

PROPOSAL TO AMEND THE MINIMUM SALARY SCHEDULE FOR INDIANA PROBATION OFFICERS

Probation Officers Probation Association of Indiana

March 25, 2022



Historical Information

1985

The Interim Study Committee on Probation Services and Indigent Counsel issued a final report¹ on November 1, 1985 through the Indiana Legislative Services Agency. This bipartisan legislative committee made several findings related to probation salaries. The Committee found an average 1984 probation officer salary of \$14,500.00 and salaries varied widely among 92 counties. At that time, the Indiana Judicial Center (now called the Indiana Office of Court Services) recommended a starting annual salary of \$17,325.00.²

The Committee also found there were 600 probation officers in 140 probation departments in the 92 counties. The state subsidy for probation permitted under Indiana Code (IC) 11-13-2³ had not been funded since 1965.

Turnover among probation officers averaged 15% annually, resulting in a lack of consistency and experience. Some counties reporting 33% turnover in a year and the committee indicated the turnover was primarily due to low salary.

1990

On July 1, 1990, a final report⁴ was issued by the Indiana Correction Advisory Committee. The report, *A Long-Range Plan for Indiana's Criminal Justice System*, provided information on probation services and salaries. This report found that on average, probation staff turns over completely (100%) every five years. The high turnover causes substantial costs to counties in terms of quality of service. The report also indicates that the Judicial Conference of Indiana had recently established minimum salary standards for probation officers (Appendix A). The starting annual salary is listed as \$17,187.00.

The Committee recommended funding the subsidy in IC 11-13-2 where the state would pay for an increasing proportion of probation officers salaries as established by the Judicial Conference of Indiana.

Also in 1990, the Judicial Conference of Indiana Board of Directors formalized a process for adopting increases to the Schedule of Minimum Salaries for Probation Officers adopted on June 30, 1989. Increases to the scale were based on salary increases adopted in each county.⁵

¹ A full copy of the report can be found here: <https://www.gopopai.org/1985-probation-services-and-indigent-counsel-final-rpt/>

² This salary would equal \$46,169.56 in January 2022 using an inflation calculator from the Bureau of Labor Statistics (https://www.bls.gov/data/inflation_calculator.htm)

³ <http://iga.in.gov/legislative/laws/2021/ic/titles/011/#11-13-2>

⁴ Pages 36-40 of the report relating to probation can be found here: <https://www.gopopai.org/1990-indiana-corrections-advisory-comm-final-rpt-pgs-36-40/>

⁵ A copy of pages 2-3 of the Board of Directors minutes from June 8, 1990 can be found here: <https://www.gopopai.org/1990-bod-minutes-salary-schedule-for-probation-officers-amendment/>

1998

In 1998, the Probation Services Study Committee was created by Public Law 131-1998. In part, this multidisciplinary committee was required to review and make recommended improvements to salary scheduled and benefits available to probation officers. Over three years, the committee made several findings.

During its first year, the Committee learned that most probation officers had less than six years of experience, which was reflective of the five-year cap on the current salary schedule at that time. Two-thirds of probation officers were paid at or below the minimum salary schedule in effect at that time.⁶

1999

The second year, 1999, brought a recommendation from the committee in the form of a preliminary draft of a bill, which would allow local jurisdictions to apply for state financial assistance to aid in paying probation officer salaries, providing the local jurisdiction is meeting or exceeding all the minimum standards adopted by the Judicial Conference of Indiana.⁷ A bill was eventually introduced in 2000, but failed to pass its initial committee assignment.

2000

In 2000, the committee issued its third and final report.⁸ In addition to the recommendations found in previous years, it adopted two additional recommendations: (1) increase the starting salaries of probation officers by \$7,500.00 and (2) extend longevity increases to the salary schedule past five years.

At that time, the most recent salary schedule adopted in 1996 by the Judicial Conference of Indiana would have been implemented in 1997 (Appendix B). This schedule indicates a starting salary of \$21,138.00. Had the recommendation from the committee been adopted, the starting salary in 2002 would have been at least \$28,638.00.⁹

2003

In 2003, Senate Enrolled Act No. 506 became Public Law 277.¹⁰ This Act added a chapter to the Indiana Code (36-2-16.5) that requires a county, city, or town fiscal body to adopt a probation officer salary schedule that must comply with the minimum salary schedule adopted by the Judicial Conference of Indiana.

2004

As a result, the structure of the 2004 salary schedule adopted by the Judicial Conference (Appendix C) reflects the structure of the present day schedule.

⁶ A full copy of the 1998 annual report can be found here: <https://www.gopopai.org/1998-probation-services-study-comm-annual-rpt/>

⁷ A full copy of the 1999 annual report can be found here: <https://www.gopopai.org/1999-probation-services-study-comm-annual-rpt/>

⁸ A full copy of the 2000 annual report can be found here: <https://www.gopopai.org/2000-probation-services-study-comm-annual-rpt/>

⁹ This salary would equal \$45,463.11 in January 2022 using an inflation calculator from the Bureau of Labor Statistics (https://www.bls.gov/data/inflation_calculator.htm)

¹⁰ <http://archive.iga.in.gov/2003/bills/PDF/SE/SE0506.1.pdf>

Initial Survey of Chief Probation Officers

The Probation Officers Professional Association of Indiana (POPAI) Executive Board has concerns the minimum salary schedule for probation officers has not changed since adopted in its current form on September 10, 2002. Though slight cost of living adjustments have occurred in the years since its adoption, frequently these increases have not permitted the schedule to keep pace with inflation and other professions that also require a bachelor's degree to perform.

From October 19 to November 4, 2021, POPAI conducted a survey of chief probation officers in Indiana regarding the Minimum Salary Scheduled for Probation Officers. A link to the survey was emailed to every chief probation officer in every jurisdiction across the state, including city and town court chief probation officers.

As noted in Figure 1, the overall response rate from the survey was 85%. Responses were received from at least one chief probation officer in 87 of the 92 Indiana counties. The lowest response rate came from city/town court chief probation officers.

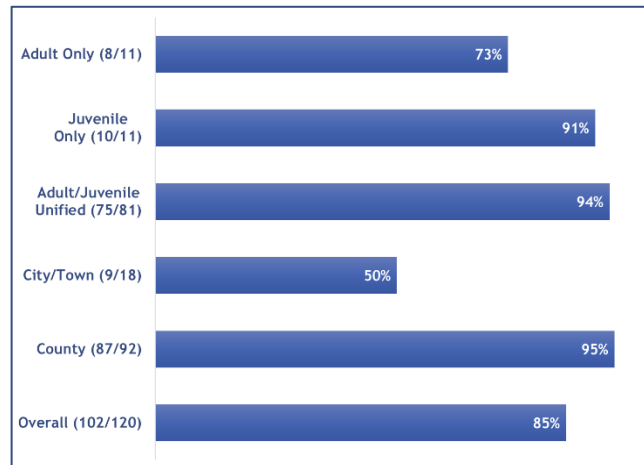


Figure 1. Response Rates

Though the response rate was higher than anticipated, it is important to note the profile of responses not only by jurisdiction, but also by size of the department. Figure 2 provides information about the size of each jurisdiction the chief probation officer represents.

	Adult Only	Juvenile Only	Adult/Juvenile Unified	City/Town	TOTAL
1 to 3 POs	-	3%	21%	8%	31%
4 to 8 POs	2%	2%	26%	1%	31%
9 to 15 POs	-	1%	9%	-	10%
16+ POs	6%	4%	18%	-	28%
TOTAL	8%	10%	74%	9%	100%

Figure 2. Profile of Responses by Size and Jurisdiction

Sixty-two percent (62%) of the respondent represent a department with eight probation officers or less, with one-half of those representing departments with three probation officers or less. Departments with 16 or more probation officers represented 28% of the respondents.

Additionally, the majority of the respondents (74%) represent departments that are unified with both adult and juvenile probation under one chief probation officer.

Issues Related to the Salary Schedule

The POPAI Executive Board identified a few problematic issues related to the salary schedule that were added to the survey to learn the prevalence of each item.

Figure 3 displays four statements related to hiring. Chiefs rated their agreement with each statement. In general, chiefs reported a decrease in the number of probation officer applicants for vacancies citing the salary schedule as a factor in failing to attract applicants. Additionally, 60% of the chiefs agreed that they have had candidates who would have had to take a pay cut or did take a pay cut in order to accept a position as a probation officer.

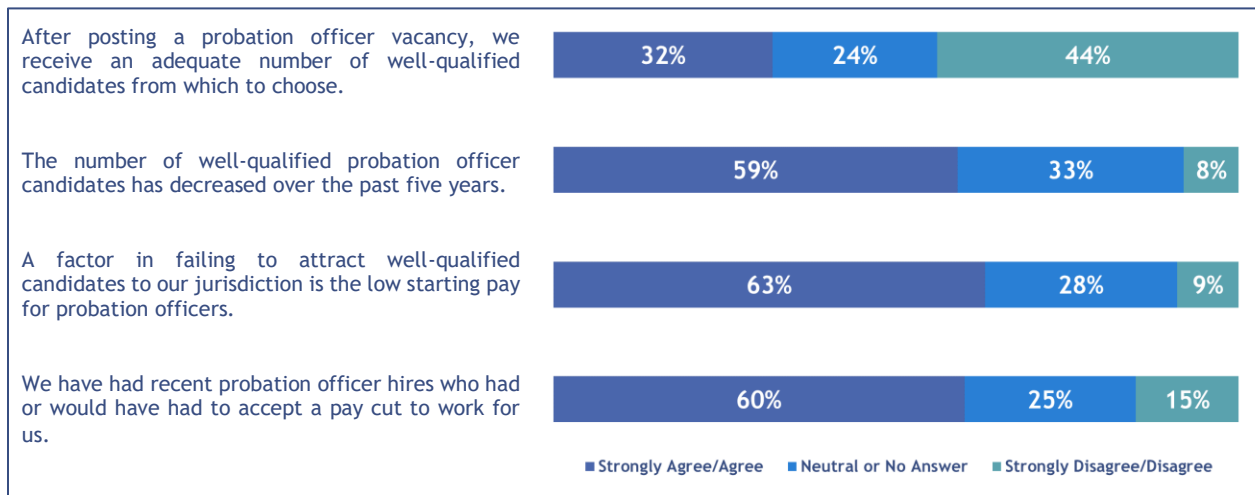


Figure 3. Hiring Issues Related to the Salary Schedule

Another identified issue identified is related to non-probation officer staff salaries in comparison to probation officer salaries. Chiefs were asked if they have non-probation officer staff positions where the entry level salary for these positions are higher than the starting salary of a probation officer with no experience. Figure 4 indicates that 19% of the chiefs responding have non-probation officer positions starting at a higher pay level than probation officers.

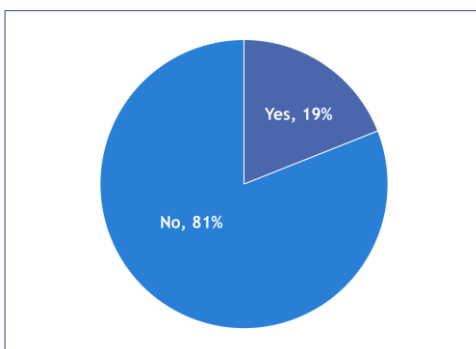


Figure 4. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary

As shown in Figures 5 and 6, the greatest proportion of occurrences seems to be seen in jurisdictions

with 9-15 probation officers and departments that are unified with adult and juvenile probation in one department.

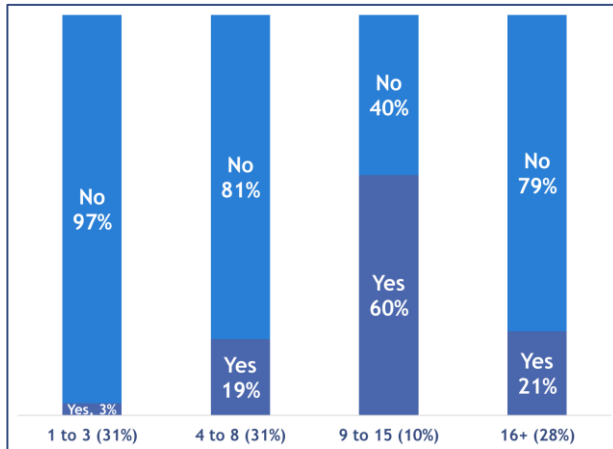


Figure 5. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary by Jurisdiction Size

