**POSITION DESCRIPTION**

**COUNTY OF GREENE, INDIANA**

**POSITION: Field Officer**

**DEPARTMENT: Community Corrections**

**WORK SCHEDULE: As Assigned**

**JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)**

**DATE WRITTEN: December 2010 STATUS: Full-time**

**DATE REVISED: November 2020 FLSA STATUS: Non-exempt**

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

Incumbent serves as Field Officer for the Greene County Community Corrections, responsible for operating, controlling, and monitoring electronic monitoring devices to track the activities of participants ordered to alternative sentencing with Community Corrections.

Incumbent must embrace agency vision of “Providing a Positive Environment to Promote Positive Change”, by effectively communicating and interacting with participants offering encouragement and praise when merited while holding participants accountable for their actions when warranted.

DUTIES:

Closely monitors for compliance of program rules and regulations of individuals who are participating in the Residential Work Release and Electronically Monitored Home Detention programs.

Maintain accurate and up to date schedules, contact logs and notes for individuals who are participating in the Residential Work Release and Electronically Monitored Home Detention programs.

Compiles and prepares reports and summaries of activities of Community Corrections participants as required.

Maintains proper supplies and equipment, requesting supplies as needed. Install, monitors, troubleshoots, and removes electronic monitoring equipment, as necessary.

Administer urine drug screens, chemical tests, and portable breath tests.

Conducts random home and employment visits with and surveillance of program participants to assess compliance with program rules and regulations.

Conducts searches of participant homes, vehicles, and person for the purpose of insuring compliance with program rules and regulations.

Serves as liaison with employers of program detainees and with County Courts and Probation departments in order to provide information and assistance and resolve problems with detainees.

Testify in court as needed.

Logs/prepares mileage reports. Maintains maintenance of department vehicle.

Serves on-call on a rotation basis and responds to emergencies on a 24-hour basis.

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

Other duties and tasks as requested by the Executive Director.

I. JOB REQUIREMENTS:

At least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a criminal background check.

Bachelor’s Degree and/or significant experience in Corrections, Law Enforcement or Criminal Justice.

Possession of a valid Indiana driver’s license, reliable transportation and demonstrated safe driving record.

Possession of cell phone with adequate data plan to meet the needs of the department.

Possession of or ability to obtain required evidenced based certifications deemed necessary.

Possession of or ability to obtain required certifications including but not limited to firearm/handgun, taser, self-defense, CPR, and first-aid.

Considerable knowledge of community geography and ability to verify and document compliance with program requirements and take appropriate action in response to violations.

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 make practical application of conflict resolution, crisis intervention techniques, and safety hazard precautions.

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

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

Ability to enter information into database systems, pull reports, analyze data, utilize spreadsheets, and word processing systems.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana Department of Correction, and general 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, and personal conduct.

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

Ability to compile, analyze and evaluate data, and make determinations, and take actions based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to occasionally work extended hours and/or evenings and travel out of town for conferences and trainings, sometimes overnight.

Ability to regularly serve on-call on a rotation basis and respond to emergencies on a 24-hour basis.

II. DIFFICULTY OF WORK:

Incumbent’s duties are somewhat restricted in scope, but are of substantial intricacy, involving several variables and considerations. Incumbent operates in accordance to department policies and procedures, exercising independent judgment in interpreting precedent, and assessing and adapting procedures to fit specific situations.

III. RESPONSIBILITY:

Incumbent performs a variety of relatively regular and standard duties with assignments guided by broad policies and/or general objectives. Errors are not readily discovered by supervisory review or procedural safeguards but are detected through external reviews. Undetected errors may result in a loss of time to correct error. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for overall impact or departmental objectives and adherence with departmental policies and State and Federal laws.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, Indiana Department of Correction, and the general public for purposes of exchanging/verifying information, maintaining cooperative work relationships, and resolving problems/discrepancies.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIROMENT

Incumbent performs duties in a standard office environment and in the field involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, close/far vision, color/depth perception, driving, speaking clearly, hearing sounds/communication, and handling /grasping/fingering objects. Incumbent maintains considerable contact with program participants and may be exposed to irate/hostile individuals and/or physical violence. Incumbent will be required to wear protective clothing and/or equipment such as bulletproof vest and latex gloves on occasion. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self or others.

Incumbent occasionally works extended hours and/or evenings and travels out of town for conferences and trainings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Field Officer for 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\_\_\_\_

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Applicant/Employee Signature Date

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Print or Type Name