

PROPOSAL TO AMEND THE MINIMUM SALARY SCHEDULE FOR INDIANA PROBATION OFFICERS

Probation Officers Professional Association of Indiana

Revised and Updated July 7, 2022



Historical Information on the Salaries of Indiana Probation Officers

1985

The Interim Study Committee on Probation Services and Indigent Counsel issued a final report on November 1, 1985 through the Indiana Legislative Services Agency.¹ 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 and 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 were 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 report was issued by the Indiana Correction Advisory Committee.⁴ 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 including 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 approving 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 the salary 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 brought a recommended preliminary draft of a bill from the committee, 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 was adopted in 1996 by the Judicial Conference of Indiana and 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>



Chief Probation Officer Surveys

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, 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 Schedule for Probation Officers. A link to the survey was emailed to every chief probation officer in every jurisdiction across the state, including chiefs of city and town courts. This initial survey was designed to gather input on changes needed to the salary schedule, if any.

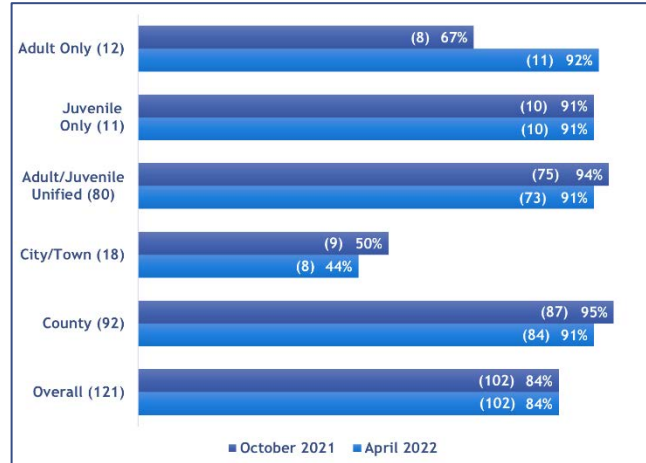


Figure 1. Response Rates

A follow-up survey was administered to the same group from April 4 to April 20, 2022. This follow-up survey focused on sentiment toward proposed salary and structure changes identified in the first survey.

Figure 1 indicates the response rates for each survey. The overall response rate from each survey was 84%. Response profiles were similar from each jurisdiction type though more responses were received from Adult Only departments in the April 2022 survey. The county rate indicates that at least one chief in the county responded to the survey. The lowest response rate came from city/town court chief probation officers.

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

	Adult Only		Juvenile Only		Adult/Juvenile		City/Town		TOTAL	
	Oct '21	Apr '22	Oct '21	Apr '22	Oct '21	Apr '22	Oct '21	Apr '22	Oct '21	Apr '22
1 to 3 POs	-	-	3%	2%	20%	19%	8%	8%	31%	29%
4 to 8 POs	2%	2%	2%	2%	26%	24%	1%	-	31%	28%
9 to 15 POs	-	2%	1%	1%	9%	11%	-	-	10%	14%
16+ POs	6%	7%	4%	5%	18%	17%	-	-	28%	29%
TOTAL	8%	11%	10%	10%	73%	71%	9%	8%	100%	100%

Figure 2. Profile of Responses by Size and Jurisdiction



provides information about the size of each jurisdiction the chief probation officer represents.

Over one-half of the respondents represent a department with eight probation officers or less. Departments with 16 or more probation officers represented nearly 30% of the respondents in each survey.

Additionally, the majority of the respondents (over 70% in each survey) 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 several issues potentially related to the salary schedule prior to the surveys. Inquiries about how these issues affected departments were made in the initial survey in October 2021.

The first issue pertains to hiring. Figure 3 displays four statements related to hiring and chiefs were asked to rate 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 issue identified relates to non-probation officer staff salaries in comparison to probation officer salaries. Chiefs were asked if they have non-probation officer staff



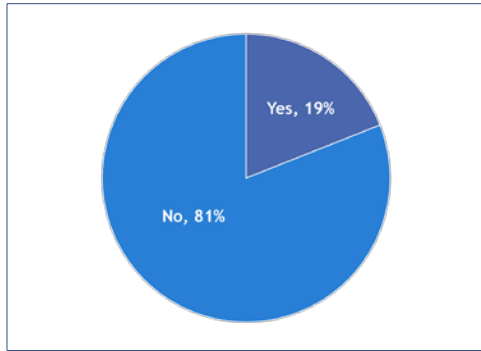


Figure 4. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary

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.

As shown in Figures 5 and 6, the greatest proportion of occurrences seems to transpire in jurisdictions with 9-15 probation officers and departments that are unified with adult and juvenile probation in one department.

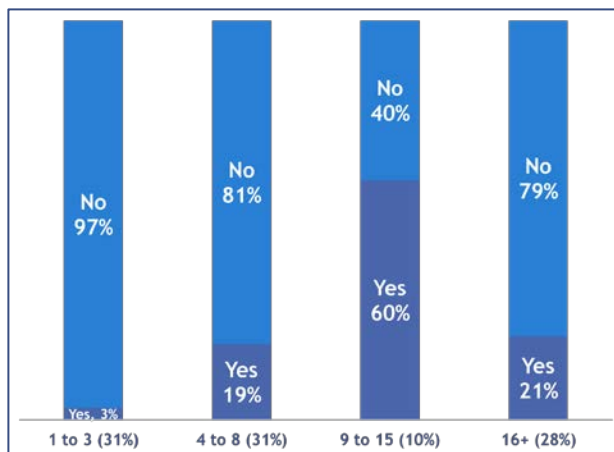


Figure 5. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary by Jurisdiction Size

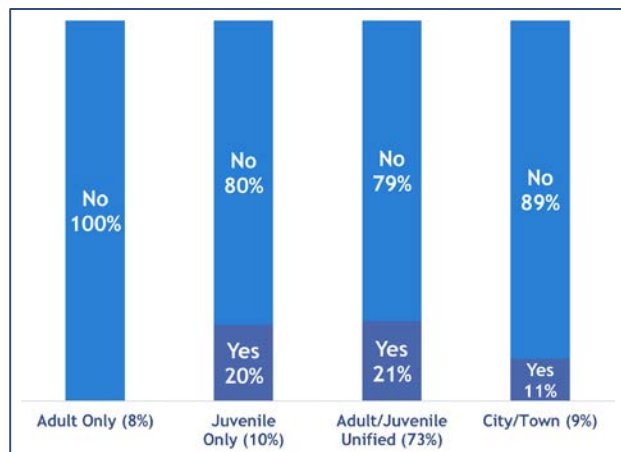


Figure 6. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary by Jurisdiction Type

Examples given in the October 2021 survey 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 positions 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 an upcoming 3.33% for 2023 and no increases for 2010, 2011, and 2012. The average over the past 19 years is 2.04%.

Because probation officer salaries are funded in various ways, so too are cost of living adjustments to the salary schedule. In the October 2021 survey, 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.

In the same October 2021 survey, 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 initially identified six potential changes to the salary schedule from internal discussions as well as receiving feedback from our membership prior to sending out the first survey of chief probation officers in October 2021. The six potential changes originally identified were (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.

Based in part on the information learned from the October 2021 survey, the POPAI Executive Board refocused the proposed changes to the salary schedule and established recommended salary amounts. The recommended changes agreed upon are (in no particular order):

- ❖ Raise the entry level probation officer salary to \$40,000 and increase each level accordingly as a result of this new minimum;
- ❖ Add an additional step increase for 25+ years of experience;



- ❖ Add an additional step increase for five years of experience, thus creating a step for year four (4) and a step at years 5-9;
- ❖ Increase the administrative stipend for chiefs, assistant chiefs, and supervisors; and
- ❖ Modify the percentage increase between each step to 7.5% to create uniformity (raises between steps currently vary from 3.26% to 11.76%).

The follow-up survey conducted in April 2022 outlined these recommended changes and provided specific salary amounts for each chief to consider how it may impact their department.

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 in government related fields 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

Thus in the October 2021 survey, 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).