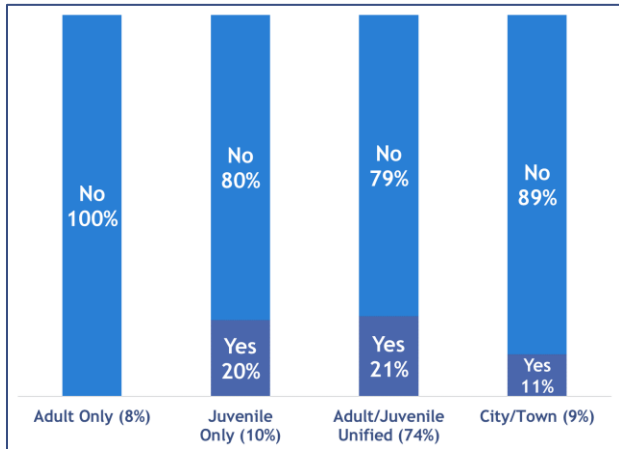


Figure 6. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary by Jurisdiction Type

Examples given of non-probation officer positions that have higher entry level salaries are support and administrative staff, field officers, residential officers, pretrial officers, and substance use evaluators. Only 21% of the chiefs who have higher non-probation officer starting salaries stated that these position required a four-year college degree. If salary step increases are given for years of experience for both the non-probation officer and probation officer positions, 28% said it would take one year and the majority (56%) of the chiefs responded that it would take two years before the probation officer salary is higher than the non-probation officer salary. Eleven percent of the chiefs reported that it would take three years and 5% indicated it would be at least four years before the probation officer salary would be higher than the non-probation officer salary.

Impact of Cost of Living Adjustment to the Salary Schedule

For the majority of years since implementation of the most recent salary schedule in 2004, there have been modest cost of living increases incorporated into the schedule. These increases have ranged from 3.1% for 2014 and no increases for 2010, 2011, and 2012. The average over the past 18 years is 1.97%. In 2022, the schedule was adjusted 1.5% higher than 2021.

Because probation officer salaries are funded in various ways, so too are cost of living adjustments to the salary schedule. The majority of chiefs indicated that cost of living adjustments are funded from both local tax revenue and user fee funds. Some chiefs indicated that these increases are also funded from grants. Typically, from wherever the probation officer salary is paid, increases to the salary schedule are paid from the same fund or funds.

Overall, chiefs reported little difficulty in getting their budgets approved each year with cost of living adjustments with 60% strongly agreeing or agreeing with this statement. Only 17% indicated difficulty and 23% were neutral or did not respond to this item in the survey.

Most (48%) indicated that they do not have to cut funding in non-staff areas in order to have costs of living adjustments approved. Some (28%) have had to cut non-staff funding and 24% were neutral or did not answer this item.

When asked if chiefs had to cut staff at least once to gain approval for cost of living adjustments, only 9% indicated this occurred. Twenty-one percent (21%) were neutral or did not answer and the majority (70%) have not had to cut staff for these increases.

Potential Changes to the Salary Schedule

The POPAI Executive Board identified six potential changes to the salary schedule from internal discussions as well as receiving feedback from our membership. The six potential changes include (in no particular order):

- ❖ Raise the entry level probation officer salary to at least \$40,000,
- ❖ Incorporate additional step increases beyond 20 years of experience,
- ❖ Add more frequent step increases beyond the fourth year of experience,
- ❖ Increase the administrative stipend for chiefs, assistant chiefs, and supervisors,
- ❖ Increase the additional pay for probation officers with advanced degrees, and
- ❖ Eliminate the experience requirement for those with advanced degrees.

Raising the Entry Level Salary to at Least \$40,000

In addition to the problematic issues raised regarding hiring difficulties and non-degreed, non-probation officer staff starting with higher salaries than probation officers, there are other degreed professions that generally have higher entry level salaries: teachers and family case managers.

In accordance with IC 20-28-9-26, for each school year beginning after June 30, 2022, school corporations are required to establish a minimum salary of \$40,000 for each full-time teacher.¹¹

Additionally, the minimum pay for a family case manager in 2022 is \$40,092 annually after the person completes their 18-week cohort training.¹²

¹¹ <http://iga.in.gov/legislative/laws/2021/ic/titles/020/#20-28-9-26>

¹² https://www.in.gov/spd/files/job_titles.pdf

For these reasons, the POPAI Executive Board asked chiefs their opinion on raising the minimum annual salary of a probation officer with no experience to \$40,000. **All chiefs who responded agreed that the starting minimum salary should be raised to \$40,000** (one chief did not respond to the question).

Incorporating Additional Steps beyond Twenty Years of Experience

Nearly all chiefs (96%) responded affirmatively to extending the salary schedule beyond the top of the scale, which is currently set at 20 years of experience. Those in dissent seem to mostly represent jurisdictions with 16+ probation officers or they are a chief for a city/town jurisdiction or a jurisdiction only serving a juvenile population.

Presently, the salary increases 10% for each step after 4-9 years of experience. Of those who responded affirmatively to extending the steps beyond 20 years, 90% indicated they would like to see the salary increases continue by 10% with every five years of additional experience.

Adding More Frequent Step Increases Beyond Four Years of Experience

Seventy-six percent (76%) of the chiefs responded to say they would like to add more frequent step increases beyond four years of experience.

Those in dissent generally represent larger probation departments of 16+ probation officers with 36% of those jurisdictions not favoring this approach. Twenty-five percent (25%) of those representing departments with 4-8 probation officers also do not support this change. Dissent among jurisdiction types were very similar.

Increasing Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

The POPAI Executive Board included this potential change in the survey due to feedback from several chiefs. Some reported that the administrative stipend was not an incentive for experienced probation officers to apply for leadership positions with the enhanced responsibility that accompany these positions.

Overall, 90% of the chiefs responded positively for increasing the administrative stipend for these positions. Opposition was fairly similar by jurisdiction size and type.

Increasing Pay and Eliminating Experience Requirement for Advanced Degrees

Both of these potential changes were the least favored by chiefs responding to the survey. Only 65% of the chiefs supporting increasing the pay for advanced degrees and 54% agreed that the experience requirement should be eliminated.

Interesting as the size of the jurisdiction increases, a greater proportion of chiefs oppose increasing the salary for advanced degrees. Most jurisdiction types responded similarly with the exception of city/town chiefs. All of the city/town chiefs favored raises the pay for those with advanced degrees.

Responses to eliminating the experience requirement provided more variation with regard to support by jurisdiction size and type. Again, this was the least favored potential change to the salary schedule.

Ranking the Potential Changes

In addition to learning support for each potential change, chiefs ranked in order the changes they would prefer to see implemented. The results were weighted and averaged with those items receiving a higher ranking given greater weight. Figure 7 indicates the rank order of the items with the highest ranking receiving the greatest support for implementation.

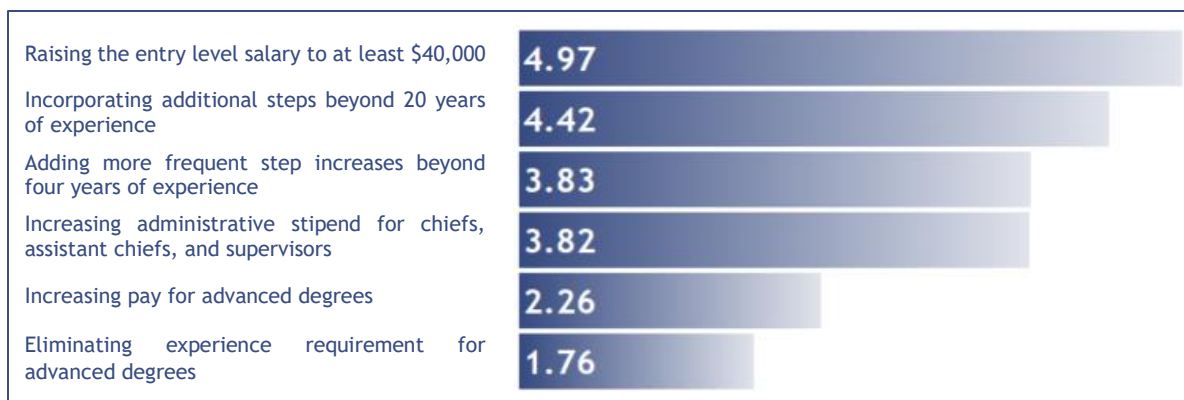


Figure 7. Ranking of Potential Salary Schedule Changes

Support for each item varied depending upon the size or type of jurisdiction. Figure 8 shows rankings by jurisdiction size and indicates that for the smallest jurisdiction adding steps beyond 20 years of experience is the highest ranked item. Though raising the entry level salary of a probation officer with no experience is highly ranked, adding more frequent step increases is favored higher.

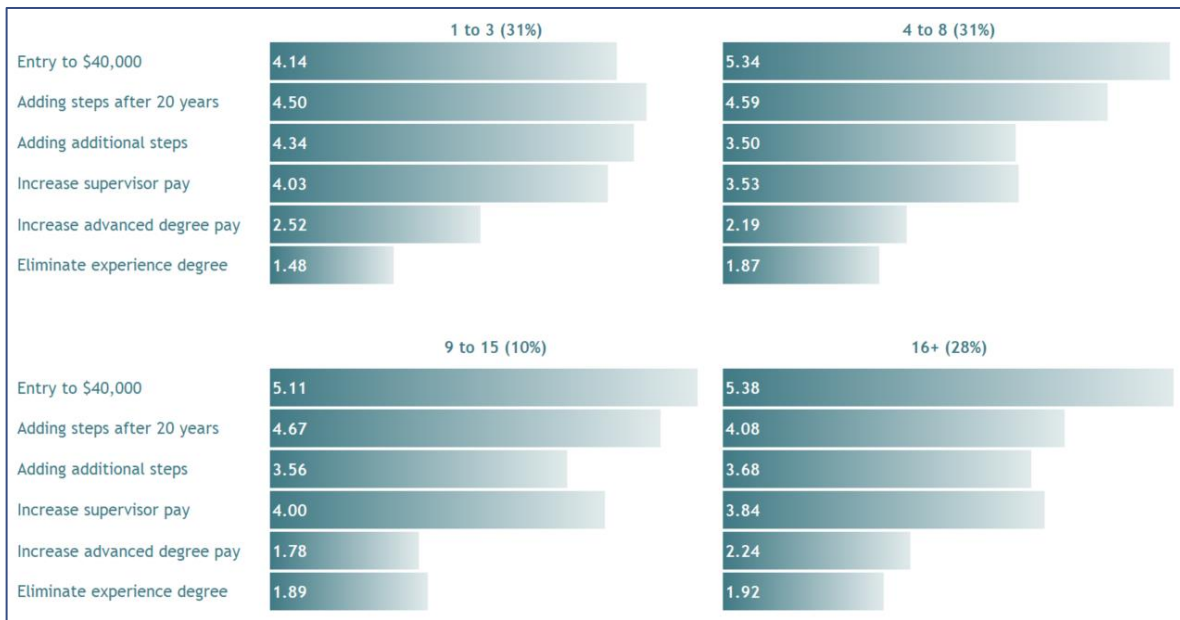


Figure 8. Ranking of Potential Salary Schedule Changes by Jurisdiction Size

Figure 9 indicates the ranking of potential salary schedule changes by jurisdiction type. The jurisdiction that does not rank the entry-level pay the highest is the city/town chief probation officers. Otherwise, most jurisdictions are similarly aligned with the overall findings.

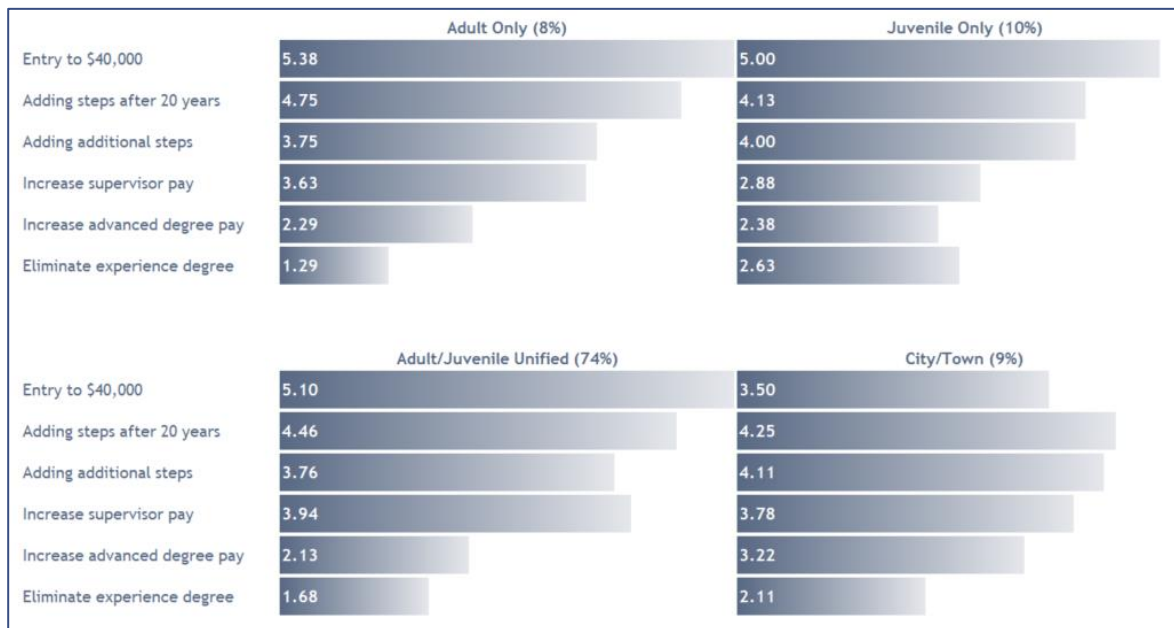


Figure 9. Ranking of Potential Salary Schedule Changes by Jurisdiction Type

Impact of Major Adjustment to the Salary Schedule

Without having knowledge of what any of the potential changes could mean in terms of dollar amounts, chiefs were asked to surmise what the impact could be if major changes to the salary schedule were adopted by the Judicial Conference of Indiana.

All questions related to impact ask about the possible need to cut established funding in order to gain approval for major changes to the salary scale.

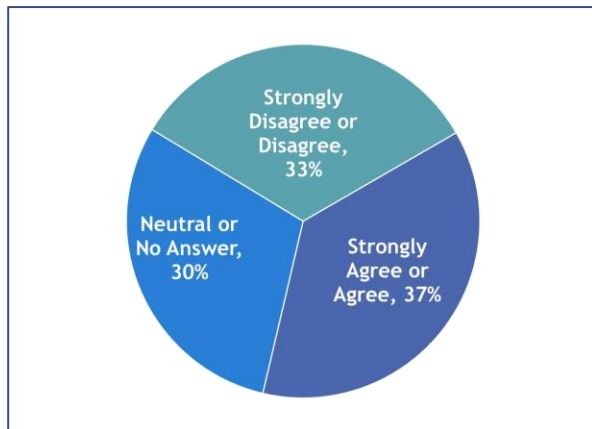


Figure 10. Need to Cut Funding in Non-staff Areas

Figure 10 shows the overall agreement that a chief may have to cut funding in non-salary areas of their budget in order to accommodate major adjustments to the salary schedule. Only 37% of chiefs indicated this might need to occur.

Figures 11 and 12 show the agreement by jurisdiction size and jurisdiction type respectively. Those chiefs representing larger departments seem to indicate a greater likelihood of this occurring.

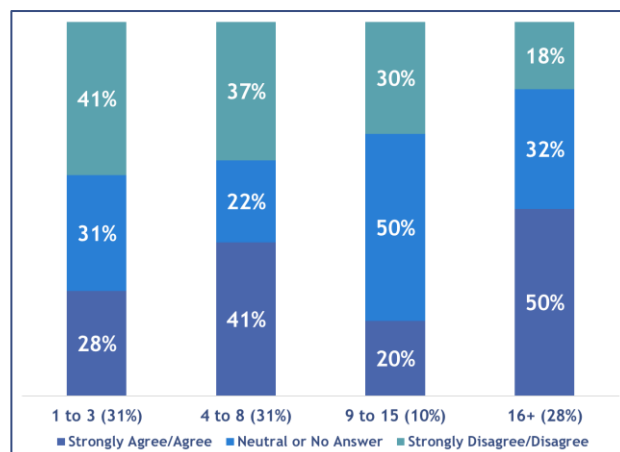


Figure 11. Need to Cut Funding in Non-staff Areas by Jurisdiction Size

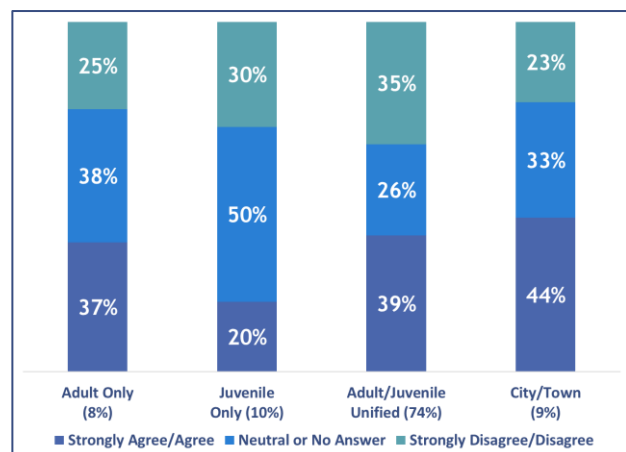


Figure 12. Need to Cut Funding in Non-staff Areas by Jurisdiction Type

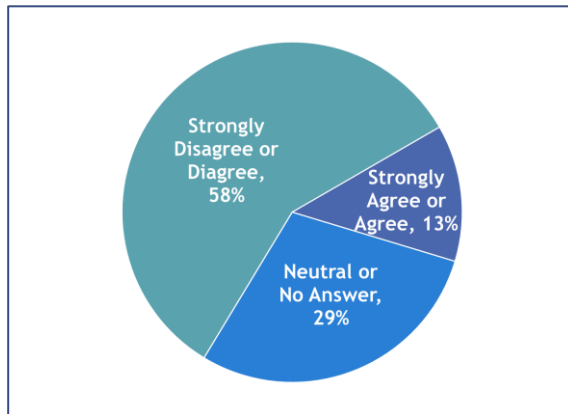


Figure 13. Need to Cut Non-probation Officer Staff

Next, chiefs were asked if they might need to reduce non-probation officer staff in order to incorporate major changes to the salary schedule. Most chiefs (58%) disagreed with this statement believing non-probation officer staff reductions will not be necessary. Figure 13 provides the overall responses and Figures 14 and 15 indicates the responses by jurisdiction size and type.

