

**INGHAM COUNTY
JOB DESCRIPTION**

PRETRIAL SERVICES INVESTIGATOR

General Summary:

Under the general supervision of the Deputy Court Administrator, interviews persons arrested for felonies to bond recommendations, completes a risk/needs assessment, and recommends conditions of release. Monitors and supervises felony defendants who are released on conditional bonds and initiates court action of any misconduct. Maintains liaison between the defendant, the courts, the Prosecutor, and other components of the criminal justice system.

Essential Functions:

1. Interviews and gathers information on background, time in community, ties to the community, and other data from defendants housed in the County jail or who have been released on bond. Initiates repayment contracts with defendants and verifies sources of income during initial face-to-face interviews.
2. Verifies information gathered through criminal history checks, LIEN reports, and other sources to determine criminal history, current status in the criminal justice system and to assess the likelihood of pretrial misconduct.
3. Interprets collected data and prepares and submits a bond report making recommendations to the Judge concerning conditional release and risk factors. Conducts a risk/needs assessment to determine the likelihood of failure to appear and the risk to public safety, as well identify appropriate referrals and other appropriate conditions of release.
4. Assesses and identifies community referral needs for the defendant in areas such as physical and mental health, substance abuse assistance, employment counseling and school enrollment. Prepares and submits related reports for judicial review.
5. Monitors and supervises the defendants ensuring they are familiar with the conditions of their release. Notifies defendants of scheduled court dates and maintains regular contact during the pending case. Ensures that the defendant continues to comply with all conditions of release.
6. Prepares and submits a report to the Judge if the defendant is in non-compliance of the conditions of release. Initiates show cause notices, appears in court, provides testimony and evidence of non-compliance. Makes recommendations to continue, modify or revoke bond.
7. Assists the Circuit Court and the Jail Administrator, in times of jail overcrowding, to review and submit recommendations on defendants who have not been sentenced or entered into a plea agreement, but might be good candidates for conditional release.

8. Prepares various reports, forms, documents and other correspondence.
9. Responds to requests from the defendant and his/her family members, District and Circuit Court staff, jail personnel, and the Prosecutor's office. Provides information as requested on the status of the defendant.
10. Assists in maintaining the Pretrial Services Division database by inputting all required information into the system regarding the defendant. Generates statistical data upon request.
11. Appearance of interpreters at initial court hearings. Generates and maintains list of interpreters available in the area. Makes referral to other agencies and defense counsel as requested.

Other Functions:

Performs other functions as assigned.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Two years of college coursework in criminal justice, the social sciences, or a related field. Bachelor's Degree preferred.

Experience: Two years of law enforcement/investigative experience providing familiarity with investigative techniques and the criminal justice system.

Other Requirements: Valid Michigan driver's license. Maintain annual LEIN certification.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that ~~should~~ be considered along with other job-related selection or promotional criteria.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to access public facilities including the county jail.
- Ability to enter and retrieve information from computers.
- Ability to access filing systems.

Working Conditions:

Contact with individuals in jail or on conditional release that may be prone to anger and violence.

Exposure to a variety of community locations and residences that may pose health or safety risks.

Pretrial Services Investigator
ICEA Court Pro 06

