

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

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