

## **Probation Officer Juvenile Probation Department**

- Status: Full-time
- Location: Cass County Family Opportunity Center

### **Minimum Qualifications**

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen.
3. 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.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. 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. A person who fails the probation officer examination shall not be permitted to serve as a probation officer. The person is eligible to re-take the examination at the next available testing date.
  - b. A person who fails the probation officer examination after a second attempt shall not be eligible to take the examination again or serve as a probation officer for one year after the date of the second examination.
6. A probation officer shall be required to attend an orientation program conducted by IOCS within one year from the date that the officer is employed.
7. 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.
8. 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.

## **Duties**

General duties for probation officers are set by Indiana State Law [IC 11-13-1-3-3](#) as follows:

### **A probation officer shall:**

1. Conduct pre-hearing and pre-sentence investigations and prepare reports as required by law;
2. Assist the courts in making pretrial release decisions;
3. Assist the courts, prosecuting attorneys, and other law enforcement officials in making decisions regarding the diversion of charged individuals to appropriate non-criminal alternatives;
4. Furnish each person placed on probation under his supervision a written statement of the conditions of his probation and instruct him regarding those conditions;
5. Supervise and assist persons on probation consistent with conditions of probation imposed by the court;
6. Bring to the court's attention any modification in the conditions of probation considered advisable;
7. Notify the court when a violation of a condition of probation occurs;
8. Cooperate with public and private agencies and other persons concerned with the treatment or welfare of persons on probation, and assist them in obtaining services from those agencies and persons;
9. Keep accurate records of cases investigated by him and of all cases assigned to him by the court and make these records available to the court upon request;
10. Collect and disburse money from persons under his supervision according to the order of the court, and keep accurate and complete accounts of those collections and disbursements;
11. Assist the court in transferring supervision of a person on probation to a court in another jurisdiction; and
12. Perform other duties required by law or as directed by the court.