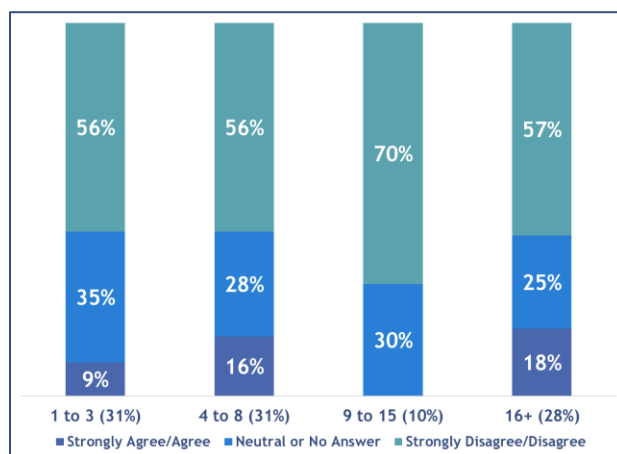


Figure 14. Need to Cut Non-probation Officer Staff by Jurisdiction Size

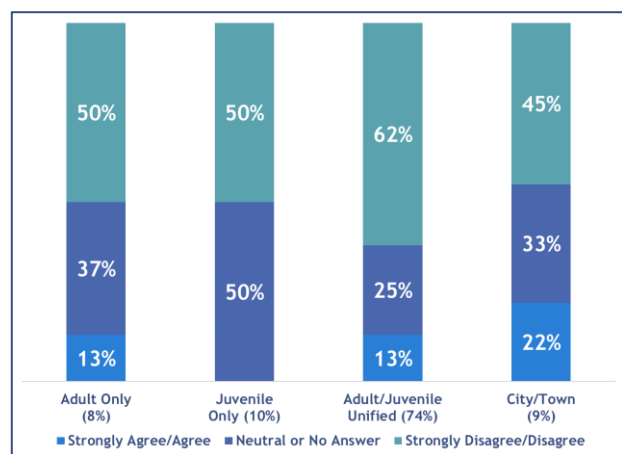


Figure 15. Need to Cut Non-probation Officer Staff by Jurisdiction Type

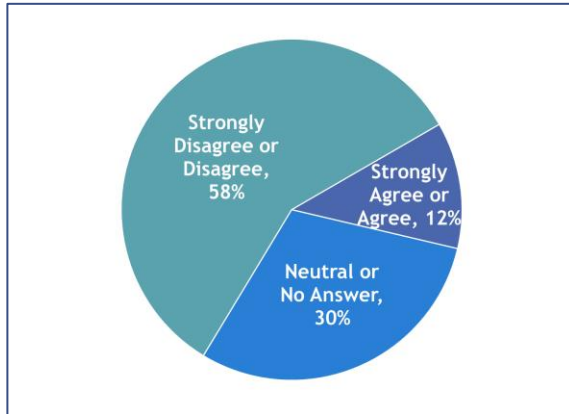


Figure 16. Need to Cut Probation Officer Staff

Finally, the possibility of reducing the number of probation officers within a jurisdiction rated very similar to the previous item asking about non-probation officer reductions. As before, 58% of the chiefs disagreed with the idea that probation officer staff reductions might be necessary to implement major adjustments to the salary schedule. The overall responses are illustrated in Figure 16 with the responses by jurisdiction size and type in Figures 17 and 18.

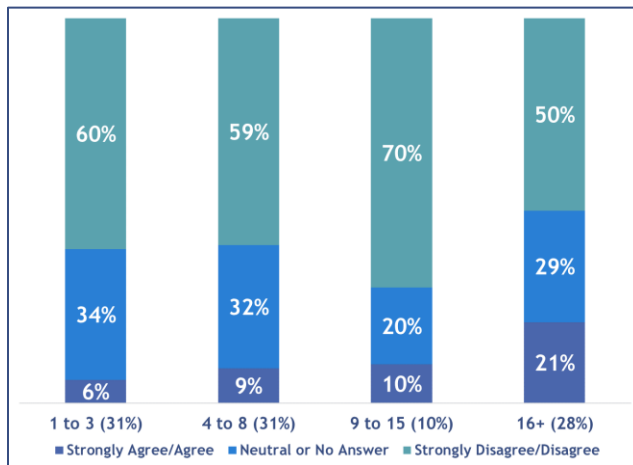


Figure 17. Need to Cut Probation Officer Staff by Jurisdiction Size

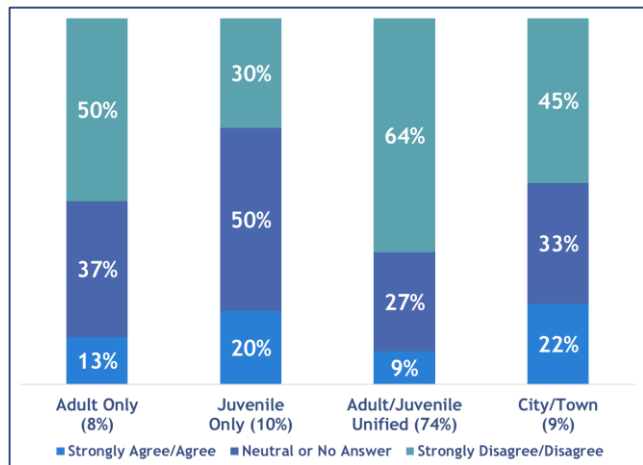


Figure 18. Need to Cut Probation Officer Staff by Jurisdiction Type

Initial Recommendations for Adjusting the Minimum Probation Officer Salary Schedule

After evaluating the results of the initial survey of chief probation officers, the POPAI Executive Board currently recommends five changes (no priority specified) to the Minimum Probation Officer Salary Schedule. The first four recommendations are outlined in Figure 19.

Raise the Minimum Annual Salary of Probation Officer with No Experience to \$40,000

Numerous factors indicate this is a necessary step in attracting highly qualified candidates to the field of probation. Other governmental career fields that also required a four-year college degree (for example, teacher and family case manager) are compensated at \$40,000 or greater for staff with no experience.

Add an Additional Step Increase for 25+ Years of Experience

Prior to the adoption of the salary schedule in 2002 and implementation in 2004, numerous reports indicated high turnover rates for probation officers. Creating salary step increases for years of experience out to 20 years has been a factor in reducing turnover and establishing probation as a career for many individuals. More and more probation officers are remaining in the field and this experience need be appropriately rewarded.

Add an Additional Step Five Years of Experience

The current salary schedule provides step increases in each of the first four years of experience for a new probation officer. After year four, the next step increase does not occur until six years later at year ten. This is the longest gap between steps on the salary schedule and we propose an additional step at year five to shorten the gap between steps to five years similar to those between years 10, 15, and 20.

Modify the Percentage Increase between Each Step to 7.5% to Create Uniformity

Step increases during the first four years of employment as a probation officer vary from 3.26% to 11.76%. The increases between steps at years 10, 15, and 20 are all uniform at 10%. If the annual starting salary of a probation officer increases to \$40,000, this will have a ripple effect on each step to ensure those with less years of experience are not paid more than those with more experience. Creating uniformity between steps

brings greater predictability, but it also lessens the impact of adjustments to the schedule at the highest levels of experience due to raising the starting salary.

Years of Experience	2022 Minimum Salary	2022 Percentage Increase from Previous Step	Proposed New Salary Amounts	Proposed Percentage Increase from Previous Step
0	\$36,879	-	\$40,000	-
1	\$39,699	7.65%	\$43,000	7.50%
2	\$44,163	11.24%	\$46,225	7.50%
3	\$49,357	11.76%	\$49,692	7.50%
4	\$50,965	3.26%	\$53,419	7.50%
5 to 9	-	-	\$57,426	7.50%
10 to 14	\$56,063	10.00%	\$61,733	7.50%
15 to 19	\$61,670	10.00%	\$66,363	7.50%
20 to 24	\$67,835	10.00%	\$71,341	7.50%
25 +	-	-	\$76,692	7.50%

Figure 19. 2022 Salary Schedule with Recommended Schedule Adjustments

Increase the Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

As reported by some chiefs, the modest stipend available for leadership in a jurisdiction fails to attract highly qualified and experienced probation officers to these positions. Additionally, the enhanced duties expected of probation leadership has changed and increased over the past 20 years since adoption of the current schedule. Because of the significant changes, it is also recommended to increase the number of leadership positions available to a department based on size with a department eligible to employ an assistant chief probation officer at the 4-8 probation officer level and supervisor at the 9-15 probation officer level. Figure 20 shows the current administrative stipend in the 2022 salary schedule and Figure 21 provides the recommended adjustments.

Position	1-3 POs	4-8 POs	9-15 POs	16+ POs
Chief PO	\$5,000	\$7,500	\$10,000	\$15,000
Assistant Chief PO	-	-	\$5,000	\$10,000
Supervisor	-	-	-	\$5,000

Figure 20. 2022 Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

Position	1-3 POs	4-8 POs	9-15 POs	16+ POs
Chief PO	\$7,500	\$10,000	\$15,000	\$20,000
Assistant Chief PO	-	\$7,500	\$10,000	\$15,000
Supervisor	-	-	\$5,000	\$10,000

Figure 21. Recommended Adjustments to the Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

Finally, Figure 22 indicates all the recommended changes incorporated into the chart on the current 2022 Minimum Salary Schedule for Probation Officers. The full schedule with all recommended changes can be found in Appendix D.

2022 20xx MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer Base Salary		Administrative Stipend Based on Number of Probation Officers in the Probation Department			
Years of Experience	Minimum Annual Salary	1-3	4-8	9-15	16+
0	\$36,879 \$40,000	Chief Probation Officer*	\$5,000 \$7,500	\$10,000 \$15,000	\$15,000 \$20,000
1	\$39,699 \$43,000		\$7,500 \$10,000	\$10,000 \$15,000	\$15,000 \$20,000
2	\$44,163 \$46,225				
3	\$49,357 \$49,692	Assistant Chief Probation Officer*		\$5,000 \$10,000	\$10,000 \$15,000
4	\$53,419 \$53,419		\$7,500 \$7,500	\$10,000 \$10,000	\$15,000 \$15,000
4-9*	\$50,965 \$57,426				
10-14*	\$56,063 \$61,733	Supervisor Probation Officer*			\$5,000 \$5,000
15-19*	\$61,670 \$66,363			\$5,000 \$5,000	\$10,000 \$10,000
20-24*	\$67,835 \$71,341				
25+*	\$76,692 \$76,692				

NOTE: The amounts for supervisory roles are in addition to the minimum salary based on years of experience.

Figure 22. Recommended Adjustments to the Current Minimum Salary Schedule for Probation Officers

Appendix A

(Approved by Board of Directors on June 30, 1989)

SCHEDULE OF MINIMUM SALARIES FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer

Year	Annual Salary	Number of Probation Officers in Probation Department			
		2 - 3	4 - 8	9 - 15	16 or more
0-1	\$17,187.00				
1-2	18,500.00				
2-3	20,580.00				
3-4	23,000.00				
5 or more	23,750.00				
Chief Probation Officer	\$1,000.00 more than annual salary of a probation officer noted above	\$26,500.00	\$32,900.00	\$36,900.00	
Assistant Chief Probation Officer			26,500.00	32,900.00	
Supervisor Probation Officer				26,500.00	

1. The salary schedule shall be minimum salaries for probation officers with minimal experience and meeting only minimum requirements for the position they assume. Salaries for experienced probation officers or officers having advanced degrees, extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
2. For the purpose of implementing this schedule, the terms "Chief Probation Officer", "Assistant Chief Probation Officer", "Supervisor Probation Officer", and "Probation Officer" shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
3. The salary schedule shall be effective beginning January 1, 1990 for full-time probation officers.
4. The salary schedule shall be increased in subsequent years by the percentage increase permitted by statute for county property tax levies.
5. There shall be a Chief Probation Officer in each probation department having two or more probation officers. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in those probation departments having sixteen or more probation officers. The term "probation officers" in this paragraph also includes "chief", "assistant chief", and "supervisor" probation officers.

