under supervision, performs a variety of duties including monitoring adults currently under the authority of the Howard County Courts and/or Community Corrections Supervision.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Tasks are performed consistent with policy and procedure.

- Conducts random phone checks, home visits, employment visits, treatment visits, and performs other verification procedures with program participants to establish compliance with program rules
- Administers alcohol and drug testing as required
- Evaluates participant progress while in the field and reports issues and violations to the assigned Probation Officer
- Monitors compliance with court orders
- Takes appropriate action to locate clients
- Reports and responds to schedule deviations
- Responds to office/field phone calls, messages, and other forms of contacts
- Attends and testifies accurately in court
- Notifies and consults with a supervisor appropriately in exigent circumstances
- Documents accurately and timely contacts (office, court, phone, collateral, etc.) in case management database and keeps file up to date

- Installs and troubleshoots electronic monitoring equipment and software used for offender

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- Exercises good judgment when addressing issues (responds to new information about possible violations in a timely manner and uses good judgment when addressing issues)
- Receives and refers complaints from public to the Home Detention Director
- Attends staff and training meetings as directed
- Performs all assigned duties in an ethical and professional manner as detailed in Community Supervision Code of Conduct
- Placement of clients on monitoring equipment including inspections of equipment and collection of equipment upon termination
- Cleans and maintains all monitoring equipment, department issued equipment and vehicles
- Maintains on call phone as directed
- Performs other related essential duties as required

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High School Diploma or GED.

Shall possess valid Indiana driver's license.

Shall be twenty-one (21) years of age or older.

(Education, Experience and/or Training in Criminal Justice/Security preferred)

Special Requirements

Ability to qualify and maintain qualification in defensive tactics, pepper spray, taser, and firearms (when applicable)

Engagement in a client altercation is a possibility and thus requires physical agility, strength and dexterity.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including calculator, copier, computer, telephone system, etc.
- Ability to operate a breathalyzer/Alco-sensor, Taser, weapon and police radio
- Ability to physically exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or move objects.
- Ability to lift and/or carry weights of twenty pounds.
- Work involves walking/running short distances, getting in and out of vehicle and conducting walk thru in residences.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including department software, excel database, criminal records, arrest rosters, psychological reports, medical reports, police reports, Prosecutor reports, urinalysis reports, intoxicated meter slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Indiana Criminal Code, maps, and additional resources.
- Ability to record and deliver information, to explain procedure, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret legal, counseling, computer, and "street slang" terminology and language.

- Ability to perceive and discriminate colors, sounds, tastes, and odors.
- Knowledge of legal procedures and requirements. Ability to use independent judgment, common sense, and principles of influence, synthesis functions, and conceptual thinking in the performance of tasks.

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- Ability to communicate effectively with probationers, Judges, attorneys, law enforcement personnel, outside agency personnel, treatment providers, Court personnel, Prosecutor, supervisor, clerical staff, other counties' Probation Officers, other Grant County personnel, and the general public verbally and in writing.

Environmental Adaptability

- * Ability to work effectively in an office environment.
- * Ability to handle the high degree of stress and potential danger associated with working in an environment with clientele having a known history of violence, substance abuse, hostile behavior, etc.

Howard County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
 YES____ NO____

 Applicant/Employee signature

 Date