

PROPOSAL TO AMEND THE MINIMUM SALARY SCHEDULE FOR INDIANA PROBATION OFFICERS

Probation Officers Professional Association of Indiana

Third Revision Incorporating All Addendums

September 22, 2023



Introduction

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 and implemented January 1, 2004. Though some cost of living adjustments have occurred in the years since its adoption (see Figure 1), these increases have not permitted the schedule to keep pace with inflation and other professions that also require a bachelor's degree to perform.

Year	Percent Increase from Previous Year
2005	2.0%
2006	2.0%
2007	2.0%
2008	3.0%
2009	3.0%
2010	0%
2011	0%
2012	0%
2013	2.2%
2014	3.1%
2015	2.0%
2016	2.2%
2017	3.0%
2018	2.1%
2019	2.1%
2020	2.2%
2021	3.0%
2022	1.5%
2023	3.33%
2024	7.8%

Since the most recent salary schedule structure was adopted by the Judicial Conference over 20 years ago, duties for probation officers have evolved immensely as evidenced by the Indiana Probation Standards undergoing significant advancements in March 2014. See Appendix A for a list of identified duties added to probation officer responsibilities since 2002.

In early 2021 the POPAI Executive Board created a sub-committee to begin evaluating concerns with the probation officer salary schedule. The information collected informed extensive discussions that ultimately led to the recommendations for the 2025 minimum salary schedule.

Figure 1. Cost of Living Increases to Salary Schedule since 2004.



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 the average 1984 salary of a probation officer to be \$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 B). 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 \$50,864.77 in January 2023 using an inflation calculator from the Bureau of Labor Statistics (https://www.bls.gov/data/inflation_calculator.htm)

³ <https://iga.in.gov/laws/2021/ic/titles/11#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-2/>



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 C). 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 D) 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-2/>

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 \$48,377.36 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

Since October 2021, POPAI has conducted three surveys (October 2021, April 2022, April 2023) of chief probation officers requesting information related to the probation officer salary schedule. Surveys were sent to all 121 chiefs including those supervising separate adult and juvenile departments in a county as well as chiefs from city and town courts. The majority of chiefs (80) are appointed to oversee departments with adult and juvenile probation services combined. Each survey achieved response rates between 84%-85%.

In all three surveys, chiefs representing the various sizes of departments had similar response rates. About 60% of the respondents represented departments with eight (8) or fewer probation officers, and about 30% represented departments with 16+ probation officers. The smallest group of respondents (about 10%) represented departments with 9-15 probation officers.

Finally, a little over 70% of the respondents oversee departments with adult and juvenile probation services combined. Chiefs representing adult only, juvenile only, and city/town courts comprised of about 10% of the respondents for each of these jurisdiction types.

Issues Potentially Related to the Salary Schedule

The initial survey (October 2021) was designed to gather information about issues related to the salary schedule and necessary changes, if any. In drafting the initial survey, the POPAI Executive Board identified several issues potentially related to the salary schedule.

Hiring

The first issue pertains to hiring. Figure 2 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.