(Approved by Board of Directors on June 30, 1989)

Schedule of Minimum Salaries
for Probation Officers
Page 2

6. In those counties having only one probation officer the salary of that probation officer in each of the first three years of service shall be \$1,000.00 more than the salary provided in the salary schedule for a probation officer and shall be \$2,000.00 more in each year following (e.g. using the 1990 salary schedule for an example, the probation officer would earn the following amounts: 1990 - \$18,187.00; 1991 - \$19,500.00; 1992 - \$21,580.00; 1993 - \$25,000.00; and 1994 - \$25,750.00).
7. Salary increases necessary to implement this salary schedule need not exceed 25% of the previous year's salary of the probation officer. However, salary increases shall not be less than 25% until the salary for that probation officer position is in compliance with the salary schedule.

Appendix B

SCHEDULE OF MINIMUM SALARIES FOR PROBATION OFFICERS COMMENCING WITH CALENDAR YEAR 1997

Judicial Conference of Indiana

Probation Officer

Year	Annual Salary
0-1	\$21,138.00
1-2	\$22,753.00
2-3	\$25,311.00
3-4	\$28,288.00
4-5	\$29,210.00
5 or more	\$29,210.00*

	Number of Probation Officers in the Probation Department			
	1 - 3	4 - 8	9 - 15	16 or more
Chief Probation Officer	\$1,200.00* more than the annual salary of a probation officer noted above in each of the first three years of service and \$2,000.00 more in each year following.	\$32,700.00*	\$40,489.00*	\$45,357.00*
Assistant Chief Probation Officer			\$32,700.00*	\$40,489.00*
Supervisor Probation Officer				\$32,700.00*

*Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary.

1. In each county the salary schedule shall be increased in subsequent years by no less than the percentage increase approved for the majority of employees for that county if the increase is based upon a percentage, the specific dollar amount approved for the majority of employees for that county if the increase is based upon a specific dollar amount rather than a percentage, any combination thereof approved for the majority of employees of that county, or the average increase provided to all county employees if the increase is based upon a salary classification schedule not premised upon a specific dollar amount or a percentage.

2. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
3. This salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase for year 0-1 to year 1-2 and so on.
4. The salary schedule shall be effective beginning January 1, 1997 for full-time probation officers.
5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
6. Service as a full-time court appointed probation officer in Indiana within the past ten years shall be counted for purposes of the minimum salary schedule.
7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in those probation departments having sixteen or more probation officers.
8. In those counties having only one probation officer the salary of that probation officer in each of the first three years of service shall be \$1,200.00 more than the salary provided in the salary schedule for a probation officer and shall be \$2,000.00 more in each year following.
9. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Appendix C

2004 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer		Number of Probation Officers in the Probation Department			
Year	Annual Salary	1-3	4-8	9-15	16+
0-1	\$ 25,997				
1-2	\$ 27,983				
2-3	\$ 31,129				
3-4	\$ 34,791				
4-9*	\$ 35,925				
10-14*	\$ 39,518				
15-19*	\$ 43,470				
20 +*	\$ 47,817				
		Chief Probation Officer*	\$5,000	\$7,500	\$10,000
		Assistant Chief Probation Officer*		\$5,000	\$10,000
		Supervisor Probation Officer*			\$5,000
NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.					

*Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2004 would be \$35,925. If that officer had a masters degree then the minimum base salary would be \$37,721.25 in 2004.

- ♦ In the years following the implementation of the schedule, the Indiana Judicial Center will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for all probation officers shall be adjusted to meet the schedule provided each year.
- ♦ The salary schedule shall be effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis.
- ♦ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ♦ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

DIRECTIONS FOR IMPLEMENTING THE SCHEDULE:

1. This minimum salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase for year 0-1 to year 1-2 and so on.
2. Minimum salaries for Chief Probation Officers, Assistant Chief Probation Officers, and Supervisors are calculated based on their years of experience plus the amount listed for their administrative role. For example, the minimum salary of a Chief Probation officer with 5 years experience in a department with 4-8 officers would equal \$43,425 in 2004.
3. In those counties having only one probation officer the minimum salary of that probation officer shall be calculated based on their years of experience plus the amount listed for Chief Probation Officer in a department of 1-3 probation officers.
4. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
6. Service as a full-time court appointed probation officer in Indiana within the past ten years shall be counted for purposes of the minimum salary schedule.
7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in the probation departments having sixteen or more probation officers.
8. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Appendix D

2022 20xx MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer Base Salary		Administrative Stipend Based on Number of Probation Officers in the Probation Department				
Years of Experience	Minimum Annual Salary		1-3	4-8	9-15	16+
0	\$36,879 \$40,000	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$39,699 \$43,000		\$7,500	\$10,000	\$15,000	\$20,000
2	\$44,163 \$46,225					
3	\$49,357 \$49,692	Assistant Chief Probation Officer*		\$7,500	\$5,000	\$10,000
4	\$53,419				\$10,000	\$15,000
4-9*	\$50,965 \$57,426					
10-14*	\$56,063 \$61,733	Supervisor Probation Officer*				\$5,000
15-19*	\$61,670 \$66,363				\$5,000	\$10,000
20-24*	\$67,835 \$71,341					
25+*	\$76,692					

NOTE: The amounts for supervisory roles are in addition to the minimum salary based on years of experience.

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their ~~base~~ **overall** salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2023 would be \$57,426. If that officer had a master's degree, then the minimum salary would be \$60,297 in 202xx.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer's contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Office of Court Services will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for all probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

DIRECTIONS FOR IMPLEMENTING THE SCHEDULE:

1. This minimum salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase from one level to the next. For example, when a person has ten (10) years of experience that person moves to the 10-14 years of experience level.
2. Minimum salaries for Chief Probation Officers, Assistant Chief Probation Officers, and Supervisors are calculated based on their years of experience plus the amount listed for their administrative role. For example, the minimum salary of a Chief Probation officer with 5 years of experience in a department with 4-8 officers would equal \$67,426 in 202x. A minimum salary for a Chief Probation Officer with a master's or doctorate degree in this example would equal \$70,797 in 202x.
3. In those counties having only one probation officer the minimum salary of that probation officer shall be calculated based on their years of experience plus the amount listed for Chief Probation Officer in a department of 1-3 probation officers.
4. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
6. Service as a court appointed probation officer in Indiana shall be counted for purposes of the minimum salary schedule.
7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of ~~nine~~ four probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in the probation departments having ~~sixteen~~ nine or more probation officers.
8. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Adopted September 10, 2002

Revised <>, 20xx