In the follow-up survey in April 2022, **over 94% of the chiefs who responded indicated support or very strong support for this recommendation.**

Adding an Additional Step Increase for Twenty-Five Years of Experience

Nearly all chiefs (96%) responded affirmatively in the October 2021 survey to the general idea of 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.

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



In April 2022, over 91% of the chiefs indicated support or very strong support for adding the additional step for 25+ years of experience.

Adding an Additional Step Increase at Five Years of Experience

Seventy-six percent (76%) of the chiefs responded in the October 2021 survey 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.

Prior to the April 2022 survey, this recommendation was narrowed to create a step at year four and then an additional step for years 5-9. **Just under 83% of the chiefs indicated support or very strong support for this more specific recommendation.** About 12% of the chiefs were neutral on this recommendation and nearly 5% did not indicate support for the recommendation.

Increasing Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

The POPAI Executive Board included this potential change in the October 2021 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 nearly equal by jurisdiction size and type.

Support remained fairly consistent in the April 2022 survey with **just under 86% of the chiefs indicating support or strong support for this recommendation.** Nearly 10% of the chiefs were neutral and nearly 5% did not indicate support for this recommendation.

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

Currently, the raise between each step on the salary schedule varies from 3.26% to 11.76%. Raises between steps at the higher levels (4-9, 10-14, 15-19, 20+) are consistent at 10%.

Modifying the percentage increase between each step to 7.5% will create uniformity, but will also blunt the effect of the overall scale increase if the minimum entry level salary is increased to \$40,000 and an additional step is created at year 25, which may give jurisdictions some relief fulfilling changes to the schedule.



Just over 88% of the chiefs indicated support or very strong support for this recommendation in the April 2022 survey.

Increasing Pay and Eliminating Experience Requirement for Advanced Degrees

Both of these potential changes were the least favored by chiefs responding to the October 2021 survey. Only 65% of the chiefs supporting increasing the pay for advanced degrees and 54% agreed that the experience requirement should be eliminated. Considering this fact, the POPAI Executive Board decided not to pursue this element as a recommendation.

Ranking the Potential Changes

In addition to learning support for each potential change in the October 2021 survey, 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 (October 2021 Survey)

Chiefs were asked again to rank in order the changes they would prefer to see implemented in the April 2022 survey using the focused recommendations presented by the POPAI Executive Board. Figure 8 illustrates the ranking of the items with the highest ranking receiving the greatest support for implementation.



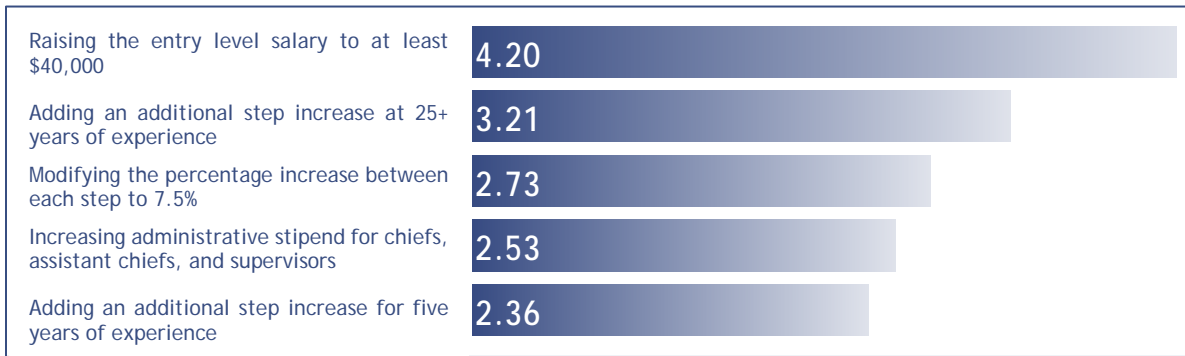


Figure 8. Ranking of Potential Salary Schedule Changes (April 2022 Survey)

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 in the October 2021 survey to surmise what the impact could be if major changes to the salary schedule were adopted by the Judicial Conference of Indiana. Similar questions were asked in the April 2022 survey after specific recommendations were presented along with proposed salary amounts so chiefs could evaluate the impact on their jurisdiction. Unless otherwise indicated, information presented in this section pertains to the results from the April 2022 survey.

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.

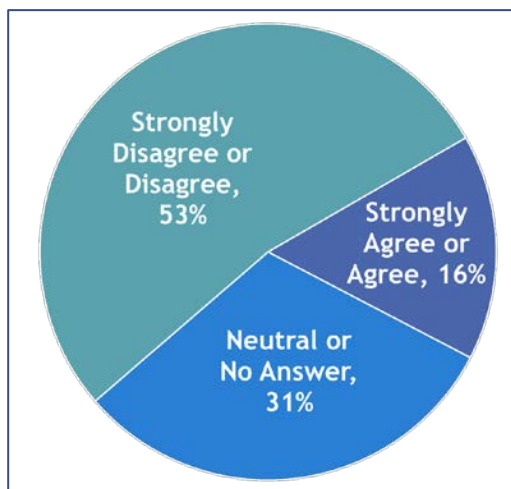


Figure 9. Need to Cut Funding in Non-staff Areas

Figure 9 shows the overall agreement that a chief may have to cut funding in non-salary areas of their budget in order to accommodate the proposed adjustments to the salary schedule. Only 16% of chiefs indicated this might need to occur.

Chiefs representing larger departments seem to indicate a greater likelihood of this occurring. Also, chiefs from unified jurisdictions with adult and juvenile populations along with chiefs from city and town courts have the largest proportion of those indicating agreement with this item.

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 (74%) disagreed with this statement believing non-probation officer staff reductions will not be necessary (Figure 10).

Of the very small number of chiefs who believe this may occur, the agreement comes from those representing smaller departments with no real differences in jurisdiction type.

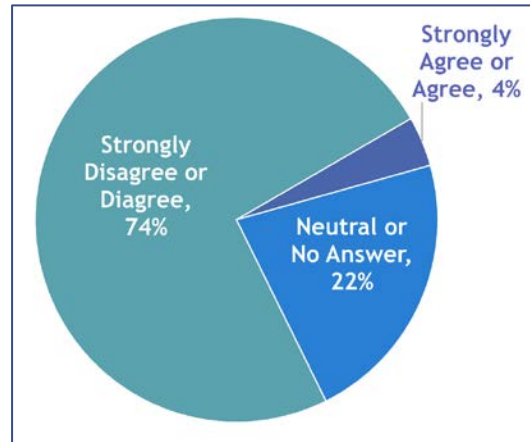


Figure 10. Need to Cut Non-Probation Officer Staff

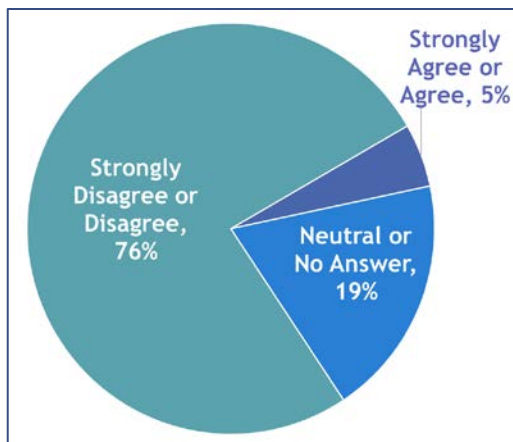


Figure 11. Need to Cut Probation Officer Staff

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 shown in Figure 11, about 76% of the chiefs disagreed with the idea that probation officer staff reductions might be necessary to implement major adjustments to the salary schedule.

Larger departments were represented among the very few chiefs who indicated this may be a possible outcome and nearly all represented unified jurisdictions with adult and juvenile populations.

Final Recommendations for Adjusting the Minimum Probation Officer Salary Schedule

After evaluating the results of the initial and subsequent survey of chief probation officers, the POPAI Executive Board recommends five changes *in priority order* to the Minimum Probation Officer Salary Schedule.

1

Raise the Minimum Annual Salary with No Experience to \$41,332

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 an individual with no experience. The amount recommended for 2024 in Figure 12 reflects the 3.33% adjustment provided in the 2023 salary schedule.

2

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 should be appropriately rewarded.

