

**DEPUTY JUVENILE CORRECTIONAL OFFICER II DUTIES (Days)
YOUTH LEADERSHIP ACADEMY**

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-8-D, dated 01/15/20

FORMS: Special Incident Report (F057-7018)
Institutional Casework Report (F057-6309)
Unit Face Sheet (F057-6009)

PURPOSE: To outline the general duties of the Deputy Juvenile Correctional Officer II (Days) position.

I. GENERAL INFORMATION

A. Primary Duties:

1. Implements and supports Probation Department and Youth Leadership Academy (YLA) policies and procedures.
2. Shall establish and maintain a professional demeanor when working with youth, coworkers, **Supervising Juvenile Correctional Officers (both their assigned SJCO and the facility's Duty Officer), managers,** departmental personnel, the Court, collaborative partners, law enforcement, and outside agencies.
3. Actively supervises incarcerated youth, controlling their activities in order to ensure a safe environment for youth and staff.
4. **One staff should remain stationed behind the unit control desk at all times when there are youth in the unit.**
5. **Upon arrival to the workstation, sign in the unit logbook, per Procedure Manual Item (PMI) 3-1-049.**
6. **Perform an equipment check, obtain a set of keys and make the related log entries.**
7. **Verify, account for and log the unit population prior to departing staff leaving.**
8. **Review the logbook, familiarizing yourself with the past 24 hours (minimally) and confer with on-duty staff regarding potential problems that may arise during the night.**
9. **Safety checks are to be random and varied and completed at no greater than 15-minute intervals throughout the night.**

- a. **Level I youth require 10 minute room checks**
 - b. **Level II youth require 5-minute room checks**
 - c. **Level III youth require constant one-on-one staff supervision**
10. Maintains facility security by controlling keys, access cards and assuring locked doors are secure. Maintains safety by being alert to possible contraband and maintaining close proximity supervision of the youth.
 11. Shall respond to emergencies quickly, professionally and within departmental guidelines.
 12. Treats incarcerated youth with dignity and respect; applies the elements of due process to all disciplinary actions; upholds youths' rights as guaranteed by law.
 13. Directs and controls the daily unit activities (e.g., all individual and group movements, meals, showers, unit cleaning, orientation, visiting, medications, recreations, etc.).
 14. Shall accurately maintain the Integrated Case Management System (ICMS), **and make necessary notes, summaries and reports** as required by Department policy and procedure, or as directed by a supervisor.
 15. **Staff shall be issued departmentally approved equipment specific to their assignment and location including but not limited to keys, OC Spray (if certified), handcuffs, PDS and a radio (as required) at the beginning of their shift. In view of overall facility security, non-approved equipment is prohibited. Equipment is to be checked in and out and properly logged into ICMS and/or logbook at the beginning and end of each shift by each staff member. Further, equipment will be worn/carried while on duty.**
 16. Shall provide casework services that will include individual/group counseling; goal setting; securing resources; identifying special needs; observing and recording all behaviors via weekly **facility** file notes, TANF casework report forms, Special Incident Reports (SIRs) and Restraint Reports. **Staff will be trained in and facilitate cognitive-behavioral change treatment programs proven effective in reducing recidivism.**
 17. Encourages youth to maintain a clean and undamaged living area by conducting regular inspections and actively supervising cleanup periods.
 18. Promptly attends staff meetings and Standards and Training for Corrections (STC) training sessions as scheduled.
 19. Reads, understands and applies all Probation materials such as emails, memos, meeting minutes, new and revised Procedure Manual Items (PMIs) and policies.
 20. Assists in training new staff and supervising volunteers.

21. Shall take corrective action **when necessary** or **seek guidance from a supervisor and/or a manager**, when appropriate **or beyond the scope of their authority**.
22. Accepts additional duties, as assigned.
23. Thoroughly and effectively conveys essential information to co-workers, peers, **supervisors** and management either verbally or in writing.
24. Conducts investigations of youth misbehavior. Secures evidence and protects the scene relating to the misbehavior or event until a supervisor and/or administrator arrives on scene.
25. **Thoroughly completes all shift duties to ensure a smooth transition for oncoming staff.**

B. Secondary Duties

1. Serves as acting Supervising Juvenile Correctional Officer (SJCO) as directed.

Enforces departmental policies and procedure in the absence of supervisory personnel.
2. Completes special projects and/or serves on committees as assigned.

REFERENCES:

Procedure:	3-1-F	Professional Standards - Institutions
	3-1-207	Supervising Juvenile Correctional Officer and Acting Supervising Juvenile Correctional Officer Duties
	3-1-306	Institutional Case Planning and Case Reviews
Policies:	C-1	Maintaining Employment Status
	C-5	Work Assignments
	C-8	Work Priorities
	C-12	Performance Evaluation
	C-16	Employee Conduct - On Duty
	C-17	Employee Conduct - Off Duty - Law Violations

C. Lopez

APPROVED BY: