

JUVENILE DETENTION OFFICER

JOB PURPOSE AND SUMMARY

Positions of this class are responsible for the supervision and care of juveniles confined in the County Juvenile Detention Center. Incumbents report to a Juvenile Detention Leadworker.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Performs intake functions according to established procedures including interviewing, booking and establishing criteria for admittance or release from detention; submits recommendations to Detention Leadworker; contacts parents or guardians of detained juveniles for release on recognizance; contacts probation or parole counselors when appropriate; provides information to incoming juveniles and their families on the procedures and regulations of the facility.
- Receives, searches and removes personal property from detained youth; provides clothing and hygiene articles; assigns beds and wards.
- Searches and maintains records pertaining to behavior and personal history; files and/or routes forms, records, reports and evaluations; completes and files booking sheets with reports on all detainees' behavior.
- Provides for health, safety and recreation needs of juveniles in detention: provides time on a daily basis for personal hygiene; dispenses prescribed medication; provides first-aid when needed; provides laundry service; performs inspections on an hourly basis or according to security check list; checks security of building, doors and windows; maintains security of juveniles while detained; provides positive individual and group supervision of juveniles participating in programming; provides crisis intervention to youth in detention; prepares detainees for school programs by insuring school groups are released according to schedule.
- Monitors visiting hours and visitors, insuring authorization of each visitor; checks for signatures on all pertinent documents; searches each detainee after visiting hours are over.
- Receives incoming calls on telephone and interoffice communication system; routes calls and routes or handles detainee requests.
- Releases juveniles and returns personal property according to court-mandated timeliness and established procedures.
- Prepares or assists in preparation of daily evening snacks in accordance with prepared menu; may occasionally prepare meals.

- Operate and maintain the security and integrity of the Detention Center via the security system located in Central Control.
- Performs janitorial functions related to maintaining cleanliness and physical condition of building, including sweeping, mopping, washing and painting.
- Performs other related duties as assigned.

QUALIFICATIONS

- Two years experience in Criminal Justice or closely allied field; or post-secondary education or training in the social or behavioral sciences, or in criminal justice, may be substituted for up to eighteen months of required experience.
- Possession of, or ability to obtain, motor vehicle operator's license.
- Completion of Corrections Officer Academy (80 hours training and passing of final examination) within one year of employment.
- Must be available and willing to work 40-hour, rotation shift coverage for a 24-hour per day, 7-day per week operation.

Knowledge of.... principles of human behavior and juvenile psychology; pertinent laws, codes and regulations; computer skills in word processing, spread sheets and case tracking software; basic self-defense.

Ability to....learn and comply with policies, regulations and procedures associated with Juvenile Detention; enforce, in a positive manner, facility rules and regulations; exercise good judgment and apply constructive attitudes toward detained individuals; apply effective counseling skills in a crisis situation; understand and exert appropriate force in restraining detainees; maintain sufficient physical fitness to perform duties; communicate clearly, sometime complex, regulatory and procedural information to detainees, their parents or guardians, and members of the general public; communicate orally with youths and adults in a manner that will gain their respect and confidence; learn to operate effectively facility communications systems, computer terminals and security-related equipment; multitask and respond quickly and effectively to multiple sources of information from communication systems; sit for extended periods of time while performing and operative the security system; learn and administer first-aid and CPR; use and maintain cleaning and painting supplies, equipment and materials; establish and maintain effective working relations with Detention Center and law enforcement personnel, detainees and the general public.

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