

## CLASS SPECIFICATION



**CLASS:** Juvenile Corrections Officer I/II  
**ALLOCATION:** Probation Department  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** PPOA

**ESTABLISHED:** Circa 1990  
**REVISED:** May 2015

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### **JOB SUMMARY:**

Provide for the care, custody, supervision and control of juveniles in a secured detention facility which requires a restricted environment while legal action is pending; help to ensure and sustain a safe and secure environment for juvenile detainees while housed in Juvenile Hall and/or the Youth Guidance Center; coordinate counseling and behavior modification activities associated with the operation of Juvenile Hall; may provide shift direction on a relief or as-needed basis; may supervise adults or juveniles on a work release, alternative sentencing program or truancy prevention program; and perform related work as assigned. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications, including successful completion of the Juvenile Counselor Core curriculum approved by the Standards of Training and Corrections, and have demonstrated the ability to perform the responsibilities required at the higher performance level.

### **Juvenile Corrections Officer I:**

Initially under close supervision, incumbents perform basic intake, orientation, security and oversight of juveniles while learning principles and procedures of a juvenile detention facility; to supervise, control and guide juveniles while in detention; and intervention and counseling techniques. As experience is gained, there is greater independence of action within established guidelines. Assignments may also include supervising adults in a work release or alternative sentencing program. This is the entry level in the juvenile corrections officer series.

### **Juvenile Corrections Officer II:**

Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention including overseeing activities, meals and personal hygiene. Incumbents are assigned the more difficult, complex tasks and are fully competent to independently perform a variety of responsible work with juveniles during an assigned shift at Juvenile Hall and/or the Youth Guidance Center; and may act as a lead person in the absence of a Supervising Juvenile Corrections Officer.

### **CLASS CHARACTERISTICS:**

This position reports directly to Supervising Juvenile Corrections Officer, Deputy Superintendent or other management classification. This class is distinguished from the Supervising Juvenile Corrections Officer in that the latter has shift supervision responsibility for the operation of Juvenile Hall, Youth Guidance Center and/or work release programs.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Juvenile Corrections Officer I:**

- Perform basic intake duties such as receiving, orientation, preparing and processing appropriate documents, recording and securing valuables, and providing juveniles basic information regarding their legal rights; release minors as appropriate.
- Follow department rules and procedures to maintain a safe and secure facility; help to provide a healthy, safe and functional, nurturing environment for the physical and emotional well being of juveniles.
- Monitor juveniles, activities and facility environment; observe and document juvenile behavior; protect inmates from personal injury; follow safety protocols, and call for assistance as required.
- Observe conduct and behavior of detainees and maintain and keep order and discipline at all times; if necessary apply physical restraints or use Oleoresin Capsicum spray (pepper spray).
- Respond to and manage mental and behavioral health issues, including assaultive behavior, anger management, physical abuse and verbal abuse that may be directed by a minor to him/herself, another minor, or towards employees.
- Supervise, direct, monitor, oversee, instruct and advise juveniles on a range of issues pertaining to family, personal hygiene, education, daily living activities and other areas as needed.
- Respond to medical needs of juveniles; provide first aid for minor problems and assist with more serious health issues; deliver medication as prescribed and approved.
- Facilitate and monitor extracurricular activities of juveniles; act as recreation leader, coach and referee for a variety of recreational activities; determine availability of activities for juveniles; control and issue an assortment of athletic equipment; communicate and enforce game and safety rules, and good sportsmanship attitudes.

- Transport juveniles, individually or in groups to and from locations outside the facility.
- Communicate or oversee communication with probation officers, attorneys, families and law enforcement and social service agencies regarding juvenile detainees.
- Monitor and enforce Juvenile Hall and/or Youth Guidance Center or sentencing rules and regulations within established guidelines; participate in staff training activities; search juveniles for contraband, weapons and other prohibited materials.
- Oversee adults or juveniles participating in work release and/or alternative sentencing programs and provide instruction in the proper use of tools and equipment and worksite safety; supervise them while performing building and grounds maintenance at various sites.
- Review medical orders and administer prescribed medications as directed.
- Maintain accurate records and files, including making timely entries into a Behavior Assessment Report Team (B.A.R.T.) log relative to behavioral observations and significant events of detained minors; prepare reports related to the work performed; perform routine clerical duties.

**Juvenile Corrections Officer II (in addition to the above):**

- Respond quickly and effectively to audio and visual clues from juvenile inmates; physically intervene as needed to prevent harmful behavior and de-escalate unacceptable behavior.
- Provide basic counseling to juveniles and conduct or assist in conducting group sessions to provide self-help education and group supportive counseling.
- Under supervision, perform case management functions; develop and implement programs for each juvenile based on needs; discuss and develop goals for juveniles in education, family relationships, job skills and other critical areas; perform follow-up action and revise plans as required.
- Depending upon assignment, work with staff from local school districts; perform truancy prevention activities; write citations on minors suspected of being truant and present school attendance information to School Attendance Review Board (SARB) on matters before the Board.

