

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Field Officer
DEPARTMENT: Community Corrections Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: May 2006

STATUS: Full-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 Field Officer for the LaPorte County Community Corrections Center, responsible for monitoring program detainees while in the Community Corrections Program.

DUTIES:

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of the people.

Performs intake procedures for program participants, including interviewing detainees and completing necessary paperwork.

Monitors Program detainee activities and behaviors, ensuring compliance with program rules and regulations, and reporting all unusual activity and/or inmate grievances to appropriate department staff officer.

Obtains warrants for detainees who have escaped from the Community Corrections Program while outside the Community Corrections facility.

Compiles and prepares reports and summaries of activities of Community Corrections participants for department superiors as required.

Conducts meetings with program detainees to plan and coordinate program activities and assists with employment placement of detainees, including obtaining required employee documents. Transports program participants to/from place of employment as needed.

Serves as liaison with employers of program detainees and with County Courts and Probation departments in order to provide information and assistance and resolve problems with detainees.

Conducts random home and employment visits with program participants to assess compliance with program rules and regulations. Administers alcohol and drug testing as required.

Logs/prepares mileage reports and compiles data/prepares statistical reports as required. Maintains maintenance of department vehicle.

Installs, monitors, troubleshoots and removes electronic home detention monitoring equipment as necessary.

Attends staff meetings as required.

Periodically performs duties of Residential Officer as needed.

Occasionally testifies in legal proceedings/court as required.

Serves on-call on a rotation basis and responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check and a drug screen.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, and biohazard training.

Knowledge of legal requirements and standard policies, practices, and general operations of the facility, with ability to apply appropriate procedures to ongoing operations.

Knowledge of and ability to properly use all department equipment and weapons and ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of standard office procedures and computer software applications used by the department, 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 written reports and maintain complete and accurate files and records.

Ability to properly operate standard office and field equipment, including computer, calculator, copier, fax machine, telephone/cell phone, drug surveillance and electronic monitoring equipment, and two-way radio.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, Probation, Jail, program participants, job services, local businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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 competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent individuals.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

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

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for case assignments/training/conferences, sometimes overnight.

Ability to regularly serve on-call on a rotation basis and respond to emergencies on a 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent performs duties according to standard departmental policies and procedures, taking authoritative action in response to situational demands. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in potential harm to self or others, inconvenience to members of the public, and/or liability to the department or other County departments/officials.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Courts, Probation, Jail, program participants, job services, local businesses, and the public for purposes of exchanging information, providing instruction, counseling individuals, and resolving problems.

Incumbent reports directly to the Assistant Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a correctional facility, and in the field, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, bending, reaching, close/far vision, color/depth perception, driving, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with program detainees and may be exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to wear protective clothing and/or equipment, such as a bulletproof vest and latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for case assignments/training/conferences, sometimes overnight. Incumbent regularly serves on-call on a rotation basis and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Field Officer for the LaPorte County Community Corrections Center 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