

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

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 2-6-304, 04/28/22

FORMS: Special Incident Reports (SIRs) F057-9162.1(JF) (2020)

PURPOSE: To outline the general duties of the Deputy Probation 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 **special** 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 [REDACTED] and writes reports as required by Department policy/procedure or as directed by a supervisor. Further, shall maintain a written logbook when [REDACTED] 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, it is preferable to have a same gender staff member do the transporting. In instances where opposite gender transporting is required, special consideration should be given to individual case dynamics and situational circumstances. Communicate with Probation Department's Dispatch Center when departing, arriving and returning to your destinations, the number of youth (male/female) and your starting and ending mileage.**
12. Conduct pre-trip and post-trip vehicle inspections. Check for damage and overall maintenance.
13. **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 problems, 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. **Staff will be trained in and facilitate Effective Probation Practices (EPP) proven effective in addressing criminogenic needs, behavior change, and reducing recidivism. Staff will use cognitive behavioral tools, including but not limited to, Behavior Chains, Cost-Benefit Analysis, Skill Cards, Decision Points, Effective Practices in Community Supervision (EPICS), Core Correctional Practices (CCP), and Carey Supervisor Briefcases.**
22. **Use positive reinforcement to encourage youth and support positive behavior.**
23. Participate in crisis counseling as needed.
24. Assists in compliance with court orders, regulations and directives.
25. 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 DPCO 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 DPCO 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)
	3-6-001	Use of Force Facilities
	3-6-003	Oleoresin Capsicum (OC) Spray Facilities
	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-014	Use of Radio Pak-Set
	3-1-013	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: