

**SUPERVISING JUVENILE CORRECTIONAL OFFICER AND
ACTING SUPERVISING JUVENILE CORRECTIONAL OFFICER DUTIES**

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-1-207, dated 07/31/15

FORMS: None

PURPOSE: To establish the duties and responsibilities of the Supervising Juvenile Correctional Officer (SJCO) and Acting Supervising Juvenile Correctional Officer.

I. PROCEDURE

- A. Participates in general administrative business of the facility.
- B. Implements and supports **facilities** and departmental policies, procedures and philosophies.
- C. Establishes and maintains proper relationship and communication with other units and divisions within the facility. Serves as liaison between **his/her** unit and the probation officer, psychologist, school staff, medical and service staff.
- D. Trains Deputy Juvenile Correctional **Officers** in institutional procedures, supervision, techniques of individual and group counseling, leading group meetings, and directing recreational activities.
- E. SJCO Only: Prepares formal, written evaluations of staff. Meets with each assigned staff member regularly to review work performance. Keeps an informal written record of each employee's work on file for training and evaluation purposes. Gives staff feedback on their progress.
- F. SJCO Only: Plans, coordinates and supervises the work of staff within **his/her** unit. Assigns duties of shifts and delegates responsibilities to staff within **his/her** unit, i.e., household ordering, recreation supply ordering, maintenance requests, clothing orders, medications, etc.
- G. Plans and implements programs for the unit aimed at meeting the purposes of the facility and the specific needs of the confined juveniles.
- H. Reviews unit logs, Special Incident Reports, CEGU consults and written entries in **youths'** records; reviews periodic summaries of juvenile behavior; prepares written observations, comments and evaluations for case records when required.
- I. SJCO Only: Supervises Deputy Juvenile Correctional Officers with their caseload responsibilities.
- J. Reviews history of **youths** assigned to **his/her** unit with the Assistant Division Director to anticipate problems and special handling requirements; advises staff on

methods of handling **youths** with behavioral problems; personally performs intensive individual counseling with more difficult cases; deals with critical incidents or emergency situations arising on shift; reviews all corrective action and written reports of such action.

- K. Maintains time **sheets** for unit staff members.
- L. Organizes and directs unit staff meetings.
- M. May be designated as Duty Officer, in charge of the facility, during an assigned shift; checks security of each unit, takes immediate action in case of emergency and notifies superior; makes temporary reassignment of personnel as needed to cover units and programming.
- N. When circumstances deem it necessary, a Supervising Juvenile Correctional Officer and Acting SJCO are responsible for the following:
 - 1. To enforce **facility** and Departmental rules and policies. To correct and advise Deputy Juvenile Correctional **Officers** in any area necessary.
 - 2. Familiarizes himself/herself with, and be cognizant of, all divisions and sections of the facility.
 - 3. Exercises judgment and takes necessary action in any situation pertaining to the proper operation of the facility.
 - 4. Informs the proper superior or supervisor of any judgmental or corrective action **he/she** has made or taken.
- O. Controls expenditures in assigned responsibility area as requested by Assistant Division Director or Division Director.
- P. Regulates usage of supplies, and equipment; maintenance of buildings and grounds; and ensures compliance with safety standards.
- Q. Performs other functions and participates in special projects as directed by Assistant Division Director, or Division Director.
- R. Acting Supervising Juvenile Correctional Officers will perform only those duties assigned by the regular Supervising Juvenile Correctional Officer, Division Director, or Assistant Division Director.

REFERENCES:

- Procedures: 3-2-F Juvenile Hall Supervising Juvenile Correctional Officer (SJCO)
Role and Responsibilities
- 3-3-F Youth Guidance Center Supervising Juvenile Correctional
Officer (SJCO) Role and Responsibilities
- 3-4-L Supervising Juvenile Correctional Officer Role and
Responsibilities Joplin Youth Center
- 3-8-F Supervising Juvenile Correctional Officer Role and
Responsibilities Youth Leadership Academy

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APPROVED BY: