

## POSITION ANNOUNCEMENT FOR TWO (2) PART-TIME FIELD OFFICERS

Henry County Community Corrections (HCCC) announces two (2) opening for the position of Field Officer. HCCC operates an electronic monitoring, day reporting, community service, pretrial services and a community transition program for adults. In addition, the agency also operates electronic monitoring **and** community service.

The part-time position, under limited supervision, is responsible for the field supervision of clients placed in one of the aforementioned programs or clients assigned to Henry County Probation. The individual will work in Henry County and surrounding areas. Tasks include, but are not limited to field supervision including field checks, location verifications, verifying school and/or employment status, preparing reports, home and property searches, drug and alcohol testing, issuing violations and the input of field notes.

Qualified applicants should demonstrate the ability to work independently with minimal supervision, as well as possess strong interpersonal and communication skills. A high school diploma is required; but, an Associate's Degree in criminal justice, sociology, or related area is preferred. HCCC uses evidence-based corrections practices and candidates should be able to demonstrate knowledge of the principles of effective intervention. Candidates must possess a valid Indiana driver license and demonstrate a safe driving record. This position is a part-time position within the Community Corrections Department.

Interested candidates should submit an application, a resume, as well as a cover letter, which outlines their qualifications to: [jlwilliams@henrycounty.in.gov](mailto:jlwilliams@henrycounty.in.gov). Please include "Part-Time Field Officer Application" within the subject line of the email. All applications with supporting documents must be received on or prior to Friday, January 21, 2022, by 2:00 pm.

A job description for the full-time position of Field Officer is available for review, as well as a general application, on the Henry County Webpage, [www.henryco.net](http://www.henryco.net).

*Henry County Government is an Equal Employment Opportunity Employer*

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Home Detention/Work Release Field Officer  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** As scheduled  
**JOB CATEGORY:** POLE (Protective Occupations, Law Enforcement)

**DATE WRITTEN:** June 2006      **STATUS:** Full-time **DATE REVISED:**  
January 2012      **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. Henry County 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 undue hardship.

Incumbent serves as Home Detention/Work Release Field Officer for Henry County Community Corrections, responsible for operating, controlling, and monitoring electronic monitoring devices to track the activities of participants ordered to comply with Home Detention and/or Work Release programs.

**DUTIES:**

Supervises home detention participants and closely monitors for compliance with home detention rules and regulations, and special conditions; making phone, office, work and in-home contacts with his/her assigned participants on a regular basis, recording all contacts on log sheets and maintaining participant's files. Identifies and/or predicts problems prior to crisis intervention being required.

Administers portable breath tests and conducts random drug screens as required, and collects program fees from participants.

Assists Case Managers and participants in implementing case plan, goals and objectives, utilizing motivational interviewing techniques, evidence based practices and transportation when necessary.

Maintains contacts with other agencies/employers of assigned participants to monitor progress and attendance.

Prepares and forwards all violations/terminations/release reports to supervisor for review and finalizes and prepares all case documentation consistent with home detention procedures.

Testifies in legal proceeding/court as needed.

Maintains proper supplies and equipment, requesting supplies as needed.  
Assists in performing duties of Director/Deputy Director in their absence.

Attends training and/or continued education classes as required. Performs related duties as assigned and/or required by law.

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

High school diploma or GED, and/or equivalent combination of education and work experience; prior experience in the criminal justice field.

Must be sworn in as Special Deputy under the Henry County Sheriff.

Possession of or ability to obtain required certification, such as firearm/handgun certification.

Working knowledge of standard policies and practices of Henry County legal process, with ability to effectively apply and enforce applicable policies and procedures.

Knowledge of standard English grammar, spelling and punctuation and ability to complete required case reports, make recommendations to supervisor and to the court, as needed, and apply and adapt procedures as cases demand.

Knowledge of self defense techniques and ability to protect oneself from potential physical harm.

Complete knowledge of all computerized systems for data management, communication, and electronic monitoring, including purchase, installation and maintenance, and policy development and documentation, training and staff development, and system security.

Ability to operate assigned equipment, including two-way radio, portable breath test, computer, electronic monitoring equipment, and standard restraints.

Ability to effectively work and communicate orally and in writing with co-workers, advisory board members, officials from various governmental and social service agencies, vendors, contractual personnel, program participants and their families, and members of the general 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/difficult individuals.

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

Ability to regularly work extended, evening, irregular, and/or weekend hours.

Ability to testify in legal proceeding/court as required. Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent assures effective operation and functioning computerized systems for data management, communications, and electronic monitoring of programs and participants. Incumbent implements and revises standard policies and procedures, and resolves problems with operation and computerized systems. Objectives are generally known, with highly unusual and/or sensitive situations discussed with supervisor. Work is reviewed for soundness of judgment, attainment of objectives, compliance with applicable laws and guidelines, and continuing effectiveness and quality of assigned operations.

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

Incumbent maintains frequent communication with co-workers, advisory board members, officials from various governmental and social service agencies, vendors, contractual personnel, program participants and their families, and members of the general public for purposes of coordinating, negotiating, purchasing equipment and computerized systems, coordinating training and development of program staff, assuring compliance with applicable regulations and legal requirements, and resolving problems.

Incumbent reports directly to the Director.

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

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, handling/grasping objects, speaking clearly, and hearing sounds/communication. While in the field incumbent may exert physical effort to install, repair

and maintain program equipment and computerized systems, and may be exposed to varying weather conditions. Incumbent maintains frequent contact with potentially irate, difficult, and abusive program participants. Incumbent regularly works extended, evening, irregular, and/or weekend hours

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Home Detention/Work Release Field Officer for Community Corrections 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

\_\_\_\_\_  
Type or Print name