

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Adult Protective Services Investigator
DEPARTMENT: Prosecutor
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: March 2006 **STATUS:** Part-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation 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 cause an undue hardship.

Incumbent serves as Adult Protective Services Investigator for the LaPorte County Prosecutor's Office, responsible for investigating allegations of battery, neglect, and/or exploitation of disabled adult citizens.

DUTIES:

Investigates possible violations of state law to protect the lives and property of endangered adult citizens. Responds to potentially dangerous situations in the community involving individuals with mental instabilities.

Obtains victim referrals from phone and public hotline and conducts visits to victim's living situations, makes appropriate recommendations and seeks solution to problem through civil or criminal legal action.

Assists local law enforcement with criminal investigations involving endangered adults. Collects and prepares evidence for various cases involving endangered adults in accordance with established procedures, including taking and recording of witness statements and preparing case reports. Presents evidence to local Prosecuting Attorneys for review and determination of potential criminal charges.

Maintains liaison with witnesses and victims, obtains statements from witnesses, suspects, victims, and advises citizens of legal options, and maintains corresponding files.

Promotes elder abuse education through presentations to community and school groups, participating in various task forces and through developing a County guardianship program.

Testifies in legal proceedings in matters regarding endangered adults.

Attends training sessions, conferences, and seminars as necessary.

Prepares and submits all required reports and legal documents to appropriate officials and/or agencies.

Serves on 24-hour call for emergencies as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate degree in Criminal Justice, Social Services, or related field; or at least five (5) years of law enforcement experience. Ability to attend annual State training events as required.

Thorough knowledge of and ability to make practical application of customary investigative practices, procedures, rules, and regulations of the LaPorte County Prosecutor's Office, with ability to take authoritative action as situations demand.

Thorough knowledge of all legal, health, and social services available to County residents, with ability to make referrals, coordinate services, and monitor appropriateness and effectiveness of assistance provided.

Working knowledge of County Courts, with ability to effectively assist attorneys with preparation of adult protection Court cases.

Working knowledge of standard office procedures and computer software programs used by the Prosecuting Attorney's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports, maintain complete and accurate case files, and plan and present public speaking presentations.

Ability to properly operate standard office equipment, such as computer, calculator, copier, fax machine, telephone, and personal digital assistant (PDA).

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

Ability to meet all department hiring and retention requirements, and ability to 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 effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, social service agencies, other Prosecuting Attorney offices, hospitals, physicians, nursing homes, health departments, mental health providers, Indiana Attorney General's office, other state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly receive, maintain, and account for articles received in evidence.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to testify in legal proceedings as required.

Ability to occasionally work extended, weekend, and evening hours, and travel out of town for training and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status.

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

II. RESPONSIBILITY:

Incumbent ensures proper protection and care of endangered adult citizens, including investigating allegations, obtaining appropriate assistance or services for victims, and continually reviewing cases for effectiveness of services. Incumbent exercises judgment in adapting basic guidelines and accepted procedures to meet specific situations and fit complex or contradictory circumstances. Assignments are guided by broad policies and/or general objectives. Objectives of incumbent=s work are known, with highly sensitive and/or unusual cases discussed with supervisor as needed. Work is reviewed primarily for soundness of judgment and compliance with legal requirements. Frequently, decisions are restricted only by organization-wide policies, with little direct guidance from supervisor.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, social service agencies, other Prosecuting Attorneys offices, hospitals, physicians, nursing homes, health departments, mental health providers, Indiana Attorney General's office, other state agencies, and the public, for purposes of exchanging information, rendering service, providing education/instruction, and resolving problems.

Incumbent reports directly to the Senior Investigator/Program Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the field, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, bending at waist, reaching, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with victims and defendants and may be exposed to hostile/argumentative individuals and/or physical violence.

Incumbent occasionally works extended hours and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Adult Protective Services Investigator for the LaPorte County Prosecutor's Office 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