

PROPOSAL TO AMEND THE MINIMUM SALARY SCHEDULE FOR INDIANA PROBATION OFFICERS

ADDENDUM #2

Probation Officers Professional Association of Indiana

August 9, 2023



Evolving Duties of Probation Officers

The most recent salary schedule structure was adopted by the Judicial Conference on September 10, 2002, over 20 years ago. Since that time, duties for probation officers have evolved immensely as evidenced by the Indiana Probation Standards undergoing significant advancements in March 2014. Duties added to probation officer responsibilities since 2002 include, but are not limited to:

- ❖ Indiana Risk Assessment System (IRAS) assessment/reassessment interviews, documenting the assessment in INCite and utilization of the tool in case management; initial training and recertification requirements
- ❖ Indiana Youth Assessment System (IYAS) assessment/reassessment interviews, documenting the assessment in INCite and utilization of the tool in case management; initial training and recertification requirements
- ❖ Utilization of motivational interviewing skills during client contacts
- ❖ Utilization of Effective Practices in Community Supervision (or Correctional Settings) (EPICS) during client contacts; initial training to use tools
- ❖ Utilization of cognitive behavioral intervention tools, such as Carey Guides during client contacts; initial training to use tools
- ❖ Creation of in-house programming for clients, such as Thinking for a Change (T4C) or Moral Reconciliation Therapy (MRT); initial training to use programs
- ❖ Community supervision moving from compliance-based model to change-based model
- ❖ Utilization of case plans and documenting in INCite
- ❖ Presentence Investigation (PSI) framework incorporated the risk assessment and requires documentation in Incite
- ❖ Preliminary Inquiry (PI) and Predisposition Report (PDR) framework incorporated the risk assessment, dual status assessment, and other information and requires documentation in INCite
- ❖ Utilization of formalized incentives or reinforcements in supervision
- ❖ Utilization of formalized administrative sanctions in supervision
- ❖ Face-to-face youth placement monthly visit requirements
- ❖ Requirement of documenting youth service referrals and placement information in Department of Child Services (DCS) tracking databases
- ❖ Requirement of utilizing DCS probation service consultants for placement or certain intensive services
- ❖ Requirements to complete certain milestones in juvenile placements depending on pathways each case navigates
- ❖ Volume of problem solving courts and additional duties to support these courts expanded
- ❖ Volume of formal pretrial services programs and additional duties to support pretrial assessments expanded
- ❖ Volume of alternative electronic monitoring services (e.g. alcohol detection devices) and additional duties to support these services expanded
- ❖ Expansion of electronic monitoring services from simple radio frequency to global positioning satellite (GPS) tracking and reviewing of tracking data points



- ❖ Technology utilization increased with regard to client contacts including email, cell phones, texting, video conferencing, etc.
- ❖ Technology incorporation into community supervision, such as automated notification of hearings and appointments, notifications for drug testing and data entry to maintain these systems
- ❖ Education and training requirements increased depending on the position, for example Court Substance Abuse Management Specialist (CSAMS) credential created with extensive requirements to obtain and permanency roundtable trainings for juvenile probation officers
- ❖ Expungement opportunities for clients increased and additional duties to support expungement expanded
- ❖ Utilization of dual status teams and permanency roundtable for juvenile clients as needed
- ❖ Utilization of additional risk assessment tools, such as human trafficking, sex offenders, domestic violent offenders, substance use, etc.
- ❖ Utilization of multiple INCite applications to input required data
- ❖ Juvenile Detention Alternatives Initiative (JDAI) grant management, workgroups, screenings, data collection and reporting
- ❖ Utilization of Recovery Works and referral process
- ❖ Increased committee and workgroup responsibilities, for example Local Justice Reinvestment Advisory Council (JRAC)
- ❖ Intrastate transfer process and requirements
- ❖ Interstate Compact process and requirements including data entry into Compact website
- ❖ Participation in audits performed by the Indiana Department of Correction (DOC) for grant-funded entities
- ❖ Increase in the number of grant opportunities, which includes need to plan, apply, obtain, track, and report on each one obtained
- ❖ Emergence of social media creates additional methods to monitor client behaviors
- ❖ Increased collaboration with community corrections illustrated and documented through collaboration plans
- ❖ Required fingerprinting and DNA collection
- ❖ Required training for suicide awareness and prevention
- ❖ Utilization of e-filing all documents with the courts
- ❖ Participate in direct observations, feedback/coaching sessions, learning teams, and other Continuous Quality Improvement (CQI) efforts to increase and maintain fidelity
- ❖ Utilization of exit surveys and providing feedback for CQI
- ❖ Utilization of trauma-responsive practices that take traumatic experiences and their consequences into consideration when making decisions and providing service



Chief Probation Officer Survey on Vacancy and Turnover Rates

From April 27, 2023 to May 7, 2023 another survey of chief probation officers was conducted specifically to obtain information about vacancy and turnover rates in the previous year. The overall response rate was 85% (103/121 jurisdictions) and the breakdown of department size and type is listed in the charts below.

	Adult Only	Juvenile Only	Adult/Juvenile	City/Town	TOTAL
1 to 3 POs	0%	10%	66.7%	23.3%	100%
4 to 8 POs	6.5%	3.2%	90.3%	0%	100%
9 to 15 POs	14.3%	7.1%	78.6%	0%	100%
16+ POs	21.4%	17.9%	60.7%	0%	100%
TOTAL	9.7%	9.7%	73.8%	6.8%	100%

Figure 1. Response rate breakdown by size of department.

	Adult Only	Juvenile Only	Adult/Juvenile	City/Town	TOTAL
1 to 3 POs	0%	30%	26.3%	100%	29.1%
4 to 8 POs	20%	10%	36.8%	0%	30.1%
9 to 15 POs	20%	10%	14.5%	0%	13.6%
16+ POs	60%	50%	22.4%	0%	27.2%
TOTAL	100%	100%	100%	100%	100%

Figure 2. Response rate breakdown by jurisdiction type of department.

The survey was designed to obtain information about probation officer (PO) vacancies and also officer movement from department to department, especially to jurisdictions who pay greater than the minimum salaries listed in the schedule. Of those surveyed, 21% (22 departments) pay above the minimum salaries, not including items like longevity pay or specialized pay for specific skills. The Figure 3 below shows the number of probation officers moving to departments for higher pay in 2022 based on those jurisdictions who responded to the survey.



Figure 3. Number of probation officers moving to other departments due to higher pay in 2022.

Chiefs were asked about vacancy rates throughout 2022. At the time of the survey, the respondents indicated a total of 1,420 full-time probation officer positions with 90 vacancies for a vacancy rate of 6.3%. The majority of vacancies occur in departments with 16+ probation officers and nearly all vacancies are in departments with greater than three probation officers. Thus, vacancies do not seem to be affecting the smaller departments as of the date of the survey.

Looking at the entire year of 2022, just over 61% of the chiefs surveyed reported at least one vacancy during the year.

In addition to vacancies, chiefs were asked to calculate a turnover rate for 2022 by taking the total number of probation officers leaving in 2022 and dividing it by the total number of probation officers in the department. Figure 4 below shows the minimum and maximum turnover rates reported by department size along with the average turnover rates in 2022.

Department Size	Minimum	Maximum	Average
1-3	0%	100%	14.4%
4-8	0%	38%	10.1%
9-15	0%	27%	11.4%
16+	0%	59%	12.0%

Figure 4. Turnover rates in 2022 by department size.

Finally, chiefs reported the years of experience for each probation officer who left their department in 2022. The majority of probation officers leaving were in the 4-9 year experience level. Figure 5 shows the percentage in each experience level in 2022 as reported by the respondents.

Years of Experience	Percentage of Total
0-1	12.4%
1-2	6.8%
2-3	6.5%
3-4	8.2%
4-9	23.7%
10-14	11.0%
15-19	8.2%
20+	23.2%

Figure 5. Percentage of probation officers terminating employment by years of experience in 2022.

Subsequent to the survey, follow-up questions were asked of chiefs to learn the reasons why those officers in the 4-9 year experience level were leaving their employment. Of those who responded to the follow-up inquiry, the majority of those leaving cited a desire to have a different working conditions and environment. The second most cited reason was due to family circumstances or relocations that prompted their departure and the third highest reason was for higher pay in another field or another department.



Amended Recommendations for Adjusting the Minimum Probation Officer Salary Schedule

In June 2023, the 2024 minimum salary schedule for probation officers was published with a 7.8% increase over the 2023 schedule matching the salary increase for judicial officers.

Taking into consideration the salary schedule for 2024, vacancy and turnover rates reported above, concerns documented in the original proposal, and other starting salaries for degreed and non-degreed government positions, 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 \$47,500.*
2. *Add an additional step increase for 25+ years of experience.*
3. *Raise the administrative stipend for chiefs, assistant chiefs, and supervisors.*
4. *Modify the percentage increase between steps to 5% at years 1, 2, 3, and 4 and 7.5% at years 5, 10, 15, 20, and 25 to create uniformity.*
5. *Add an additional step at five years of experience.*

Years of Experience	2024 Minimum Salary	2024 Percentage Increase from Previous Step	Proposed New Salary Amounts for 2025	Proposed Percentage Increase from Previous Step
0	\$41,079	-	\$47,500	-
1	\$44,221	7.65%	\$49,875	5.00%
2	\$49,193	11.24%	\$52,369	5.00%
3	\$54,979	11.76%	\$54,988	5.00%
4	\$56,770	3.26%	\$57,737	5.00%
5 to 9	-	-	\$62,067	7.50%
10 to 14	\$62,448	10.00%	\$66,722	7.50%
15 to 19	\$68,694	10.00%	\$71,726	7.50%
20 to 24	\$75,561	10.00%	\$77,106	7.50%
25 +	-	-	\$82,889	7.50%

Figure 6. 2024 Salary Schedule with Recommended Schedule Adjustments for 2025



Figure 7 indicates the recommended changes for the administrative stipend for chiefs, assistant chiefs, and supervisors as described in recommendation 3.

CURRENT				
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

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

Finally, Figure 8 indicates all the recommended changes for 2025 incorporated into the chart on the current 2024 Minimum Salary Schedule for Probation Officers. The full schedule with all recommended changes can be found in the Appendix.

2024 2025 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	\$41,079 \$47,500	Chief Probation Officer*	\$5,000 \$7,500	\$7,500 \$10,000	\$10,000 \$15,000	\$15,000 \$20,000
1	\$44,221 \$49,875					
2	\$49,193 \$52,369					
3	\$54,979 \$54,988	Assistant Chief Probation Officer*		\$5,000 \$10,000	\$10,000 \$15,000	
4	 \$57,737		\$7,500 \$7,500	\$10,000 \$10,000	\$15,000 \$15,000	
4-9* 5-9*	\$56,770 \$62,067					
10-14*	\$62,448 \$66,722	Supervisor Probation Officer*			\$5,000 \$5,000	\$10,000 \$10,000
15-19*	\$68,694 \$71,726			\$5,000 \$5,000	\$10,000 \$10,000	
20-24*	\$75,561 \$77,106					
25+*	 \$82,889					

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

Figure 8. Recommended Changes to the 2024 Minimum Salary Schedule for Probation Officers for 2025 Implementation



Additional Opportunities to Address Fiscal Impact

As shown in Addendum #1 published on October 12, 2022, several opportunities to address the fiscal impact of an increased salary schedule were provided. Since this time, the Indiana Legislature passed and the Governor signed Senate Enrolled Act 417 of 2023.

This Act amends Indiana Code 6-3.6-6 to add a new section (2.9) permitting a county fiscal body to adopt an ordinance to impose a tax rate for county staff expenses of the state judicial system in the county.¹ The local income tax revenue budgeted and spent under this section by each county may not comprise more than fifty percent of the county's total budgeted operational staffing expenses related to the state judicial system in any given year. Counties enacting this tax shall annually report certain data to the justice reinvestment advisory council.

Additionally, a county may impose a tax rate for correctional and rehabilitation facilities under Indiana Code 6-3.6-6-2.7.² County's adopting this rate could shift funding of correctional facilities into this new fund, which would free funding for needed to address the fiscal impact of increasing the probation officers salary schedule.

¹ <https://iga.in.gov/legislative/2023/bills/senate/417/details>

² <https://iga.in.gov/laws/2023/ic/titles/6#6-3.6-6-2.7>



Appendix

2024 2025 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		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	\$41,079 \$47,500	Chief Probation Officer*	\$5,000 \$7,500	\$7,500 \$10,000	\$10,000 \$15,000	\$15,000 \$20,000
1	\$44,221 \$49,875					
2	\$49,193 \$52,369					
3	\$54,979 \$54,988	Assistant Chief Probation Officer*		\$5,000 \$10,000	\$10,000 \$15,000	
4	\$56,770 \$57,737		\$7,500 \$10,000	\$10,000 \$15,000		
4-9* 5-9*	\$62,448 \$62,067	Supervisor Probation Officer*			\$5,000 \$10,000	
10-14*	\$68,694 \$66,722					
15-19*	\$75,561 \$71,726			\$5,000 \$10,000		
20-24*	\$82,889 \$77,106					
25+*	\$82,889 \$82,889					

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 2025 would be **\$62,067**. If that officer had a master's degree, then the minimum salary would be **\$65,170** in 2025.

- ◆ 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 \$72,067 in 2025. A minimum salary for a Chief Probation Officer with a master's or doctorate degree in this example would equal \$75,670 in 2025.
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 < >