

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-450

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**SUBJECT: QUALIFICATIONS**

**POLICY**

Juvenile facilities shall recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable Civil Service Rules.

**PROCEDURES**

A. Job Specifications

1. The job specifications for Juvenile Detention Officer Assistant, Juvenile Detention Officer, Juvenile Detention Unit Supervisor, and Juvenile Detention Facility Supervisor were approved by the San Joaquin County Civil Service Commission and were adopted by the San Joaquin County Board of Supervisors on October 17, 2002.
2. Job specifications for all county positions are available on the San Joaquin County Human Resources website.

## JUVENILE DETENTION OFFICER ASSISTANT

### DEFINITION

Under immediate supervision maintains the safety, security and discipline in assigned unit for juveniles; supervises and guides the behavior of juveniles; enforces rules and regulations of the facility; advises juveniles in proper standards of personal conduct; observes and assesses behavior and needs of groups and individuals within groups; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

### CLASS CHARACTERISTICS

Incumbents serve as trainees in this class for the Juvenile Detention Officer series. As trainees, individuals are assigned to perform routine activities under close supervision, receive departmental training, and acquire the essential knowledge and abilities characteristic of the Juvenile Detention Officer I class.

### TYPICAL DUTIES

1. Maintains security and discipline over assigned unit or program; enforces rules and regulations of the facility and program.
2. Supervises and guides juvenile behavior; advises juveniles in proper standards of personal conduct.
3. May counsel or assist in counseling juveniles individually or in groups.
4. Documents and relates information to appropriate persons.
5. Conducts programs related to recreation and work activities; participates in behavior modification programs such as anger management, victim awareness and the like; assists in planning activities and programs.
6. Prepares and maintains conduct records and reports regarding juveniles for use in placement or court proceedings, including incident reports.
7. May be required to perform basic housekeeping tasks; may be required to transport juveniles.
8. Conducts room checks and searches; scans incoming and outgoing mail; searches juveniles for contraband.
9. Learns to subdue and restrain violent or attacking juveniles when appropriate for the safety and protection of themselves and others.
10. Uses computers and juvenile detention specific programs for detention management and communications.

### MINIMUM QUALIFICATIONS

Licenses and Certificates: Possession of a valid California driver's license.

AND

EITHER I

Education: Completion of thirty semester units at an accredited college or university, including at least six semester units in the social or behavioral sciences.

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OR II

Experience: One year of experience in the supervision, observation and assessment of juveniles in a detention facility.

NOTE: A valid California Class B (Class II) driver's license and good driving record may be required by the nature of the assignment.

Special Requirements: The Juvenile Detention Officer Assistant must successfully complete one hundred and fifty-six hours (156) of Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; the general principles of human behavior, normal and abnormal; basic group and individual counseling techniques; basic psychological theories, terminology and treatment methods; the general principles of report writing and composition; basic computer literacy; personal computer systems and computer software.

Ability to: establish rapport with juveniles; recognize emotional and behavioral problems; assess physical and emotional needs of individual juveniles; demonstrate clear written and oral skills; follow written and oral instructions/procedures; enforce rules and regulations with firmness; organize and direct the activities of juveniles; utilize a variety of office equipment, including computer operation; operate communications and safety equipment; work different shifts, weekends, holidays and extended schedules; work with other staff to effect job duties; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for the safety of themselves and others; drive in a safe manner.

Physical and Mental Requirements: **Mobility** ---Constant standing, walking, running, stooping, bending, climbing stairs and lifting of individuals which require strength, coordination, endurance and agility, driving, operation of a computer; **Visual** - - -constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma, grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---some assignments may require working weekend, nights, and/or occasional overtime; **Environmental** --- occasional exposure to varied weather conditions.

Adopted: 10/17/2002

## **JUVENILE DETENTION OFFICER**

### **DEFINITION**

Under general supervision maintains the safety, security and discipline over an assigned unit or program for juveniles; supervises and guides juveniles in the proper standards of personal conduct and behavior; organizes and supervises recreational and work activities, behavioral modification modules, such as anger management, victim awareness and the like; prepare and maintains records and reports; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

### **CLASS CHARACTERISTICS**

Incumbents serve in this journey level class and have greater responsibility and independence than at the Juvenile Detention Officer Assistant level, including training and development of the trainees and in the supervision of juveniles.

