



**County of Saint Joseph, Indiana**  
**Department of Human Resources**  
**227 West Jefferson Boulevard**  
**South Bend, IN 46601**  
**Phone: 574-235-9547 Fax: 574-245-6602**

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**Position: Field Officer, 1st Shift**

**Opening Date: February 8, 2016**

**Closing Date: Until filled**

**Salary: \$24,700 - \$25,500, depending on qualifications**

**Department: Community Corrections**

**Location: DuComb Center**

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**Description:**

Incumbent serves as Field Officer for the St. Joseph County Community Corrections, responsible for supervising program participants at work and home detention sites. Incumbent is responsible for supervision of offenders in a home detention environment utilizing prescribed policies and procedures, ensures a secure, safe and humane environment for incarcerated persons.

This position is full-time, non-exempt, and is covered under the Saint Joseph County Employee Policy Manual.

**Hours: 7 days/week 24 hour operation**

**Shift Times: 8:00am – 4:00pm  
4:00pm-12:00am**

**(Mornings, evenings, weekends, holidays, and occasional extended working hours)**

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**Essential Functions:**

Monitors program participant movements in the community via the organization computer program. Occasionally conducts home and employment verifications. Ensures participants are performing at assigned work sites, including making visitations both to the workplace and the home, discussing work performance, and providing motivation for improvement. Ensures participants are in compliance with established rules regarding work release and home detention.

Installs electronic monitoring systems and completes accompanying documentation according to program requirements.

Application of restraints: handcuffs, belly chains, leg/ankle restraints and black box, and Use of Handle with Care when necessary.

Reviews control log daily. Conducts searches and shakedowns and conducts searches of all offenders upon entering the facility and at their place of residents.

Administers breathalyzer to offenders as required and collects samples for drug testing.

Gives testimony in legal proceedings.

Completes a minimum of 20 site checks daily.

Performs related duties as assigned.

Performs cross training as Detention Officer/Work Release and must be able to perform all duties of that position.

## **Qualifications:**

High school diploma or GED or experience in the work related field may be substituted.

At least 21 years old.

A US Citizen.

No Felony convictions.

Ability to supervise and direct assigned offenders, including completing work assignment forms, providing corrective instruction, and providing orientation at intake.

Working knowledge of and ability to use all assigned department equipment, including vehicle, computer, keyboard, and breathalyzer.

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete all required reports within department deadlines.

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, offenders, offender's families, area employers, drug testing personnel, medical personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect and ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations.

Ability to respond immediately to a crisis including fire, medical emergency, and if necessary makes 911 emergency calls.

Ability to speak clearly and distinctly, and hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obey all written rules and oral orders and directives from Department superiors.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to work alone and 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 work weekends, evenings, and extended or irregular hours, and travel out of town, sometimes overnight. May be required to work overtime, holidays and changing shifts/hours.

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