

# Bonner County Job Description



**Title:** Juvenile Detention Officer  
**Department:** Justice Services  
**Supervisor:** Juvenile Detention Manager  
**Supervision Exercised:** NONE  
**Job Description Revision:** 7/21/22

## General Summary:

Provides direct supervision and maintains the security of the facility, staff and juveniles held within County facilities. Ensures the safety and security of detainees and all persons within the detention facility. Transports juveniles to and from other facilities and from other counties/states, to court hearings and other appointments as necessary. Uses physical restraint and force as needed. Errors may create situations of understaffing, wrongful placement of inmates in detention areas, potential for inmate suicide, and other potential for physical harm of oneself, others, and the initiation of legal action taken against the County. Must be able to work alternating/rotating shifts as assigned by Detention Manager.

**Other Information:** Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent uses discretion in defining problems, drawing conclusions and acting appropriately. Incumbent regularly interacts with the shift supervisor and detention manager while receiving regular or periodic supervision. Communicates with others both inside and outside the organization, including other employees, detainees, parents, courts, counselor, Law Enforcement Agencies, and other members of the public. Impact is usually moderate with distinct impact, typically limited to the department level and those who are incarcerated within County facilities. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with prisoners. Travel is regular, involving transport to and from other counties and extraditions from other states

## Essential Functions:

- Intakes inmates and conducts booking procedure for incarceration upon apprehension. Includes obtaining personal and medical information and faxing such information to the appropriate agencies, fingerprints, pictures, placement, and all other related activities.
- Keeps records and maintains awareness regarding the number of inmates held at any given time. Tracks and is aware of inmate behavior as it pertains to inmate attitudes, emotions and well-being, and logs unusual behavior.
- Maintains inmate control, especially in cases where tensions arise among inmates, in a professional manner. Conducts regular bed checks or head counts throughout the shift. Completes reports regarding unusual incidents that take place during the shift.
- Interfaces with medical personnel and law enforcement officers as needed regarding the physical wellness or other considerations of inmates (e.g., special diets, allergies, and psychological or personality disorders). Inquiries about prescriptions, assists medical staff and passes appropriate medications to inmates.
- Oversees inmate preparation for daily activities (e.g., school release, job release, etc.). Tracks all supplies and equipment provided to inmates, including all school supplies, supplies for personal hygiene, etc.
- Conducts periodic searches and shake-downs of inmate clothing, living areas, cells and other locations. Searches all residents coming into and leaving the facility.

- Oversees activities of inmates to ensure appropriateness. Supervises the cleaning of the detention center to ensure effectiveness and to monitor detainee behavior. Supervises and directs work crews as assigned.
- Maintains regular communication with management and court officials regarding inmate status. Informs co-workers and supervisors regarding any changes in policy or procedure regarding inmates.
- Provides meal delivery and pick up for detained juveniles at the County facilities.
- Communicates with dispatch center and prepares all necessary paperwork related to the transport of inmates. Transports residents to court or other locations within the state as ordered by the courts.
- Roves cell area to ensure security and to enforce rules among inmates.
- Must have knowledge of Juvenile Corrections Act and any Federal, State and local laws and rules pertaining to Juvenile Detention Centers.
- Must interact with inmates in a way that enhances safety of the facility while encourages the personal growth of the juveniles.
- Interacts with Juvenile Probation Officers on a regular basis to ensure consistency to the juveniles in custody.
- Conducts searches of juveniles upon entering the facility and periodically as needed. Performs searches of housing units, common areas and the perimeter on a regular basis for damage and/or contraband.
- Instruct group or life skills classes as required by the daily schedule as set by the Detention Manager.
- Maintains good driver's record with current state licensure

#### **Secondary Functions:**

- Maintains knowledge and awareness of legal changes pertaining to inmate detention procedures.
- Attends regular mandatory training to remain current with trends, procedures and practices related to inmate detention.
- Requests and maintains all necessary supplies needed to maintain the facilities.
- Performs facility maintenance and cleaning as needed.
- Performs all other duties as assigned.
- Provides assistance and support to the school program and facilitates other groups as assigned.

#### **Specifications:**

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Minimum of a high school education or GED with some post high school education or training. An AA/AS degree preferred.
- Minimum of 1 year experience working with juveniles and/or at risk youth.
- Must possess a valid current driver's license. Must have history of good driving record and maintain a good driving record in the course of the employee's employment. Class D.
- Ability to work with juvenile detainees possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of detainees.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure detainee safety and security.
- Knowledge of and ability to use basic computer (PC) functions as needed for booking, receipt of monies, report writing, and related.
- Knowledge of basic math skills sufficient to count and record monetary transactions.
- Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue detainees as needed.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face to face settings with some written communication required for report writing and other paperwork.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Ability to complete and be proficient with Appropriate Use of Force training/Arcon within six (6) months of hire and complete twelve (12) hours of re-certification yearly.

- Ability to complete a basic CPR/First Aid course within the first six (6) months of hire.
- Ability to complete a medication administration class within twelve (12) months of hire.
- Ability to work with and understand a variety of inmates and inmate issues including drug addicted, mentally ill, sexual offenders and violent youth.
- The facility is staffed 24 hours a day, seven days a week. Applicant must be able to work Holidays, weekends, rotating 12 hour shifts, and overtime when needed.
- Must be 21 years of age and able to successfully pass a background investigation, a physical examination and other medical related tests in order to be accepted into the POST Academy. Must also successfully complete a 120 hour (3 week) POST Academy for Juvenile Detention Officers within 1 year of hire.
- Requires history of good driving record and comply with requirements of the Vehicle Use Policy.

**Working Conditions:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed indoors in a correctional setting on an assigned shift supporting a 24 hour, 7 day a week operation. Incumbents must be willing and able to work any shift, including weekends, holidays, and overtime. Work involves the potential for contact with or exposure to blood borne pathogens or other body fluids and infectious materials. Work requires close interaction with offender populations and may be difficult or emotionally challenging when dealing with irate or verbally abusive detainees, their family members, or when dealing with critical situations.

Incumbent is required to physically engage detainees in order to protect detainees; themselves and other officers. Detainees may have weapons or other contraband. Incidents requiring physical intervention may arise as frequently as several times a day. Incumbent must be physically fit and not have medical conditions that pose a threat to themselves or others should the need for physical confrontation arise.

Incumbents must meet the following specific job related physical requirements:

- Standing/Walking/Bending Constant, up to 80% of shift or as needed
- Climbing Frequent, stair climbing may be involved
- Sitting occasionally, 20% of shift or as needed
- Running Occasional, typically one to two minutes duration
- Kneeling/Stooping/Crouching Occasionally
- Balance Climbing steps or when restraining a combative detainee
- Ability to quickly change position from kneeling to standing
- Lifting frequent up to 20 – 50 lbs., as part of a teach lift
- Pushing/Pulling Occasionally up to 100 lbs. push force, occasionally up to 80lbs pull force, and frequent to occasionally up to 40lbs of push/pull forces
- Visual constant – near, far and peripheral vision plus depth perception
- Auditory Frequent to constant moderate sound with occasional loud noises

An incumbent must possess the hand-eye coordination and manual dexterity necessary to operate computers, control panels, radios, handcuffs, leg irons, locking/unlocking doors, alarms, and other equipment used to perform the essential functions of this job. Communication abilities include the ability to talk with co-workers, detainees and their family members, superiors, etc.

**Disclaimer:**

The job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Employment is at will.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature needed upon hiring and transfer/promotion only)

Please Print Name: \_\_\_\_\_