### **TYPICAL DUTIES**

1. Maintains security and discipline over assigned unit or program; enforces rules and regulations of the facility and program.
2. Supervises and guides youth/child behavior; advises juveniles in proper standards of personal conduct.
3. May counsel or assist in counseling juveniles individually or in groups.
4. Maintains regular contact with individuals assigned to electronic monitoring or home supervision programs; monitors compliance with program requirements.
5. Maintains contact with juveniles, family, friends, school officials, employers and probation officers; places program violators in custody.
6. Observes and assesses behavior and needs of groups and individuals; utilizes information in attempting to meet the needs of a program structure.
7. Documents and relates information to appropriate personnel.
8. Conducts programs related to recreation, work activities and behavioral modification modules, such as anger management, victim awareness and the like.
9. Prepares and maintains juvenile conduct records and reports for use in placement or court proceedings, including incident reports.
10. May be required to perform basic housekeeping tasks.
11. May lead other workers as assigned.
12. Conducts room checks and searches; searches juveniles for contraband; administers discipline as required.
13. Physically restrains or subdues violent or attacking juveniles when appropriate for the safety and protection of themselves and others.
14. Uses computer for detention management and communication.
15. Transports juvenile offenders, when necessary.

### **MINIMUM QUALIFICATIONS**

License: Possession of a valid California driver's license.

**AND**

**EITHER I**

San Joaquin County RP2506Page 2 – Juvenile Detention Officer

Experience: Six months experience as Juvenile Detention Officer Assistant with San Joaquin County.

OR II

Education: Completion of sixty semester units at an accredited college or university, including at least eighteen semester units in the social or behavioral sciences.

AND

Experience: Six months of experience in the supervision, observation and assessment of juveniles in a detention or residential treatment facility.

NOTE: A valid California Class II driver's license and a good driving record may be required by the nature of the assignment.

Special Requirements: The Juvenile Detention Officer must successfully complete one hundred and fifty-six (156) hours of core Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; general principles of human behavior, normal and abnormal; basic group and individual counseling techniques; basic psychological theories, terminology and treatment methods; general principles of report writing and composition, basic computer literacy, personal computer systems and computer software; self-defense and emergency/crisis management techniques.

Ability to: establish rapport with juveniles; recognize emotional and behavioral problems; assess physical and emotional needs of individual juveniles; demonstrate clear written and oral skills; follow written and oral instructions/procedures; work with other staff to effect job duties; enforce rules, policies and procedures with firmness; organize and direct the activities of juveniles; operate communications and safety equipment; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for the safety of themselves and others; drive safely; utilize a variety of office equipment.

Physical and Mental Requirements: **Mobility** ---constant standing, walking, running, stooping, bending, climbing stairs, driving and lifting of individuals, which require strength, coordination, endurance and agility; operation of a computer; **Visual** ---constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma, grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---some assignments may require working weekends, nights, and/or occasional overtime; **Environmental** --- occasional exposure to varied weather conditions.

Adopted: 10/17/2002

## JUVENILE DETENTION UNIT SUPERVISOR

### DEFINITION

Under general supervision assigns, trains, supervises and evaluates the work of subordinate staff; supervises and maintains safety, security and discipline in the juvenile facility; supervises juvenile programs; counsels juveniles; ensures adherence to facility policies and procedures; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

### CLASS CHARACTERISTICS

Incumbents serve at the first line supervisor level for the Juvenile Detention Officer series, having both supervisory and program responsibilities as well as performing casework. Those in this classification are responsible for the supervision of a living unit or work unit.

### TYPICAL DUTIES

1. Assigns, trains, supervises, and evaluates the work of subordinate staff. Participates in the selection of subordinate staff.
2. Counsels juveniles individually and in groups.
3. Assesses programs and progress.
4. Prepares reports.
5. May prepare and maintain conduct records and reports.
6. Ensures adherence to facility and departmental policies, procedures and rules.
7. Maintains safety, security and discipline for staff, juveniles; participates in direct supervision of minors; physically restrains or subdues violent or attacking juveniles when appropriate for the safety and protection of themselves and others.
8. Provides for communications between shifts.
9. May distribute medications prescribed by medical professionals in accordance with currently established practice and procedures.
10. Uses computers for detention management and communication
11. Transports juvenile offenders when necessary.

### MINIMUM QUALIFICATIONS

License: Possession of a valid California driver's license.

AND

Either I

Experience: One year as a Juvenile Detention Officer with San Joaquin County.

OR II

Education: Completion of sixty semester units at an accredited college or university, including at least eighteen semester units in the social or behavioral sciences.

