



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Field Officer	
<b>Department:</b> Community Corrections	<b>Position Fund Account No.:</b>
<b>Division:</b> Home Detention	<b>Job Category:</b> POLE
<b>Work Schedule:</b> 8:30 a.m. – 4:00 p.m. M-F or 4:00 p.m. – 11:30 p.m. M-F or weekends	<b>Job Grade:</b>
<b>Reports to:</b> Home Detention Supervisor	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> May 2007 <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations 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 present an undue hardship.

Incumbent serves as Home Detention Field Officer for the Community Corrections Department, responsible for supervising and monitoring Home Detention clients and maintaining relevant records/files.

### **DUTIES:**

Supervises and monitors Home Detention clients for compliance with rules, legal requirements, applicable guidelines, and special conditions, exercising judgment to assess, evaluate, and work with program clients to assure satisfactory completion of program requirements and resolve related problems.

Performs tasks such as making phone, office, work, and in-home contacts with clients, making contacts with other agencies/employers of clients, monitoring progress/attendance, reviewing messages received from clients, determining proper compliance with attendance and daily leave and return schedules.

Analyzes and interpret clients' GPS location data for compliance on a daily basis.

Redirects anti-social attitudes/beliefs, affirms pro-social attitudes/beliefs, teaching problem-solving skills, and use of incentives and sanctions, thinking reports, motivational interviewing skills, and effective communication skills.

Maintains client records and files, including documenting visits and entering clients' information into computer, and reviews weekly employment and arrest records.

Pursues collection of client fees, as necessary.

Maintains daily mileage and work logs and collects mileage logs monthly. Maintains pager on an on-call basis.

Assigns receivers and transmitters to clients and installs equipment on clients and in client's residence.

Troubleshoots monitor problems and maintains all vehicles and equipment for cleanliness and service.

Works rotating schedule of evenings and days to adequately cover client supervision and make contact with participants at community service or Narcotics Anonymous/Alcoholics Anonymous meetings.

Administers Preliminary Breath Test (PBT) and drug screens on Home Detention clients on baseline and random basis, ensuring drug tests are mailed, as needed.

Investigates, documents, reports, and maintains records of violations and informs Case Managers, Supervisors, and Director of violations.

Administer various actuarial assessments to determine risk factors of agency clientele.

Testifies at Court hearings of assigned clients, as needed, and occasionally attends out-of-County hearings.

Attends training classes and/or seminars, sometimes held outside of regular business hours.

Performs other related duties as assigned.

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

High school diploma or HSE required. Law enforcement experience preferred.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements including background check and drug screen.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed reports.

Working knowledge of and ability to properly operate and maintain assigned Department vehicles, equipment, and weapons, including computer, handgun, breathalyzer, and drug/narcotic identification kit.

Possession of or ability to obtain First Responder/CPR and handgun/firearm certification.

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

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and having knowledge of and utilizing universal health precautions.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense.

Ability to obey all written and verbal orders and directives from superiors.

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

Ability to apply knowledge of people/locations and plan and layout assigned work projects.

Ability to prioritize tasks and prepare detailed reports or summaries.

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

Ability to compute, calculate, count, and perform simple arithmetic calculations.

Ability to use data to analyze, evaluate, observe, and investigate.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, and not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other counties' law enforcement agencies, mental health providers, non-profit organizations, schools, attorneys, clients' family members and employers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to testify in legal proceedings and court.

Ability to work extended, irregular, evening, and weekend hours, travel out of town, sometimes overnight, for training, respond to emergencies on a 24-hour basis, and serve on 24-hour call on a rotation basis.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties as Field Officer under indirect or occasional supervision, with work priorities and schedules primarily determined by flexible, customary routine. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Assignments are guided by definite objectives using a variety of methods or procedures.

Work errors are primarily detected or prevented through supervisory review. Undetected errors could result in endangerment to self or others.

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

Incumbent maintains contact with co-workers, other County departments, other counties' law enforcement agencies, mental health providers, non-profit organizations, schools, attorneys, clients' family members and employers, and the public, for the purpose of exchanging information and rendering services.

Incumbent reports directly to Senior Field Officer.

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

Incumbent performs duties in a standard office environment and in the field, including sitting/walking at will, sitting/walking/standing for long periods, running fast for short periods, walking on uneven terrain, walking/running/carrying equipment up/down flights of stairs, jumping up to/down from elevated areas, climbing over obstacles, crawling in confined areas/through small openings, pushing/pulling/handling/grasping/fingering objects, reaching/bending, lifting/carrying objects weighing under 75 pounds, keyboarding, driving, speaking clearly, close/far vision, color/depth perception, and hearing sounds/communication. Incumbent sometimes works in wet/icy surroundings, in extreme hot or cold temperatures, and near fumes, odors, dust, and dirt. Incumbent wears protective clothing or equipment, including body armor and firearms, and may be exposed to potentially irate/hostile individuals, encounter resistance and have to subdue attacking/armed individual, and respond to emergencies from off-duty status.

Incumbent is occasionally required to work extended and irregular hours, evenings, and weekends, occasionally respond to emergencies on a 24-hour basis and serve on 24-hour call on a rotation basis. Incumbent is occasionally required to travel out of town, sometimes overnight, for training.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Home Detention Field Officer for the Delaware County Community Corrections Department 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. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor