

**POSITION DESCRIPTION  
COUNTY OF BROWN, INDIANA**

**POSITION:** Field Officer  
**DEPARTMENT:** Community Corrections/Court Services  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F or as assigned  
**JOB CATEGORY:** POLE (Protective Occupation, Law Enforcement)

**DATE WRITTEN:** October 2023

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Brown County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Field Officer for Brown County Community Corrections/Court Services Department responsible for monitoring clients in their home, at work, and in the community.

**DUTIES:**

Supervises and maintains surveillance of all clients on community supervision, ensuring compliance with all rules and conditions of sentencing, including proper location of clients.

Performs duties such as traveling to client's residence to install detention equipment and monitoring compliance of home detention.

Answers telephone, determines nature of calls and responds to inquiries, and/or transfers to appropriate person, agency or department.

Obtains and monitors drug screen tests and breathalyzer tests on clients as required, observing set procedures for drug screens and properly secures results for evidence.

Maintains equipment, such as department issued clothing, vest, weapons, breathalyzers, vehicles, and various equipment required to perform assigned duties.

Reviews reports of client activity, including checking service hours, notifying clients of lack of performance, and/or removing clients from program.

Attends regular staff meetings and confers with supervisor for case consultations, reviews Court documents, department reports, and other work-related issues.

Testifies in legal proceedings and court and reports violations of program rules and court orders as needed.

Attends seminars, and other professional developmental workshops, training and education as required or needed, and remains current in new developments.

Maintains accurate case notes and field logs.

May serve on call and respond to emergencies on 24-hour basis.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE with previous experience in criminal justice preferred.

Must be at least 21 years of age.

Possession of or ability to obtain and/or maintain Personal Protection Permit, certifications, and training, such as first responder/CPR, handgun/firearms, and OC Spray required.

Thorough knowledge of treatment programs and services available to clients from other government, social, and private agencies, with ability to assist residents with making referrals as appropriate.

Working knowledge of criminal justice system, including specific statutes and practices related to house arrest, work release programs, and probation.

Working knowledge of computer operations and standard software applications, such as Sentinel DNA system, probation system, and county's computer system.

Working knowledge of electronic home detention equipment and ability to install and perform minor repairs on such equipment.

Knowledge of standard policies and practices of Brown County legal process, Probation, Pretrial Services, and Community Corrections.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed reports as directed.

Ability to perform essential functions of position without posing a direct threat to health and safety of self and others in workplace.

Ability to effectively interview, investigate, and work with clients to ensure proper completion of all requirements.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to effectively resolve emergency or crisis situations and take appropriate action as required.

Ability to properly operate standard office equipment, including fax machine, telephone, copier, and computer.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, clients and their relatives, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to access homes and work sites of community supervision clients.

Ability to compile, collate, and classify data.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to provide testimony in legal proceedings and court as required.

Ability to occasionally work irregular and/or extended hours and respond to emergency situations and serve on 24-hour call.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent's work involves a wide variety of duties, requiring careful, detailed consideration of complex situations and choices and unusual situations discussed with supervisor. Program goals and objectives are clearly specified with specific procedures and deadlines varying according to court orders. Independent judgment is exercised in working with clients and determining if rule violations are of sufficient magnitude to constitute court notification. Work is reviewed for both compliance with applicable laws and guidelines, is assessed according to attainment of desired results, soundness of judgment, and general conformity with department standards and policies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, law enforcement agencies, clients and their relatives, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Community Corrections Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, home visits, and in the field, involving, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, close/far vision, depth perception, keyboarding, driving, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Incumbent has regular contact with emotionally distraught and/or chemically dependent individuals who may be dangerous or violent. Safety precautions should be followed at all times to prevent injury to self or others.

Incumbent is occasionally required to work irregular and/or extended hours and responds to emergency situations and serves on 24-hour call.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Field Officer for the Brown County Community Corrections/Court Services Department. describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name