

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

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-6-304, dated 10/26/18
- 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 **partners**, youth, family members, and the public.
3. Planning and organizational skills.
4. An ability to **be flexible and** work effectively with others.
5. An ability to **be creative** and **show** personal interest **when developing and participating** in programming, **on and off site**.
6. Utilize incentives to motivate and reward positive behavior. Likewise, **use graduated sanctions** to address and deter **negative conduct**.
7. Ability and knowledge to facilitate research supported programming.

II. PROCEDURE

A. Primary Duties

1. Implements and supports the **policies and procedures of the** Probation Department, Youth Reporting Center (YRC), and the Accountability Commitment Program (ACP).
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 supervise youth by **monitoring** their activities and movement in order to ensure a safe **and secure** environment.

4. Maintains safety by being alert. **Safeguard the site from** contraband. **Provide close** supervision of the youth **and quickly intercede when problems arise between them. Conduct daily** pat down searches of the youth before they enter the YRC. **Also, perform random searches** throughout the day.
5. Pat down searches should be done by **staff who are** the same gender as the youth unless unavoidable. 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. **Documentation as to their actions in the response, and any known factors that led to the emergency, will be documented in a serious incident report (SIR) and turned into the onsite supervisor prior to the end of shift, unless circumstances dictate otherwise. In these instances, the supervisor will work with the staff to receive the completed SIR as soon as possible.**
7. Treat all youth with dignity and respect; **uphold their** rights as guaranteed by law, policy and procedure.
8. Directs, **coordinates, and leads all** daily activities (e.g., 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 **writes** reports as required by Department policy/procedure or as directed by a supervisor. Further, shall maintain a **written** logbook when ICMS is not available.
10. Shall transport youth to and from school, field trips, and special events. **Complete** a van seating chart for all transportation trips.
11. When transporting youth, **DJCOs should not be alone with a youth of the opposite gender. Transportation routes** should be altered as needed **in order to adhere to this guideline.**
12. Conduct pre-trip and post-trip vehicle inspections. **Check for** general damage and overall maintenance.
13. Promptly attend staff meetings and STC training sessions as scheduled.
14. Reads, understands and **implements into practice all directives** stemming from **departmental** 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 **the** misbehavior/event until **a** supervisor **or** administrator is notified **and** 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), utilizing cognitive behavioral tools **such as** 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 accurately completes all **daily tasks**.

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. **Additional** DJCO Roles and Duties for the YRC

The following list is a general overview of **additional responsibilities at the North and Central YRC**, but is not to be viewed as **a complete and comprehensive list**:

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

9. Daily Schedule/Group Coordinator – **attached to schedule**
10. Staff Shift Scheduler – **attached to schedule**

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: