

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH 45402

937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE:	ELECTRONIC HOME DETENTION PROGRAM (EHDP) OFFICER
DEPARTMENT:	Supervision, Probation Division
REPORT TO:	The Chief of Supervision and Deputy Chief of Supervision
STARTING SALARY:	\$48,426.63
HOURS:	Full time, 8:00 a.m. — 4:30 p.m. Monday thru Friday
POSTED:	March 22, 2024
DEADLINE:	April 12, 2024

JOB PURPOSE AND OVERVIEW

Admit and supervise defendants sentenced to the countywide Electronic Home Detention Program (EHDP). Admission includes placement of the EHDP device and explaining Program rules. Responsible for supervising EHDP defendants from admission until they are released from the Program. This includes monitoring EHDP defendants for compliance, submitting reports, requesting warrants, and testifying regarding Program violations.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Include, but are not limited to:

- 1) Admit defendants (both criminal and traffic) into EHDP, after verifying their Program eligibility (addresses, employment, work release, and any conditional release as allowed by the Court for probation, treatment, medical, etc.).
- 2) Verify victim addresses and contact information and identify any safety issues or concerns. Establish exclusion zones as necessary for victim safety.
- 3) Place EHDP devices on the defendants and explain the rules and regulations of EHDP and the consequences of noncompliance. Explain and demonstrate the battery charging and operation of the tracking device.
- 4) Supervise defendants by tracking their EHDP devices and monitoring their compliance with EHDP rules/regulations.
- 5) Contact defendants regarding Program noncompliance or violations.
- 6) Submit timely reports to the Judges regarding defendants' compliance or violations.
- 7) Submit warrant requests to the Judges, as necessary.
- 8) Testify regarding defendants' compliance or violations, as required by the Court.
- 9) Receive, document, and submit EHDP payments.
- 10) Facilitate the recovery of cut-off or discarded tracking equipment.
- 11) Schedule repairs and maintenance on EHDP assigned vehicles.
- 12) Enter new case and updated case information into WEJIS, JusticeWeb, and Behavioral Intervention (BI) websites.
- 13) Attend job specific training. May include overnight or out of state travel.
- 14) Any other duties related to admitting, supervising, or monitoring EHDP defendants.

OTHER DUTIES

Any duties determined necessary by the Chief or Deputy Chief of Supervision.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma or GED, with experience in any of the following: court system, law enforcement, detention facility, private security, or any other related field, plus:

- 1) Current valid driver's license and good driving record.
- 2) Ability to work closely with defendants, including at the Jail and at their residences.
- 3) Ability to handle and defuse volatile situations involving defendants.
- 4) Ability to learn about EHDP rules and EHDP devices.
- 5) Ability to learn WEJIS, Justice Web, and criminal justice government websites.
- 6) Ability to work as part of the Court team.
- 7) Familiarity with State and City laws, plus Court security practices and procedures.
- 8) Familiarity with procedure for appearing and testifying at Court hearings.
- 9) Willingness to complete Court security and safety training, including unarmed self-defense training, Active Shooter training, and Court-issued defensive weapon training.
- 10) Computer and electronic equipment knowledge, including word-processing experience and website navigation skills.
- 11) Verbal and written communication skills, including legible handwriting and accurate spelling and grammar.
- 12) Time management and organizational skills.
- 13) Independent judgment and experience working with the public.
- 14) Professional conduct and attire.
- 15) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS, DRUG TESTING, AND COVID-19 VACCINATION POLICIES AND TESTING.

AT-WILL EMPLOYMENT:

EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.

MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES

Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional references on or before **April 12, 2024, by 4:00 p.m.** to Ann.Murray@daytonohio.gov or by mail to:

**Ann Marie Murray
Court Administrator
Dayton Municipal Court
301 W. Third St. Room 365
Dayton, OH 45402**