

JUVENILE CORRECTIONAL OFFICER I

DEFINITION:

Under immediate supervision, performs control room activities and functions; transports, supervises, and counsels minors detained or committed to the Juvenile Justice Campus or Elkhorn Correctional Facility; supervises minors on-site or in the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Probation Department, headed by the Chief Probation Officer, combines several state-mandated, interrelated functions oriented to the investigation, evaluation, sentencing, and supervision of adult and juvenile offenders.

The Juvenile Correctional Officer classification series is used throughout the Probation Department and is utilized to maintain institutional security, supervision of minor or adult offenders on-site or in the community, minor and staff safety, perform control room activities and functions, transport minors, and to provide other services and support to institutional programs. All Juvenile Correctional Officers are designated as Peace Officers pursuant to P.C. 830.5. Consistent with the Penal Code and at the direction of the Chief Probation Officer, Juvenile Correctional Officer incumbents may be required to maintain and use a firearm while on duty.

Juvenile Correctional Officer I is the entry-level classification in the Juvenile Correctional Officer classification series. Juvenile Correctional Officer I differs from Juvenile Correctional Officer II in which incumbents are fully trained in the supervision and counseling of detained/committed minors; assignments at the Juvenile Correctional Officer I level are subject to close review while in progress and upon completion.

Incumbents of the Juvenile Correctional Officer classification series must possess the following attributes: ability to establish rapport with persons of differing ethnic and socio-economic backgrounds; good oral and written communication skills; the ability to physically restrain minors and maintain visual and auditory observance of minors behavior; ability to work in a frequently hostile, unpredictable, and unpleasant environment; ability to view video surveillance monitors and listen to and understand two-way radio and intercom surveillance communications for extended periods of time; ability to keenly observe and provide detailed and accurate descriptions of observations; ability to firmly enforce rules and regulations; ability to work in darkened and enclosed areas for extended periods of time; ability to adapt quickly and effectively to emergency situations; and a high degree of maturity, integrity, emotional stability, and good judgment.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

## JUVENILE CORRECTIONAL OFFICER I (Cont'd)

### SAMPLES OF DUTIES: (Cont'd)

1. Plans, organizes, and oversees various activities of minors including work assignments, meals, bathing, dressing, recreation, and sleeping.
2. Maintains control and discipline of minors through visual checks, room and body searches, audio and video monitoring of activities.
3. Tracks the movement of staff, minors, and all traffic entering and exiting the institutions using video, two-way radio, and intercom surveillance systems.
4. Maintains order and security in the Juvenile Justice Campus and Elkhorn Correctional Facility.
5. Transports minors outside the institution when security needs require either an armed and unarmed peace officer.
6. Escorts minors to and from assigned activities and transports records and files as needed.
7. May use physical force, chemical agents, and/or restraints when necessary for purpose of arrest or detention.
8. Observes and monitors signs of emotional and physical illness; and makes emergency referrals when required.
9. Provides counseling and guidance on an individual basis or in a group setting.
10. Assists in the development, implementation, and evaluation of individual and group activities.
11. Prepares appropriate documentation and performs procedures involving the booking, accounting, transfer, and release of minors.
12. Maintains files and records of minors, including computer data entry and transcribing receiving or reviewing information from a variety of court documents and interdepartmental orders.
13. Receives, accounts for, and releases minor's property and money; maintains minor's property records as needed.
14. Provides written and oral reports as required.
15. May train new or current employees in work procedures and methods.
16. Translates (oral/written) as required to serve departmental needs.
17. Operates a variety of office and detention facility equipment including audio and video devices, calculators, typewriters, computers, photocopiers, telephone/intercom equipment, security-related equipment, self defense weapons, restraint equipment, self-contained breathing apparatus, and fire suppressant equipment.

## JUVENILE CORRECTIONAL OFFICER I (Cont'd)

### SAMPLES OF DUTIES: (Cont'd)

18. May perform related commissary activities, including receiving, processing, serving of food, and documentation of utensils.
19. Coordinates work details; assigns, issues and collects tools/equipment.

### MINIMUM QUALIFICATIONS:

Education: Completion of sixty (60) units of academic college work from an accredited college or university that is acceptable within the United States' college or university system.

License: Possession of a valid Class "C" California Driver's License. Incumbents may be required to obtain a Class "B" Driver's License.

Certificate: Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate is required prior to appointment.

Age: Must be 18 years of age.

Other: Under California Penal Code Section 830.5, the Juvenile Correctional Officer I classification is defined as a Peace Officer. Therefore, candidates must meet minimum standards as listed in the California Government Code Sections 1029 and 1031. In addition they must meet physical standards established by the California Board of Corrections and any other pre-employment as well as ongoing peace officer requirements pursuant to federal, state, and local legislation.