HENDRICKS COUNTY
JOB DESCRIPTION

Title: Intake Officer **FLSA:** Non-Exempt

Department: Work Release **Pay Band:** POLE 3

Supervisor: Director

PURPOSE OF POSITION:

Incumbent is responsible for data entry, maintaining confidentiality of records of offenders as well as supervision of offenders in a work release environment utilizing prescribed policies and procedures, ensures a secure, safe and humane environment for incarcerated persons.

ESSENTIAL FUNCTIONS:

- Responsible for clerical duties associated with offender intake.
- Maintains offender files.
- Completes weekly statistical information to IDOC.
- Receives, opens, screens and distributes mail.
- Answers telephone, determines nature of business to respond or forward to appropriate person.
- Handles intake processing of offenders as well as release process and disposition of records.
- Data entry to Informer Case Management System.
- Maintain personal composure and tactfully handle difficult situations.
- Field Training Officer for administrative procedures with all new staff.
- Supervises offenders.
- Receives and processes all new offenders.
- Completes release processes.
- Maintains control log of all activities during duty hours.
- Provides personal supervision/observation of each offender.
- Security checks of facility and grounds.
- Reports any damage of work release property to supervisor.
- Makes requests for supplies needed to maintain facility in a safe, clean and humane manner.
- Completion of all offender records.
- Review of control log daily.
- Understand the incorporation of the Indiana Risk Assessment System (IRAS) with offender treatment.
- Participate in Conduct Adjustment Board hearings as well as level system reviews.
- Trained in Cognitive Behavioral Change techniques.
- Conducts searches and shakedowns.
- Conducts searches of all offenders upon entering of facility.

- Supervises all offender movement within the facility.
- Controls all access to facility and maintain records of persons entering and leaving.
- Provides surveillance via direct supervision, video and audio systems.
- Controls and monitors emergency alert system.
- Controls all work release access doors, lighting and water systems.
- Create and maintain clear, definite boundaries with offenders.
- Monitors offender telephone and television use.
- Writes offender disciplinary conduct reports.
- Completes all warrant processes.
- Utilize cognitive behavioral change techniques during interactions.
- Perform urinalysis testing for Drug Court/Probation/Home Detention and Parole as needed.
- Use of Handle with Care when necessary.
- Application of restraints: handcuffs, belly chains, leg/ankle restraints and black box.
- Follow policies and procedures as set by the agency; and,
- Follow dress code uniform standards.
- Other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High School Graduate or equivalent
- Valid Driver's License
- At least 21 years old
- US Citizen
- No Felony Convictions
- Must pass urinalysis test
- Must have moderate computer skills

RESPONSIBILITY:

Incumbent must have a clear understanding of the expectations associated with County and Facility Policies and Procedures. Numerous safeguards and precautions exist to help maintain control of offender's; however, the probability of injury or death is faced daily. Controls exist to minimize errors, however, in this position; errors in judgment dealing with offenders or in performance of duties could result in a liability to the Work Release Officer, the Agency and the County. Additionally, the inability to interact effectively with the public, courts or other agencies may have an adverse effect of the efficiency of this position. Incumbent supervises offenders and reports directly to the Director. Incumbent may be required to work evening/night hours, overtime, holidays and changing shifts/hours.

WORKING RELATIONSHIPS:

Work relationships are with offenders, immediate supervisor, co-workers, staff from other agencies, employers, family members, officers of the courts and the public in general.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent will be required to stand and/or walk for extended periods of time in order to provide staff and offender supervision or sit for an extended period of time. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. The incumbent will be required to stoop, kneel, crouch and/or crawl. In addition, the incumbent may be required to climb stairs and/or ladders and walk on uneven ground. Physical effort may include restraining offenders, driving, running and lifting and carrying up to 100lbs. The incumbent must be able to work up to fourteen (14) hours. Workplace environmental conditions may include: continuous noise conditions; heat—high temperatures that may result in body discomfort; cold—low temperatures that may result in body discomfort. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per agency policy and procedure.

Exposure to persons who may fall under one or all of the following conditions requiring the use of physical force:

- Alcohol
- Narcotics
- Mental illness
- Violence
- Emotionally disturbed

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Intake Officer in the Work Release Department describes the duties and responsibilities 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

_____

Printed Name