

**DEPUTY JUVENILE CORRECTIONAL OFFICER II DUTIES
YOUTH REPORTING CENTER**

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-6-304, dated 09/08/16
- FORMS:** Special Incident Reports (SIRs) (F057-9162AF)
Special Incident Reports (SIRs) (F057-9162.1(JF)(2016))
- PURPOSE:** To outline the general duties of the Deputy Juvenile Correctional Officer II position at the Youth Reporting Center.

I. GENERAL INFORMATION

A. Requirements and Characteristics

1. Class C Driver's License
2. An ability to maintain open and professional communication with co-workers, collaborative staff, **youth**, family members, **and the public**.
3. Planning and organizational skills.
4. An ability to work effectively with others and maintain flexibility.
5. An ability to utilize creativity and personal interests in devising and participating in **on and off** site programming.
6. Utilizes identified and creative incentives to motivate and reward positive behavior. Likewise, uses **identified** and creative consequences to address and deter poor behavior.
7. **Ability and knowledge to facilitate groups, and provide research supported programming.**

II. PROCEDURE

A. Primary Duties

1. Implements and supports **the** Probation Department, Youth Reporting Center (YRC), **and the Accountability Commitment Program (ACP)** policies and procedures.
2. Shall establish and maintain a professional demeanor when working with **youth**, parents/**guardians**, co-workers, departmental personnel, outside agencies and the general public.

3. Actively supervises **youth** in the program by controlling their activities **and movement** in order to assure a safe environment for **the youth** and staff.
4. Maintains safety by being alert to possible contraband, potential issues between **youth**, and maintaining close proximity supervision of the **youth**. This includes a pat down search of the **youth** before they enter the YRC multi-purpose room, offices, classrooms, **or other areas of the building, as well as random searches throughout the day.**
5. Pat down searches should be done by the same gender staff as the **youth** being searched unless absolutely unavoidable and articulable. When searching a **youth** of the opposite gender, use the back of the hand.
6. Shall respond to emergencies quickly, professionally and within departmental guidelines.
7. Treats all **youth** with dignity and respect; upholds **youths'** rights as guaranteed by law, policy and procedure.
8. Directs and controls the programs daily activities (e.g., all individual and group movements, meals, programming, recreation, community service, etc.).
9. Shall accurately maintain the unit log in the Integrated Case Management System (ICMS) and make necessary reports as required by Department policy/procedure or as directed by a supervisor. Further, shall maintain a logbook when ICMS is not available.
10. Shall transport **youth** to and from school, field trips, and special events and complete a van seating chart for all transportation trips.
11. When transporting **youth** to their drop off sites, **youth** should be dropped off in such a manner as not to have a single opposite gender **youth** remaining in the van with the staff. Routes should be altered as needed to avoid having a single opposite gender **youth/staff** in the van for the last stop.
12. Conduct pre-trip and post-trip vehicle inspections (general damage and overall maintenance).
13. Promptly attend staff meetings and STC training sessions as scheduled.
14. Reads, understands and applies all Probation materials such as memos, meeting minutes, new and revised Procedural Manual Items and policies.
15. Assists in training new staff and supervising volunteers.
16. Shall remain alert to potential problem areas, and will take corrective action or advise a supervisor, when appropriate.
17. Accepts additional duties, as assigned.

18. Thoroughly and effectively conveys essential information to co-workers, peers, and management either verbally or in writing.
19. Conducts investigations into misbehaviors of **youth**. Secures evidence relating to misbehavior/event until supervisor (or acting) administrator is notified/arrives on scene.
20. Conducts urinalysis testing and maintains the chain of evidence.
21. Assists **youth** in the development of social and life skills while conducting programs such as Decision Points (Cognitive Behavioral Treatment (CBT) programming).
22. Addresses criminogenic needs and behavior change through Effective Practices in Community Supervision (EPICS) interventions, utilizing cognitive behavioral tools – Cognitive Behavior Chain, Cost-Benefit Analysis and Skill Cards.
23. Encourage **youth** in educational, vocational and personal goals.
24. Participate in crisis counseling as needed.
25. Assists in compliance with Court orders, regulations and directives.
26. Thoroughly and properly completes all shift duties.

B. Secondary Duties

1. Completes special projects and/or serves on committees, as needed.
2. Enforces Departmental policies/procedures in the absence of supervisory personnel.

C. Specific DJCO Roles and Duties for the YRC

The following list is a general overview of typical YRC DJCO duties for all sites, but is not to be viewed as completely comprehensive for each individual site.

1. Officer of the Day (O.D.) – Rotated by schedule and shared by all YRC DJCO staff.
2. Van Coordinator
3. Safety Officer
4. **Community Service** Coordinator
5. Gang Coordinator
6. Transportation Route Coordinator
7. Equipment/Supplies Coordinator

8. Special Projects Coordinator
9. Daily Schedule/**Group** Coordinator
10. Staff Shift Scheduler

REFERENCES:

Procedures:	2-6-301	Program Description Youth Reporting Centers
	2-6-302	Non-Custodial Transportation Process Youth Reporting Centers
	2-6-303	Field Trips Youth Reporting Centers (YRCs)
	3-1-015	Use of Force - Physical, Mechanical and Chemical
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-2-108	Use of Radio Pak-Set
	3-6-317	Use of County Cell Phones and Personal Electronic Devices
Policies:	A-3	Dress, Grooming and Personal Appearance
	A-3.1	Dress, Grooming and Personal Appearance Guidelines
	C-1	Maintaining Employment Status
	C-5	Work Assignments
	C-8	Work Priorities
	C-12	Performance Evaluations
	C-16	Employee conduct – On Duty
C-17	Employee Conduct – Off Duty Law Violations	

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APPROVED BY: