

STARKE COUNTY COURT SERVICES



Position Title: Community Corrections Field Officer (Full-Time)

Department: Starke County Court Services (Community Corrections Division)

Qualifications: Incumbent serves as Field Officer for Starke County Court Services/Community Corrections Division, and is responsible for conducting field contacts/compliance checks on program participants as well as monitoring, and assisting program participants utilizing evidence-based programs and practice, along with monitoring program participants and, enforcing compliance with program rules and regulations. All other duties as assigned.

Please submit resume via email to:

kwoods@starke.in.gov

Open Date: January 3, 2025

Close Date: Until Position Filled

**POSITION DESCRIPTION
COUNTY OF STARKE, INDIANA**

POSITION: Field Officer
DEPARTMENT: Community Corrections
WORK SCHEDULE: As assigned
JOB CATEGORY: Commensurate with experience.
APPROPRIATIONS:

DATE WRITTEN: June 30, 2008

STATUS: Full-time

DATE REVISED: June 2024

FLSA STATUS: Non-exempt

Incumbent serves as Field Officer for Starke County Court Services/Community Corrections Division, and is responsible for conducting field contacts/compliance checks on program participants as well as monitoring, and assisting program participants utilizing evidence-based programs and practice, along with monitoring program participants and, enforcing compliance with program rules and regulations. All other duties as assigned.

DUTIES:

Supervises, assists and monitors program participants; including reviewing, executing and ensuring compliance with court orders/program rules, conducting surveillance, monitoring/documenting job/activity sites for compliance with program terms, reporting violations and maintaining various documents and computer files.

Directly oversees the installation and maintenance of electronic-monitoring equipment, initiating repairs as needed. Enters program participant daily activity schedule and verifies activities.

Searches participants, their home(s), vehicle(s) and property for contraband, in accordance with prescribed policy and procedures, tests for illegal drugs and alcohol, including collecting urine samples and operating portable breath tester(s.) Conducts apprehension of delinquent offenders and custody transfers, when needed.

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

Testifies in disciplinary review hearings and court proceedings, when required.

Maintains current knowledge of applicable local, stand, and federal rules/regulations, new developments, technology and trends in the field of community corrections by reading professional publications and periodically attending training/seminars/conferences.

Monitors payment of program participant fees and actively participates in the collection process. Periodically performs duties for other department personnel in their absence.

Is required to serve "on call" for after hour emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree preferred in criminal justice, sociology, or related area, or equivalent combination of education and experience.

Possession of or ability to obtain required certifications/training within time specified by department, including first responder/CPR, defensive tactics, verbal de-escalation, and disease control.

Working knowledge of and ability to make practical application of local, state, and federal regulations and standard policies, procedures, and legal terminology of the department and the criminal justice system.

Working knowledge of and ability to follow County personnel policies and work rules of the employer/department, including , but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow written and oral instructions from supervisor, Director and appropriately respond to constructive criticism, coaching and corrective action measures.

Ability to properly use all assigned equipment; including two-way radio, electronic monitoring equipment, portable breath tester(s), hand cuffs, OC spray, and baton.

Ability to operate a variety of office equipment including telephone, copier, printer, calculator, pager, fax machine and all program participants' monitoring equipment.

Ability to deal swiftly, rationally and decisively with potentially violent individuals, and de-escalate volatile situations by means of verbal intervention (de-escalation) and if necessary by physical force, as situations demand.

Ability to maintain confidentiality of department information/records according to state requirements.

Ability to work alone and with others in a team environment with minimum supervision and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to regularly work evening hours, occasionally work extended and/or weekend hours, and occasionally travel out of town for training, meetings, and participant monitoring, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.
Reports directly to the community correction supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in an office environment, at job and activity sites and driving a vehicle, involving sitting for long periods, sitting and walking at will, pushing/pulling/lifting/carrying objects weighing under 25 pounds, speaking clearly, keyboarding, bending, reaching, hearing communication, handling/grasping/fingering objects, depth perception, close and far vision, and exposure to potentially violent/hostile program participants and/or family members.

Incumbent regularly works evening hours, occasionally works extended and/or weekend hours, and occasionally travels out of town for training, meetings, and participant monitoring, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Field Officer for Starke County Court Services/Community Corrections Division 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