

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Pretrial Services Officer
DEPARTMENT: LaPorte County Adult Probation Department
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: December 2019 **STATUS:** Full-time
DATE REVISED: January 2021 **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 Pretrial Services Officer for the LaPorte County Pretrial Services Division of the Adult Probation Department, responsible for the supervision of adult offenders released from custody pending disposition of their charges.

DUTIES

Evaluate inmates in the LaPorte County Jail using the Indiana Risk Assessment Pretrial Tool, IRAS-PAT, and other approved risk assessment tool(s), personal interview, and interview with Jail personnel, for the purpose of assisting the Court with appropriate release considerations.

Responsible for verifying residency, type of residency: length of residency; employment; type of employment; length of employment; minor children in local schools; other contacts within the county; and serious medical conditions or needs.

Use information obtained to prepare evaluations of inmates in a concise and timely manner for the Courts.

Conduct criminal record checks through I.D.A.C.S. as well as other relevant sources.

Complete Indiana Risk Assessment Management System, Pretrial Tool and comply with all requirements of INCite.

Periodically appears in Court when needed

As needed, prepares release documents, bail conditions, and orders for revocation of release; explains all documents and conditions of release to defendants and their attorneys.

Monitors screened individuals for placement in pretrial programs and prepares a written summary for the Court prior to the individuals Initial Hearing before the Court.

Supervises pretrial release defendants as directed by the Court.

Assists and supervises arrested individuals by coordinating, enrolling and training these individuals on the application and use of Court-Ordered monitoring devices.

Investigates failures to appear and violations of release conditions and recommends appropriate action to the Court.

Presumes the defendant is innocent until proven guilty. The officer doesn't discuss the alleged offense or the defendant's guilt or innocence during the interview, or give the defendant legal advice or recommend an attorney.

The pretrial services report recommends whether to release or detain the defendant before trial, addresses whether the defendant is likely to stay out of trouble and return to court as required. Recommends release conditions for the court to impose if the defendant is released rather than detained.

Undergo training and pass certification for the Indiana Risk Assessment System and maintain certification every three years.

Routinely reviews the incarcerated offender population in an effort to reduce the jail population.

Maintains current computer record of persons screened and maintains appropriate files.

Periodically assists other departments as needed, such as assisting with participant intake and collecting/analyzing statistics.

Periodically attends training seminars as required or as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Possession of a baccalaureate degree in criminal justice, social service, psychology, or related.

Must be at least 21 years of age.

Knowledge of evidence based principles and practices.

Working knowledge of basic criminal justice process, and pretrial program eligibility criteria and procedures, and ability to appropriately assess/screen prospective participants, maintain accurate records, and compile reports as required.

Ability to maintain accurate records and files and maintain those records through office-authorized software.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, prospective participants, victims, and social service providers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of and ability to follow personnel policies and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand and follow written and oral instructions from supervisor, and appropriately respond to constructive criticism.

Ability to properly use various department equipment, including computer, printer, copier, fax machine, and telephone.

Ability to deal swiftly, rationally and decisively with potentially violent individuals, and deescalate volatile situations by means of conversation/negotiation, occasionally by physical force, as situations demand.

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

Ability to work alone with minimum supervision and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

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 occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent's duties are somewhat restricted in scope, but are of substantial intricacy, involving several variables and considerations. Incumbent operates according to department policies and procedures, exercising independent judgment in interpreting precedent, assessing program participants, and adapting procedures to fit specific situations.

III. RESPONSIBILITY:

Incumbent applies standardized practices to individual cases, referring unusual/unprecedented situations to supervisor as required. Incumbent receives indirect or occasional supervision, with work primarily reviewed for compliance with department policies and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Courts, Probation, mental health agencies, patients/detainees and their families, and the public for purposes of exchanging information, rendering service, providing instruction/counseling, and resolving problems.

Incumbent reports directly to the Chief Adult Probation Officer.

V. 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, sitting for long periods, keyboarding, driving, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent maintains considerable contact with detainees and may be exposed to hostile/irate individuals and/or physical violence.

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

APPLICANT\EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Pretrial Services Officer 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

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