San Joaquin County RP2510 Page 2 – Juvenile Detention Unit Supervisor

AND

Experience: Two years of experience in the supervision, observation and assessment of juveniles in a detention facility or a residential treatment facility.

NOTE: A valid California Class B (Class II) driver's license and good driving record may be required by the nature of the assignment.

Special Requirements: The Juvenile Detention Unit Supervisor must successfully complete one hundred and fifty-six hours of core Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; principles and practices of supervision and training; counseling techniques; general principles of report writing and composition, basic computer literacy, including personal computer systems and computer software; self-defense and emergency/crisis management techniques.

Ability to: plan and assign work; establish rapport with juveniles; demonstrate clear written and oral skills; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for the safety of themselves and others; drive safely; train and evaluate subordinates; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; utilize a variety of office equipment.

Physical and Mental Requirements: ***Mobility***---constant standing, walking, running, stooping, bending, climbing stairs and lifting of individuals, which require strength, coordination, endurance and agility; driving; ***Visual*** --- constant overall vision; constant color perception; constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; ***Dexterity*** ---frequent repetitive motion and reaching; ***Hearing/Talking*** ---constant requirements to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. ***Emotional/Psychological*** ---constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma; grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---assignments may require working weekends, nights, and/or overtime; ***Environmental*** ---occasional exposure to varied weather conditions.

Adopted: 10/17/2002

## JUVENILE DETENTION FACILITY SUPERVISOR

### DEFINITION

Under direction supervises the day- to-day operation and administrative work of the juvenile facility, assigning shifts, delegating staff assignments, and overseeing programs; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

### CLASS CHARACTERISTICS

Incumbents serve in a second level supervisor capacity for the Juvenile Detention Officer series. With the oversight of the Deputy Chief and Assistant Deputy Chiefs, these supervisors share management responsibility for continuity of the facility's internal operations, program administration, compliance with Title 15 mandates of the California Code of Regulations, departmental policies and procedures and direction of the daily operation for the units and programs through subordinates.

### TYPICAL DUTIES

1. Ensures continuity of internal operations and programs.
2. Plans, supervises, directs and evaluates staff.
3. Participates in the selection of employees.
4. Provides information regarding laws, policy and procedures.
5. Counsels juveniles individually and in groups in crisis situations.
6. Supervises and participates in the admission or the release of juveniles.
7. Reviews reports and records to determine appropriate action.
8. Assists in training activities.
9. Acts in the absence of administrative staff.
10. Ensures adherence to facility and departmental rules, policies and procedures.
11. Maintains safety, security and discipline for staff and juveniles; intervenes in emergency situations as necessary.
12. Uses computers for detention management and communication.
13. Transports juvenile offenders when necessary.

### MINIMUM QUALIFICATIONS

License: Possession of a valid California driver's license.

AND

EITHER I

Experience: One year as a Juvenile Detention Unit Supervisor with San Joaquin County.

OR II

Education: Graduation from an accredited four-year college or university with a minimum of eighteen units in the social or behavioral sciences.

San Joaquin County RP2515 Page 2 – Juvenile Detention Facility Supervisor

AND

Experience: One year of experience in a supervisory capacity in the supervision, observation and assessment of juveniles in a detention or residential treatment facility.

Special Requirements: The Juvenile Detention Facility Supervisor must successfully complete one hundred and fifty-six (156) hours of core Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status.



Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; knowledge of the principles and practices of supervision and training; the methods and techniques of juvenile group work; basic administrative and institutional management principles; general principles of report writing and composition, basic computer literacy, including personal computer systems and computer software; self-defense and emergency/crisis management techniques; California Welfare and Institutions and Penal Code sections relating to juvenile justice work; adult and child psychology; theory and practice of juvenile justice work; community resources available for treatment of juveniles.

Ability to: establish rapport with juveniles under supervision; plan and assign work; oversee operations and administer programs; demonstrate clear written and oral skills; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for their safety and the safety of others; drive safely; plan, organize and supervise the work of others; train and evaluate subordinates; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; interpret and apply laws, policies and procedures.

Physical and Mental Requirements: **Mobility** ---Constant standing, walking, running, stooping, bending, climbing stairs and lifting of individuals, which require strength, coordination, endurance and agility; driving; **Visual** ---Constant overall vision; constant color perception; constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---Frequent repetitive motion and reaching; **Hearing/Talking** ---Constant requirements to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---Constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma, grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---some assignments may require working weekends, nights, and/or occasional overtime; **Environmental** ---occasional exposure to varied weather conditions.

Adopted: 10/17/2002