3

Modify the Percentage Increase between Steps 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 \$41,332, 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.

4

Raise 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



4

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 13 provides the recommended adjustments.

5

Add an Additional Step at 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.

Figure 12 below illustrates recommendations 1, 2, 3, and 5.

Years of Experience	2023 Minimum Salary	2023 Percentage Increase from Previous Step	Proposed New Salary Amounts for 2024	Proposed Percentage Increase from Previous Step
0	\$38,107	-	\$41,332	-
1	\$41,021	7.65%	\$44,432	7.50%
2	\$45,634	11.24%	\$47,765	7.50%
3	\$51,001	11.76%	\$51,348	7.50%
4	\$52,662	3.26%	\$55,199	7.50%
5 to 9	-	-	\$59,338	7.50%
10 to 14	\$57,930	10.00%	\$63,790	7.50%
15 to 19	\$63,724	10.00%	\$68,574	7.50%
20 to 24	\$70,094	10.00%	\$73,716	7.50%
25 +	-	-	\$79,246	7.50%

Figure 12. 2023 Salary Schedule with Recommended Schedule Adjustments for 2024

Figure 13 indicates the recommended changes for the administrative stipend for chiefs, assistant chiefs, and supervisors as described in recommendation 4.

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



Finally, Figure 14 indicates all the recommended changes for 2024 incorporated into the chart on the current 2023 Minimum Salary Schedule for Probation Officers. The full schedule with all recommended changes can be found in Appendix D.

2023 2024 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		<u>Administrative Stipend Based on Number of Probation Officers in the Probation Department</u>				
Years of Experience	Minimum Annual Salary	1-3	4-8	9-15	16+	
0	\$38,107 \$41,332	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$41,021 \$44,432		\$7,500	\$10,000	\$15,000	\$20,000
2	\$45,634 \$47,765					
3	\$51,001 \$51,348	Assistant Chief Probation Officer*			\$5,000	\$10,000
4	\$55,199		\$7,500	\$10,000	\$15,000	
4-9* 5-9*	\$52,662 \$59,338	Supervisor Probation Officer*				\$5,000
10-14*	\$57,930 \$63,790				\$5,000	\$10,000
15-19*	\$63,724 \$68,574					
20-24*	\$70,094 \$73,716					
25+*	\$79,246					

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

Figure 14. Recommended Changes to the 2023 Minimum Salary Schedule for Probation Officers for 2024 Implementation



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
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

	Number of Probation Officers in Probation Department			
	2 - 3	4 - 8	9 - 15	16 or more
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*	\$32,700.00*	\$40,489.00*	\$45,357.00*
	<small>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.</small>			
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	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
2-3	\$ 31,129					
3-4	\$ 34,791					
4-9*	\$ 35,925	Assistant Chief Probation Officer*		\$5,000	\$10,000	
10-14*	\$ 39,518					
15-19*	\$ 43,470					
20 +*	\$ 47,817	Supervisor Probation Officer*			\$5,000	

NOTE: The amounts for supervisory roles are in addition 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

2023 2024 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		<u>Administrative Stipend Based on Number of Probation Officers in the Probation Department</u>				
Years of Experience	Minimum Annual Salary	1-3	4-8	9-15	16+	
0	\$38,107 \$41,332	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$41,021 \$44,432		\$7,500	\$10,000	\$15,000	\$20,000
2	\$45,634 \$47,765					
3	\$51,001 \$51,348	Assistant Chief Probation Officer*			\$5,000	\$10,000
4	\$55,199		\$7,500	\$10,000	\$15,000	
4-9* 5-9*	\$52,662 \$59,338					
10-14*	\$57,930 \$63,790	Supervisor Probation Officer*			\$5,000	\$5,000
15-19*	\$63,724 \$68,574			\$5,000	\$10,000	
20-24*	\$70,094 \$73,716					
25+*	\$79,246					

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 2024 would be **\$59,338**. If that officer had a master's degree, then the minimum salary would be **\$62,305** in 2024.

- ◆ 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 \$69,338 in 2024. A minimum salary for a Chief Probation Officer with a master's or doctorate degree in this example would equal \$72,805 in 2024.
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 < >

