



# JUVENILE DETENTION OFFICER JOB DESCRIPTION

Job Title: **Juvenile Detention Officer**

Job Code: **JS150**

Pay Grade: **118**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **April 2007**

## **NATURE OF WORK**

Under general supervision, coordinates and performs a variety of detention duties on behalf of the Lewis County Juvenile Detention Center; provides for the safety, security, and care of detainees; monitors surveillance equipment and inmate wellbeing; supervises detainee activities; prepares and maintains detention records and reports; and performs other related duties as assigned.

## **ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in providing for the custody, safety, security, and wellbeing of juveniles detained at the County's Juvenile Detention Center.
- Conducts security/perimeter checks and detainee head counts; monitors security cameras.
- Monitors all movement of juveniles within the Detention Center's facilities; maintains the orderly conduct of detainees and visitors; responds to minor disturbances and/or emergency situations.
- Supervises groups of juveniles during daily recreation periods, meals, and/or other activities.
- Provides for the care of detainees including meals and healthcare; supplies juveniles with clean clothing and hygiene items; evaluates medical requests and coordinates treatment by medical providers.
- Transports detainees to medical appointments, mental health screenings, and/or other appointments.
- Transfers juveniles by County vehicle to other facilities within and/or outside of the State.
- Picks up and returns juveniles serving on work crews to correct destinations.
- Supervises the activities of juvenile and/or status offenders performing community service as assigned.
- Responds to inquiries and/or complaints from parents, attorneys, law enforcement personnel, mental health/social workers, medical providers, and the general public.
- Prepares and maintains a variety of detention records, reports, and documentation including incident reports and case file documents.

## **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around juvenile detention facilities; subject to standing, walking, bending, reaching, kneeling, crouching, physically restraining detainees, and lifting of objects up to 100 pounds; exposure to infectious diseases and combative youths and/or parents is involved.

## **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND one (1) year experience working with youth in an organizational capacity.

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Successful completion of the Washington State Criminal Justice Training Commission's Juvenile Correction Officer Academy, First Aid/CPR Certification, and a valid Driver's License are required. Must successfully complete a criminal history background investigation

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Juvenile Detention Center operations, policies, and procedures.
- Regulations and standards governing detention center operations.
- Detainee services and standards of delivery.
- Departmental records, reports, and documentation.
- Detention equipment/vehicles and methods of operation.

**Skills in:**

- Coordinating and performing a variety of detention officer duties.
- Providing for the safety and security of Detention Center detainees, visitors, and staff.
- Conducting security checks and supervising/monitoring the activities of detainees.
- Preparing and maintaining a variety of detention records, reports, and documentation.
- Establishing and maintaining effective working relationships with other staff, law enforcement and probation personnel, outside agencies, service providers, juveniles, and guardians.
- Defensive tactics.
- Communicating effectively verbally and in writing.

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Employee

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Employer

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Date