

**Hendricks County**  
**Job Description**

**Title:** Release Coordinator

**FLSA Status:**

**Department:** Probation Department

**Pay Band:**

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-14-2016  
**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Coordinate pertinent offender information, including prior criminal record and appropriate risk assessments, for inmates at the Hendricks County Jail and prepare and provide an evaluation to the Courts for the purpose of facilitating appropriate release decisions.

**ESSENTIAL FUNCTIONS:**

- Evaluate inmates in the Hendricks County Jail using an appropriate risk assessment tool, personal interview, and interview with Jail personnel, for the purpose of assisting the Court with appropriate release considerations. Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, bar checks, and assisting law enforcement agencies as required.
- Verify: residency, type of residency; length of residency; employment; type of employment; length of employment; minor children in local schools; other contacts within the county; and serious medical conditions or needs.
- Use this information to prepare evaluations of inmates in a concise and timely manner for the Courts.
- Conduct criminal record checks through I.D.A.C.S.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INCite.
- Be present at the Initial Hearings to assist the Courts with questions or concerns regarding bond or other release decisions.
- Coordinate with Probation Officers regarding recommendations for bond on probation violations.
- Create and maintain a list of offenders in Jail by the Court in which the offender's case is pending.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.

- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

**NON-ESSENTIAL FUNCTIONS:**

- Operate County vehicles in accordance with the laws of Indiana.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INCite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

**RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties.

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with the Hendricks County Jail, various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys,

other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and at the Hendricks County Jail. The nature of the work carries the risk of serious physical injury and death caused by people. Hours of work as early as 6:00 a.m. will be required due to Court scheduling.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Release Coordinator for the Probation Department 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