

**POSITION DESCRIPTION
COUNTY OF HANCOCK, INDIANA**

POSITION: Field Officer
DEPARTMENT: Community Corrections
WORK SCHEDULE: As Scheduled
JOB CATERGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: February 2016 **STATUS:** Full-time
DATE REVISED: September 2020 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Hancock County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Field Officer for Hancock County Community Corrections, responsible for monitoring program participants assigned to home detention and work release program.

DUTIES:

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of people.

Provides supervision of Home Detention and Work Release programs, including maintaining all work/activity scheduling for participants within the Home Detention component.

Meets with clients as required, gathering and disseminating pertinent information and instruction.

Monitors Home Detention and Work Release program participants, maintaining record of contacts, ensuring compliance with program rules and regulation, and reporting unusual activity and/or violations to the Deputy Director or Director.

Installs, maintains and updates electronic monitoring equipment as needed and trains new staff to properly utilize electronic monitoring hardware and software.

Conducts random home and employment visits and maintains telephone contact with participants to assess compliance with program conditions. Administers random alcohol and drug testing.

Provides surveillance on active participants, facility, and home or property searches as warranted.

Serves as liaison to participants and employers, including explaining program policies, answering questions, mediating conflicts and resolving problems.

Maintains daily reports, records and logs and ensures proper caseload documentation. Compiles data and prepares statistical reports as required and provides law enforcement agencies with client information as needed.

Monitors payments of program participant fees.

May serve as disciplinary review officer, including reviewing conduct reports, conducting hearings and implementing sanctions in accordance with administrative procedures.

Provides testimony in legal proceedings or court as necessary.

Maintains current knowledge of rules, regulations and laws concerning Community Corrections operations and ensures program is compliant with established guidelines.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED, with successful training completion of Law Enforcement Officer with a minimum of 40 hours of pre-basic training (will provide to the appropriate candidate).

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Possession of or ability to obtain required certifications and training, including, but not limited to, First Responder/CPR, IDACS, NCIC and handgun/firearms certification.

Thorough knowledge of legal requirements and standard policies, practices and general operations of the Department, with ability to apply appropriate procedures to ongoing operations.

Knowledge of and ability to properly use Department equipment, including computer, radio, vehicle, breathalyzer, camera, calculator, binoculars, tear gas/mace, drug/narcotic kit, rifle, taser and handgun.

Considerable knowledge of community geography and ability to effectively monitor and/or locate participants, verify and document compliance with program requirements, and take appropriate action in response to violation.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, take authoritative action and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent individuals.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, analyze and evaluate data and fabricate data to discover facts or develop concepts or interpretations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to perform arithmetic calculations.

Ability to testify in legal proceedings/court as required.

Ability to regularly work irregular, weekends, and/or evenings hours and occasionally work extended hours and travel out of town, but not overnight.

Ability to regularly respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Frequently, decisions are made which are restricted only by organization-wide policies. Errors in work are primarily detected or prevented through prior instruction from supervisor. Undetected errors could result in endangerment to self or others and/or loss of public trust.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and the public for purposes of maintaining cooperative work relationships, explaining/interpreting policies and resolving problems.

Incumbent reports directly to Deputy Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in standard office environment, in a vehicle, and in the field. Regular duties involve sitting for long periods, sitting/walking at will, standing and walking for long periods, walking up/down flights of stairs, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, keyboarding, handling/grasping/fingering objects, speaking clearly, hearing sounds/communications, driving, and exposure to varying weather conditions. Incumbent maintains considerable contact with offenders and may be exposed to irate/hostile individuals and/or physical violence. Protective hear and/or equipment must be worn according to Department policy. Universal health and safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Field Officer for Hancock County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

- Yes
- No

Applicant/Employee Signature

Date

Print or Type Name