



Juvenile Detention Officer

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	6/17/2024 11:22:48 AM
Working Title:	Juvenile Detention Officer
Job Family:	Law & Justice - Juvenile
Classification:	Juvenile Detention Officer

ORGANIZATION

Department:	Juvenile
Cost Center/Program:	9422 - Juvenile - Detention
Exemption Status:	Non Exempt
Union:	Juvenile Detention Officer Guild

JOB SUMMARY

The responsibilities of this classification are to provide the care and supervision of juveniles in the County's Juvenile Detention Facility, a confined, secure facility.

Distinguishing Characteristics

This classification is the first level of a three level professional series. It is distinguished from the Detention Officer Supervisor in that the assignments are based on providing direct supervision, direction and guidance to juveniles housed in the facility and following well-defined written disciplinary procedures, while the Detention Officer Supervisor classification is responsible for supervision duties including assigning, reviewing and scheduling work of Detention Officers and accurate admission and release of juvenile detainees to and from the facility.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
<p>Monitor eating, bathing, and dressing; search living areas and new admissions for contraband and hazardous items; escort detainees during movements within the facility. Maintain safety in the pod; assure security procedures are followed; screen approved visitors. Provide supportive encouragement and guidance to detainees on a personal basis, utilizing the opportunities afforded during direct supervision pod assignments either in one-to-one or small group situations, and give instruction, advice and assistance on personal problems.</p> <p>Observe and record behavior; physically control out of control detainees; respond to emergency situations; make regular security checks on rooms and facilities; discipline detainees for rule infractions.</p> <p>Maintain orderly appearance of assigned area; launder clothing and bedding utilizing hazardous waste protocol if needed; dispense hygiene and grooming items.</p> <p>Assist the arresting law enforcement officer or intake officer in admitting or releasing detainees from the facility.</p> <p>Collect data on detainees to compile social history; provide data for use in diagnosis and Court reports; participate with the supervisor in preparing diagnostic/behavioral reports.</p> <p>Assist detainees in cultivating appropriate social, behavioral, and interpersonal skills and attitudes useful in community living; lead recreational activities and give instruction in games.</p> <p>Respond to inquiries within scope of knowledge or transfer inquiries to a supervisor. Prepare a file on each detainee admitted to the facility, and maintain a written shift record of activities of detainees. Create a computer record of admission and release of each detainee. Attend all required trainings. Assist supervisors in training new officers.</p>	80%
<p>Central control and lead post pod position includes responsibility for all internal movement, control and security; monitoring of all two-way radio communications and all camera and security systems.</p>	10%

Essential Functions

Essential Function	% TIME
Transport in custody detainees when necessary to and from local or out-of-County agencies, or other medical health, mental health, vision care, and dental care agencies.	10%

Required for All Jobs

- Performs other duties as assigned
- Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
Report for duty on time and remain at work until the end of their scheduled shift even if an inclement weather event or emergency is declared. The employee assigned to this position is an "Essential Employee" under the Public Works Inclement Weather/Emergency Response policy.	

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
	High School Diploma or GED	Required	and
	One year of college level coursework in the area of corrections, law enforcement, law and justice, police science or social services related to correctional rehabilitation from a college or university accredited by an agency recognized by the US Department of Education.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Must be at least 21 years of age	Required	
1 year	One year experience of working with youth in either a volunteer or professional capacity. (P)	Preferred	and
	Experience working in detention, security, residential treatment, military security or supervision, or closely related field are preferred	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
First Aid Certification		within 30 Days		

Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.

Criminal Justice Training Commission 2 Week Academy Per RCW 43.101.220	within 6 Months	Required	
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Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of criminal justice system rules and regulations.	High
Knowledge of basic principles of human behavior and adolescent psychology.	High
Knowledge of basic safety procedures, self-defense techniques and security precautions.	High
Knowledge of reporting writing, documentation, data collection techniques and principle.	High
Skill in using personal computer and related software applications.	High
Skill in interpreting disciplinary and facility procedures	High
Skills in performing pat downs and personal searches on detainees.	High
Ability to driving safely when transporting juveniles	High
Ability to use a hand-held radio and medal detector, surveillance equipment, automated locking devices, office equipment, fingerprinting and mug equipment, camera, corrections vehicle, hand and leg cuffs, restraint belt, keys, cell extraction shield and other specialized equipment.	High
Ability to establish and maintain effective interpersonal relationships with staff at all organizational levels, law enforcement personnel, social services personnel, parents, guardians and members of the general public.	High
Ability to exercise sound judgment and respond appropriately to emergency situations in an institutional setting.	High
Ability to maintain a consistently fair attitude toward detained juveniles while exercising authority under demanding situations.	High
Must be at least 21 years of age.	High
Work a non-traditional work schedule, including irregular hours, possibly irregular days and be subject to on-call responsibility.	High
Maintain current CPR and First Aid certifications.	High
Maintain routine paper and computer records.	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment	
Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may retrieve items from low shelves or from ground
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	subduing juveniles, boxes, files working at desk
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may retrieve items from low shelves or from ground
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	working at desk, intake area, control station, central control
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	boxes, files, paperwork, tools, equipment, garment bags
Lifting 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	boxes, files, paperwork, tools, equipment, garment bags
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	boxes, files, equipment

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	boxes, files, paperwork, tools, equipment, garment bags
Carry 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	boxes, files, paperwork, tools, equipment, garment bags
Carry 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	tools, files, paperwork equipment and laundry
Pushing 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	tools, files, paperwork equipment and laundry
Pushing 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	subduing hostile juveniles
Pushing 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	subduing hostile juveniles
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	tools, files, paperwork equipment and laundry
Pulling 11-20 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	tools, files, paperwork equipment and laundry
Pulling 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	subduing hostile juveniles

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 36-50 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	subduing hostile juveniles
	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	tools, equipment, working at desk, interacting with juveniles
Reaching at shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	tools, equipment, working at desk, interacting with juveniles
Reaching below shoulder level	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	tools, equipment, working at desk, interacting with juveniles
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	files, paperwork
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	files, paperwork

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
	less than 30 minutes per shift.	less than 30 minutes per shift.	
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Evaluating and observing juveniles, controls, paperwork
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	alarms, radios, intercom
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors, co-workers, and the public
Reading: Comprehend and retain the written word.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	paperwork, equipment, control panels
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Recreational areas, stairs, moving between floors
Exposure to Bloodborne Pathogens	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	biologicals, administer UA tests, receive TB tests, BBP
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Detention facility, office areas, and recreational areas
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	mopped floors and spills
Wetness	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	laundry areas, kitchen, custodial closets
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Protective gear - safety glasses, gloves, apron/smock
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	cleaning solvents
Use of Detergent	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	cleaning detergents
Chemical Contact	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	cleaning solvents and detergents
Chemical Vapors	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	cleaning solvents and detergents
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed

Other Requirements

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$36.97
Hourly Min:	\$28.89