**Important**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Restrain physically abusive and acting out juveniles.
- May drive a County motor vehicle in order to transport juveniles individually or in groups to locations outside the facility.
- Supervise cleaning of living quarters, laundering of clothes and ensure that all facilities are maintained in a clean and orderly condition.
- Provide minor maintenance of the Juvenile Hall facility and grounds.
- Depending on assignment, attend SARB hearings.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Juvenile Corrections Officer I:**

- Behavior patterns and basic counseling techniques for juveniles.
- Basic knowledge of the development needs and problems of minors.
- The operation of standard office equipment, including basic computer applications related to the work.
- Effective report-writing.
- Basic first aid and CPR techniques.
- Routine grounds-keeping and building maintenance methods.
- Techniques for dealing with the public, in person and over the telephone.

**Juvenile Corrections Officer II (in addition to the above):**

- Principles of supervision, interviewing, crisis intervention, institution safety and security methods and techniques.
- Individual and group dynamics.
- Safety and security practices and procedures related to a detention facility.
- Applicable laws, regulations and rules.
- Legal terminology, forms, documents and procedures related to the juvenile criminal justice system.
- Principles and practices of effective supervision techniques used in juvenile detention and/or adult work release or alternative programs.
- Case management, court systems and law enforcement process relating to juveniles.
- Principles and practices of juvenile counseling and behavior modification.
- Community resources available for intervention with juvenile detainees and/or truant students.

**Skill in:****Juvenile Corrections Officer I:**

- Maintaining the facility in a clean and orderly condition.
- Preparing accurate, clear and concise reports and other written materials.
- Entering information into a computer system with speed and accuracy.
- Learning to intervene in appropriate situations.
- Responding to emergency and crisis situations, calmly and effectively.
- Applying restraint devices such as handcuffs, etc.
- Proper use and deployment of Oleoresin Capsicum (pepper spray).
- Overseeing the daily living activities of juvenile detainees.
- Monitoring and enforcing rules and safety regulations.
- Directing individuals assigned to adult work release or similar programs.

**Juvenile Corrections Officer II (in addition to the above):**

- Organizing own work, setting priorities and meeting critical deadlines.
- Assessing and evaluating the needs and risks associated with juvenile detainees and/or truant students.

**Ability to:****Juvenile Corrections Officer I:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations.
- Provide appropriate first aid.
- Interact effectively and maintain relationships with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult; work in a typical detention or public safety setting.
- Learn the principles and practices of Juvenile Probation work.
- Learn and apply State laws, County Ordinances and other rules affecting juvenile probation and detention.
- Understand and gain the cooperation of minors.
- Maintain security measures in supervision of juveniles in custody, at work project sites or in the process of transportation.

**Juvenile Corrections Officer II (in addition to the above):**

- Use initiative and independent judgment within established procedural guidelines.
- Enforce departmental rules, policies and procedures.
- Exercise good judgment and make sound decisions in a variety of conditions.
- Learn principles of effective supervision.
- Deal effectively with manipulative, hostile or antisocial behavior in others.
- Perform calmly, purposefully and appropriately in emergency and stressful situations; maintain professional composure.
- Coordinate the activities of minors and/or adults; plan and organize a work project schedule.
- Act as a lead in the absence of a supervisor.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift, and/or drag heavy objects/equipment or injured or unconscious juveniles); defend oneself and pursue, disarm, subdue and/or restrain juveniles which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds and with or without assistance 100 pounds or more.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical juvenile detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Work with highly manipulative and psychologically challenging client population.
- Exposure to blood/air borne pathogens.
- Depending on assignment, occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions).

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess or obtain a valid First Aid and CPR Certification within one (1) year of appointment to classification and maintain annually thereafter.
- Possess or obtain California 832 PC Certification for limited peace officer status within one (1) year of appointment to classification.
- Complete California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Juvenile Counselor Core Course Certificate within one (1) year of appointment to classification. Must successfully complete additional required certified instruction and maintain annually thereafter.

**Special Requirements:**

- Must meet the State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- Work any scheduled rotational shift as assigned; including evening, night, weekend, and holiday shifts.
- Meet and maintain appropriate state standards concerning physical and psychological characteristics.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**JUVENILE CORRECTIONS OFFICER I:**

**MINIMUM:** Graduation from high school, some college course work in a related field or at least one year of related work experience involving public contact.

**PREFERRED:** In addition to the minimum, an Associate's Degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and one (1) year experience working with juveniles in a Title 15 detention facility.

**JUVENILE CORRECTIONS OFFICER II:**

**MINIMUM:** In addition to the requirements of the I level, at least one (1) year of experience in counseling and overseeing juveniles in a Title 15 detention facility at a level equivalent to the County's class of Juvenile Corrections Officer I and successful completion of the Juvenile Counselor Core curriculum approved by Standards of Training and Corrections.

**PREFERRED:** In addition to the minimum, an Associates' Degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and up to three (3) years experience working in counseling and overseeing juveniles in a Title 15 detention facility at a level equivalent to the County's class of Juvenile Corrections Officer I.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Probation Approval: Jim Arnold  
Date:

EEOC: B  
WC: 9410.PB

Human Resources Approval: Cindy Clark  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_