



JUVENILE DETENTION OFFICER II

JOB DESCRIPTION

Job Title: **Juvenile Detention Officer II**

Job Code: **JS151**

Pay Grade: **120**

Effective Date: **June 2021**

FLSA: **Non-Exempt**

Revision Date: **June 2021**

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.

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.

Distinguishing Characteristics:

This is the senior-level of the Detention officer series. The individual must have worked at least two (2) years in the role of RPT or Full-time Detention officer. Individuals must demonstrate leadership in areas consistent with the juvenile court mission and philosophy, maintain ongoing training, development, or certification in a specialized field or role; must demonstrate initiative in instituting unique programming within the detention setting; must have the ability to provide training, mentor and coach employees, other agencies, and/or the public; and may be assigned to coordinate teams of people for navigating special projects and tasks. Individuals designated as Detention Officer II will be placed higher in the chain of command than Detention Officers and will assume shift lead duties in the absence of a Detention Supervisor.

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.

Employee

Employer

Date