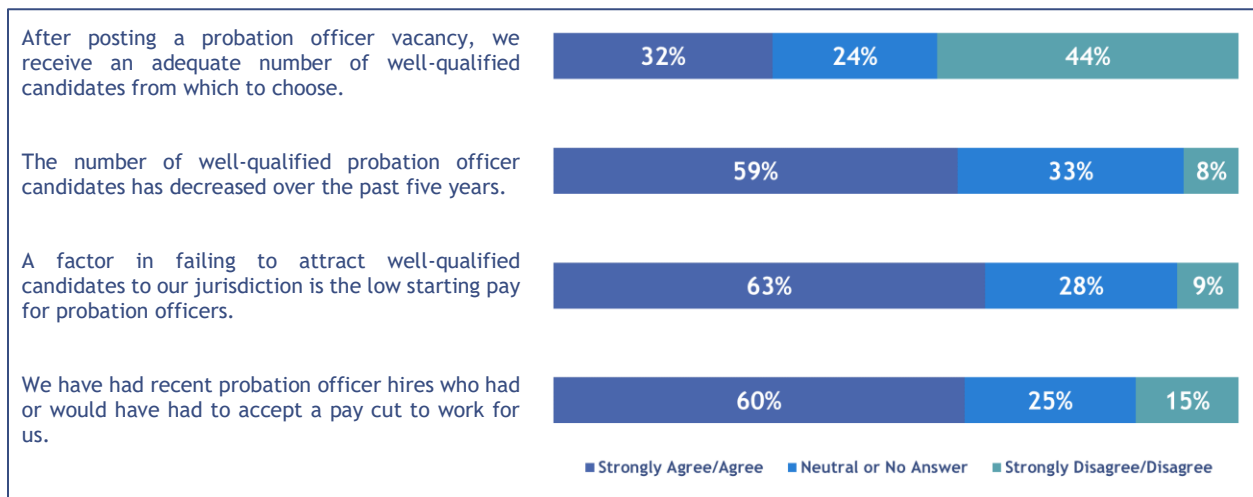


Figure 2. Hiring Issues Related to the Salary Schedule

Non-probation Officer Salaries Higher than Probation Officer Salaries

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 positions where the entry level salary for these positions are higher than the starting salary of a probation officer with no experience. Figure 3 indicates that 19% of the chiefs responding have non-probation officer positions starting at a higher pay level than probation officers.

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.

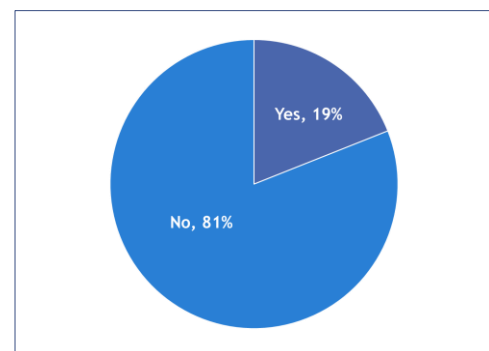


Figure 3. Non-probation Officer Staff Entry Level Salary Higher than Probation Officer Entry Level Salary

Vacancies

The third survey conducted in April 2023 was designed to obtain information about probation officer 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 4 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 4. 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 5 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 5. 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 6 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 6. 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.

Impact of Cost of Living Adjustments 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 7.8% for 2024 and no increases for 2010, 2011, and 2012 (See Figure 1). The average over the past 20 years is 2.33%.

Because probation officer salaries are funded in various ways, so too are cost of living adjustments to the salary schedule. In the initial 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 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 in July 2022 were (in no particular order)¹¹:

- ❖ 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%).

Raising the Entry Level Salary

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.

¹¹ Initial discussion of raising the entry level probation officer salary to \$40,000 began in 2021 when the entry level salary was \$36,334. The final recommendations contained later in this proposal take into consideration the 2024 entry level salary of \$41,079.



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.¹²

Additionally, the minimum pay for a family case manager (FCM) in 2022 was \$40,092 annually after an initial training period. In 2023, the annual salary increased to \$47,320 after an FCM's training period.¹³

In the initial 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 second 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 initial 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.

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.

¹² <https://iga.in.gov/laws/2021/ic/titles/20#20-28-9-26>

¹³ <https://www.in.gov/spd/files/State-of-Indiana-civil-service-salary-grades.pdf>



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 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 create uniformity will blunt the effect of the overall scale increase if the minimum entry level salary is increased 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 initial 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.

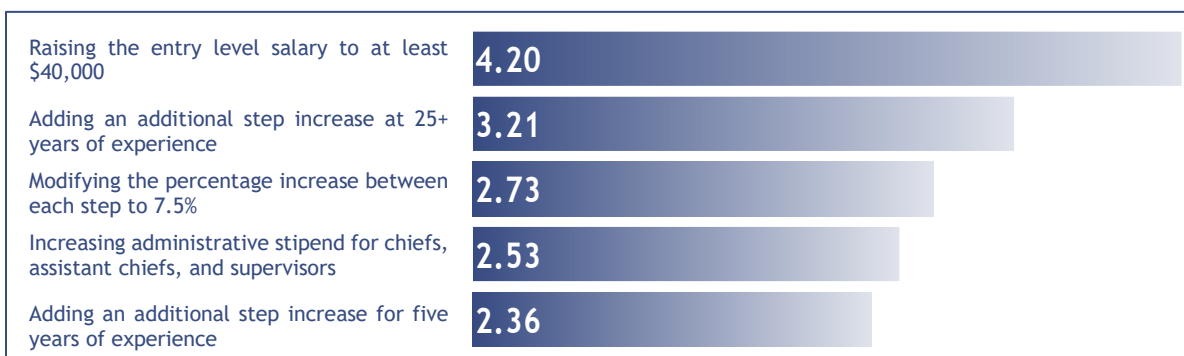


Figure 8. Ranking of Potential Salary Schedule Changes (April 2022 Survey)

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.

Only 16% of chiefs stated they may have to cut funding in non-salary areas of their budget in order to accommodate the proposed adjustments to the salary schedule. 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.

Chiefs were also 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 9).

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.

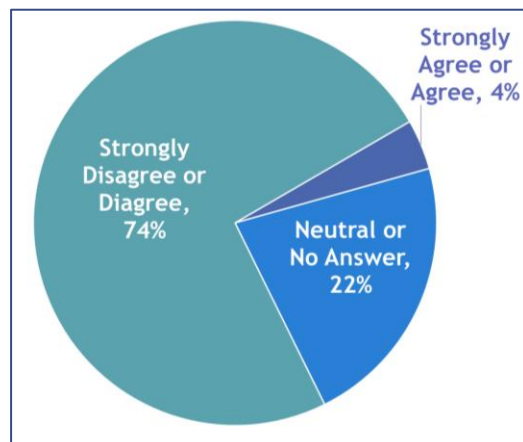


Figure 9. Need to Cut Non-Probation Officer Staff

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 10, 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.

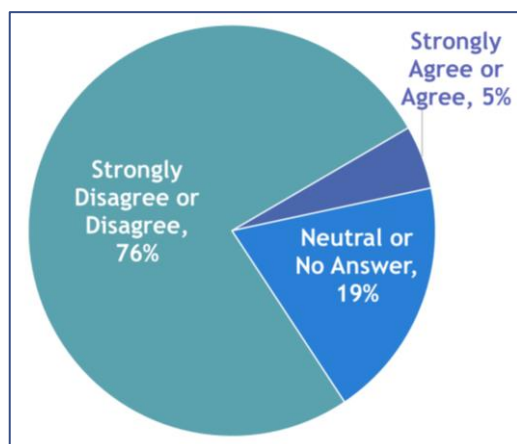


Figure 10. Need to Cut Probation Officer Staff

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

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, other concerns reported above, 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

Numerous factors indicate this is a necessary step in attracting highly qualified candidates to the field of probation. Other governmental career fields that both do and do not require a four-year college degree (for example, parole officer and family case manager) are compensated at \$47,000 or greater for an individual with no experience.

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

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 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.



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

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 \$47,500, 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.

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 11 below illustrates recommendations 1, 2, 4, and 5.

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 11. 2024 Salary Schedule with Recommended Schedule Adjustments for 2025

Figure 12 indicates the recommended changes for the administrative stipend for chiefs, assistant chiefs, and supervisors as described in recommendation three (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 12. Recommended Adjustments to the Administrative Stipend for Chiefs, Assistant Chiefs, and Supervisors

Finally, Figure 13 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 Appendix E.

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	\$5,000	\$7,500	\$10,000	\$15,000
1	\$44,221 \$49,875	Officer*	\$7,500	\$10,000	\$15,000	\$20,000
2	\$49,193 \$52,369					
3	\$54,979 \$54,988	Assistant Chief			\$5,000	\$10,000
4	\$57,737	Probation Officer*		\$7,500	\$10,000	\$15,000
4-9* 5-9*	\$56,770 \$62,067					
10-14*	\$62,448 \$66,722	Supervisor Probation				\$5,000
15-19*	\$68,694 \$71,726	Officer*			\$5,000	\$10,000
20-24*	\$75,561 \$77,106					
25+*	\$82,889					
<u>NOTE:</u> The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.						

Figure 13. Recommended Changes to the 2024 Minimum Salary Schedule for Probation Officers for 2025 Implementation



Fiscal Impact Examples and Estimates

A total of 29 jurisdictions¹⁴ provided information on the number of full-time probation officers employed, position (e.g. chief, assistant chief, supervisor), hire dates, Master's degrees, and additional pay for special skills if it is based on a percentage of a salary. All of this information was used to calculate the fiscal impact of the 7.8% increase of the 2024 salary schedule and the potential impact of the recommended changes to the 2025 salary schedule on the following tables.

Please note that "Type" indicates the services the jurisdiction provides: A=Adult, J=Juvenile; CC=Community Corrections.

Departments with 1-3 Probation Officers

Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
A, J, CC	3	Under 10,000	\$18,609	\$6,203	\$18,655	\$6,218
A, J	3	10,000 to 15,000	\$19,782	\$6,594	\$15,618	\$5,206
A, J	3	10,000 to 15,000	\$17,695	\$5,898	\$26,124	\$8,708
A, J, CC	3	10,000 to 15,000	\$15,979	\$5,326	\$13,830	\$4,610
A, J	3	15,000 to 20,000	\$21,625	\$7,208	\$16,350	\$5,450
A, J	2	15,000 to 20,000	\$8,852	\$4,426	\$12,410	\$6,205
A, J	3	15,000 to 20,000	\$22,345	\$7,448	\$21,008	\$7,003
J	3	Over 20,000	\$20,926	\$6,975	\$20,734	\$6,911
Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
Median	3	15,000	\$19,196	\$6,399	\$17,503	\$6,212
Mean	3	18,000	\$18,227	\$6,260	\$18,091	\$6,289

¹⁴ County population range is based on the estimated 2021 populations found on the following website: https://www.stats.indiana.edu/population/popTotals/2021_cntyest.asp



Departments with 4-8 Probation Officers

Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
A, J, CC	7	Under 20,000	\$38,439	\$5,492	\$54,607	\$7,801
A, J	5	20,000 to 25,000	\$27,509	\$5,502	\$46,601	\$9,320
A, J, CC	7	20,000 to 25,000	\$52,977	\$7,568	\$46,051	\$6,579
A, J	8	20,000 to 25,000	\$60,755	\$7,594	\$50,464	\$6,308
A, J	8	Over 25,000	\$51,226	\$6,403	\$64,335	\$8,042
A, J	7	Over 25,000	\$36,206	\$5,172	\$47,947	\$6,850
Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
Median	7	22,000	\$44,833	\$5,953	\$49,206	\$7,325
Mean	7	27,000	\$44,519	\$6,289	\$51,668	\$7,483

Departments with 9-15 Probation Officers

Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
A, J	9	Under 40,000	\$50,436	\$5,604	\$54,627	\$6,070
A, J	13	40,000 to 50,000	\$81,160	\$6,243	\$92,688	\$7,130
A, J	10	40,000 to 50,000	\$48,608	\$4,861	\$69,977	\$6,998
J	11	Over 50,000	\$61,362	\$5,578	\$80,964	\$7,360
Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
Median	11	47,000	\$55,899	\$5,591	\$75,471	\$7,064
Mean	11	65,000	\$60,392	\$5,572	\$74,564	\$6,889



Departments with 16+ Probation Officers

Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
A, J, CC	16	Under 50,000	\$87,078	\$5,442	\$116,422	\$7,276
A, J, CC	16	Under 50,000	\$83,689	\$5,231	\$104,533	\$6,533
A, J, CC	16	Under 50,000	\$81,468	\$5,092	\$125,311	\$7,832
A, J, CC	18	50,000 to 100,000	\$118,771	\$6,598	\$110,928	\$6,163
A	18	100,000 to 150,000	\$106,111	\$5,895	\$124,853	\$6,936
A	21	100,000 to 150,000	\$129,644	\$6,174	\$108,494	\$5,166
A, J, CC	55	100,000 to 150,000	\$243,413	\$4,426	\$348,810	\$6,342
A	23	150,000 to 200,000	\$132,326	\$5,753	\$170,446	\$7,411
A, J	31	150,000 to 200,000	\$196,061	\$6,325	\$180,400	\$5,819
J	21	Over 200,000	\$116,460	\$5,546	\$136,820	\$6,515
A	39	Over 200,000	\$233,978	\$5,999	\$232,124	\$5,952
Type	Total POs	Population	2024 Impact	2024 Per PO	2025 Impact	2025 Per PO
Median	21	131,000	\$118,771	\$5,753	\$125,311	\$6,515
Mean	25	135,000	\$139,000	\$5,680	\$159,922	\$6,540

Overall Fiscal Impact per Probation Officer

Type	2024 Fiscal Impact Per PO	2025 Fiscal Impact Per PO
Median	\$5,895	\$6,533
Mean	\$5,909	\$6,655



Potential Opportunities to Address Fiscal Impact

State Aid for Probation Services

A pathway for state funded probation services exists under Indiana Code 11-13-2.¹⁵ This statute establishes a program of state financial aid to be used for the support of court probation services. The financial aid program described, if funded, would be administered by the judicial conference of Indiana. Funds appropriated would be distributed by the conference to make grants to Indiana probation departments for the following purposes:

- ❖ Salaries for existing or new probation officer positions.
- ❖ Maintenance or establishment of administrative support services to probation officers.
- ❖ Development and implementation of incentives and sanctions, policies, programs, and services to address compliance with community supervision following the schedule adopted by the judicial conference of Indiana under IC 11-13-1-8.
- ❖ Development and use of evidence based services, programs, and practices that reduce probationers' risk for recidivism.
- ❖ Establishment of a coordinated system of community supervision to improve the efficiency and coordination of offender services within a county.

According to the final report of the Interim Study Committee on Probation Services and Indigent Counsel issued in 1985, state aid for probation services has not been funded by the Indiana General Assembly since 1965.¹⁶

Community Corrections Financial Aid

An additional pathway to pay for probation officer salaries embedded in Indiana Code 11-12-2-4.¹⁷ Funding in this statute traditionally paid for community corrections in local jurisdictions, but was expanded to permit the reimbursement for probation officer salaries after the recodification of felony offense levels in 2014. Funding under this statute is subject to appropriation by the Indiana General Assembly. The most recent appropriation totaled \$72,449,242; however, the Department of Correction has allocated more than the appropriated amount to counties in recent years due to reversions of unspent grant monies in previous years. An increase in the amount appropriated would be required.

¹⁵ <http://iga.in.gov/legislative/laws/2022/ic/titles/011/#11-13-2>

¹⁶ <https://www.gopopai.org/1985-probation-services-and-indigent-counsel-final-rpt/>

¹⁷ <http://iga.in.gov/legislative/laws/2022/ic/titles/011/#11-12-2-4>



State Funding for Chief Probation Officers

In 2013, funding for chief probation officers was introduced in HB 1001 under the Judiciary's requested budget.¹⁸ The total amount of funding requested was \$5,244,000. The request appeared in the same section with local judicial and county prosecutor salaries. Language in the bill required that funding for chief probation officers' salaries may be used to pay the minimum salary of no more than one chief probation officer per county. This request was removed prior to final passage of the bill and has not appeared in any budget requests from the Judiciary since 2013.

Probation User Fees

In 2003, Senate Enrolled Act No. 506 became Public Law 277.¹⁹ 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.

Additionally, this Act increased the amount a court may impose in probation user fees. It also created an administrative fee that must be collected before all other probation user fees. The administrative fee was created to specifically provide counties with additional revenue to supplement the salaries of probation officers in accordance with the minimum salary schedule.

Cost Avoidance

Probation officers provide an *essential public safety function*. They are responsible for the greatest proportion of the offender population in all jurisdictions across Indiana. The Indiana Office of Court Services reported that by the end of 2021 there were nearly 108,000 adults and juveniles being supervised by probation departments at a cost of nearly \$97M in salaries for probation officers and other staff.²⁰

Comparatively, the Indiana Department of Correction reported a total inmate population of 24,095 at the beginning of 2021 at a cost of over \$337M for personnel services.²¹

The most recent information located on local jail populations across Indiana comes from a survey conducted by the Indiana Sheriff's Association in 2019.²² This survey indicated a total jail population of over 20,000 inmates. Costs associated with

¹⁸ <http://archive.iga.in.gov/2013/bills/PDF/HB/HB1001.2.pdf>

¹⁹ <http://archive.iga.in.gov/2003/bills/PDF/SE/SE0506.1.pdf>

²⁰ <https://www.in.gov/courts/iocs/files/rpts-ijs-2021-probation.pdf>

²¹ <https://www.in.gov/idoc/files/policy-and-procedure/2021-DOC-Annual-Report.pdf>

²² <http://iga.in.gov/documents/a0b522c5>



operating jails in Indiana are difficult to calculate, but the Vera Institute published information in 2019 indicating a cost of over \$242M.²³

Without probation officers providing essential public safety services to the vast majority of the offender population in Indiana, costs for incarceration will increase at both the local and state level. As reported by chief probation officers through surveys responses, current salary levels are a major factor in failing to recruit new probation officers to the profession. Since the surveys have been conducted, chiefs have reported instances of current probation officers leaving the field for higher paying jobs.

Local Tax Based Funds

Indiana Code 36-2-16.5 requires a county, city, or town fiscal body to adopt a salary schedule setting the compensation of a probation officer.²⁴ The salary schedule must comply with the minimum compensation requirements for probation officer adopted by the judicial conference of Indiana.

In addition to traditional tax based funds, localities may be permitted to impose a local income tax for public safety. Indiana Code 6-3.6-2-14 outlines costs that can be paid from a public safety local income tax, which include expenses related to a probation department of a court.²⁵

More recently, 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.²⁶ 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 6-3.6-6-2.7.²⁷ 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.

²³ <https://www.vera.org/publications/what-jails-cost-statewide/indiana>

²⁴ <http://iga.in.gov/legislative/laws/2022/ic/titles/036/#36-2-16.5>

²⁵ <http://iga.in.gov/legislative/laws/2022/ic/titles/006/#6-3.6-2-14>

²⁶ <https://iga.in.gov/legislative/2023/bills/senate/417/details>

²⁷ <https://iga.in.gov/laws/2023/ic/titles/6#6-3.6-6-2.7>



Appendix A

Evolving Duties of Probation Officers

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 Reconnection 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

Appendix B

(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 C

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 D

2004 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer</u>		Number of Probation Officers in the Probation Department				
Year	Annual Salary		1-3	4-8	9-15	16+
0-1	\$ 25,997	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1-2	\$ 27,983					
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	Supervisor Probation Officer*				\$5,000
20 +*	\$ 47,817					
<u>NOTE:</u> 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 E

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

