

POSITION OPENING

PART-TIME HOME/FIELD VISIT SUPPORT OFFICER-SEVENTH JUDICIAL CIRCUIT

RESPONSIBILITIES

Report directly to the Chief Probation Officer and provide ***Support and Assistance*** to the Probation Officers of Seventh Judicial Circuit while conducting Home/Field Visits, in accordance with the terms and conditions of probation for adult and juvenile offenders, as ordered by the Courts of the Seventh Judicial Circuit; to include the following duties:

- Maintain contact with Local Dispatch/Communications to provide the location of Home/Field Visit and any updates/changes in status.
- Conduct a ***Safety Sweep*** of the adult or juvenile offender residence/location to ensure a safe environment and the security of the Probation Officer in order to conduct/complete the Home/Field Visit.
- Administer Drug and Alcohol Screens as needed at the request of the Probation Officer.
- Assist in the ***Search*** of a residence if necessary .
- Coordinate the assistance of other Law Enforcement Agencies, if necessary, for expanded searches, new criminal investigations, service of arrest warrants or pick-up orders, the arrest of an adult offender or the detention of a juvenile offender and the transport of an offender to a local jail or juvenile detention facility.

QUALIFICATIONS

- Minimum of a High School Diploma or Equivalent
- Minimum of 2 Years Law Enforcement Experience (*5 Years Preferable*)
- Sworn/Certified Police Officer in State of Indiana
- Current Qualification/Certification for Firearm and Taser Use
- Excellent Verbal Communication Skills

COMPENSATION

\$35.00 per hour (*5 Hours per week/As Needed*)

Send Resume/Application to Bill Belew, Chief Probation Officer

[*bbelew@dearborncounty.in.gov*](mailto:bbelew@dearborncounty.in.gov)

812-537-8876

****Dearborn County is an Equal Opportunity Employer****