POSITION: Chief Probation Officer/Juvenile Probation Officer

INCUMBENT: Andrew L. Judd

DEPARTMENT: Jennings County Probation

WORK SCHEDULE: Flexible-35 hours week

STATUS: FULL-TIME

FSLA STATUS: Exempt

DATE WRITTEN: 8-1-23, reviewed 10/2024

Serves at the pleasure of the Judges

Juvenile Probation Officer Responsibilities

Pursuant to I.C.31-31-5-4, a probation officer shall, for the purpose of carrying out the juvenile law:

- Conduct such investigations and prepare such reports and recommendations as the court directs and keep a written record of those investigations, reports, and recommendations.
- Receive and examine complaints and allegations concerning matters covered by the juvenile law and make preliminary inquiries and investigations.
- Implement informal adjustments.
- Prepare and submit the predisposition report required for a dispositional hearing under the juvenile law.
- Supervise and assist by all suitable methods a child placed on probation or in the probation officer's care by order of the court or other legal authority.
- Keep complete records of the probation officer's work and comply with any order of the court concerning the collection, protection, and distribution of any money or other property coming into the probation officer's hands.
- Perform such other functions as are designated by the juvenile law or by the court in accordance with the juvenile law.

QUALIFICATIONS:

As established by the Judicial Conference of Indiana:

- A probation officer shall be at least twenty-one (21) years of age.
- A probation officer shall be an American citizen.
- A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
- A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
- A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
    - A person who fails the examination shall be permitted to take the examination a second time. The second examination shall not be given until ninety (90) days after the first examination, during which time the person shall not be permitted to serve as a probation officer.
    - A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until one year after the second examination.
- A probation officer shall be required to attend an orientation program conducted by the Indiana Judicial Center within one year from the date that the officer is employed.
- The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
- The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.

GENERAL DUTIES/SKILLS/KNOWLEGE:

***Utilize and administer Indiana Risk Assessment System and re-certify as required**

***Maintain appropriate communication with offenders, legal representatives, treatment providers, placement agencies, other probation departments and law enforcement**

***Testify in court and make appropriate recommendations**

***Review and prepare documents pertaining to legal and social history of offenders**

***Conducts interviews and meetings with offenders to apprise them of the legal requirements of supervision**

***Conduct field visits and searches to monitor compliance with probation conditions**

***Maintain current and accurate case files and classifies offenders based on risks and needs**

***Notifies court of probation violations and attends hearings to provide court testimony**

***Transfers supervision of probationers to other jurisdictions when deemed appropriate**

***Works in conjunction with private and public service agencies to assist offenders in receiving treatment and other services as deemed appropriate and necessary**

***Maintains applicable knowledge of current local, state and federal laws and regulations, new developments, technology and trends in the field of probation.**

***Attends trainings, conferences and seminars to maintain high level of training**

***Serves as the department representatives on various task forces, boards, and committees as requested or assigned**

***Maintains practical knowledge of, and ability to make practical application of current developments, theories, and trends in behavior and supervision of offenders.**

***Monitors compliance with program rules and special conditions as ordered by the court**

***Responds to emergencies 24 hours a day and is on call**

***Possesses a strong ability to work with little direct supervision and be able to understand difficult, complex and rapidly changing circumstances**

***Assist offenders in obtaining professional services from social service agencies and treatment providers**

***Possess an Indiana concealed carry permit**

***Pass the Indiana Law Enforcement Academy firearms qualification course**

*Possess knowledge of various computer-based skills including Microsoft Office, Odyssey, SRS, Doxpop, Savin, OMS, Protection Order Registry, BMV portal and other related databases

*Ability to manage and work with a diverse range of individuals

*Ability to sometimes work extended hours, nights, weekends and under time constraints

*Must be able to supervise and control irate, intoxicated, mentally ill and violent offenders

*Ability to understand, interpret and apply Indiana Code

*Maintain yearly continuing education requirement per Indiana Law

*Serves in other capacities as assigned by the supervising Judge

*Performs any other duties as required by law

SPECIALTY DUTIES:

1. Chief Probation Officer:

RESPONSIBILITIES:

Probation officers perform standardized duties, as well as special duties, with work priorities primarily determined by a flexible but customary routine. Assignments are guided by objectives using a variety of methods and procedures. Incumbent has flexibility in the job but decisions are driven by departmental goals with public safety being the number one priority.

DIFFICULTY OF WORK:

Indiana probation officers perform duties that are broad in scope and require the application of sound judgement based on education, experience and training. Daily decisions as based upon consideration of several priorities and their potential interrelationships. Sound and proven judgment is necessary for interpreting individuals' past actions and in adapting standard methods or procedures to fit situations, all making public safety the number one priority.

PHYSICAL EFFORT:

Incumbent duties involve bending, reaching, crouching/kneeling, standing/walking for long periods, lifting and carrying objects over 50 lbs, and handling/grasping objects. Incumbent may exert continuous physical effort, but normal duties do no involve intense physical strain.

WORKING CONDITIONS:

Probation Officers perform duties in an office environment, courtroom, jail, offender homes, worksites and in the community and can be exposed to violent and irate individuals and must respond to situations involving potential harm to self and others.