

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Juvenile Correctional Officer

SERIES NO.:
4651

MAJOR AGENCIES:
Department of Youth Services Only

EFFECTIVE DATE:
1/25/2004

SERIES PURPOSE:

The purpose of the juvenile correction occupation is to provide safety, security, custodial care, discipline & surveillance of incarcerated juveniles assigned to any living unit, on any shift & perform specified additional duties based upon assigned area.

NOTE: Juvenile correctional officers are prohibited from administering medications.

CLASS TITLE:
Juvenile Correctional Officer

CLASS NUMBER:
46514

EFFECTIVE DATE:
1/25/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires thorough knowledge of safety, security, custodial care & disciplinary practices for incarcerated juvenile offenders assigned to living unit, on any shift in order to provide safety, security, custodial care, discipline & surveillance of incarcerated juveniles assigned to any living unit, on any shift, direct juvenile activity in assigned areas of facility, monitor & operate security controls & in addition, perform one or more of the following options:

maintain security on perimeter such as sally ports, perimeter vehicle patrol, monitor & operate security controls regulating opening & closing of doors;

&/or

operate car, van or other vehicle to transport juveniles as required (e.g., hospital, doctors offices, other medical facilities, court hearings, placement);

&/or

respond to emergencies & prevent escapes or incidents, which threaten safety or security of facility, staff, juveniles, or general public by intervening when conflict occurs to de-escalate (e.g., utilize verbal prevention strategies & approved physical fight break up techniques);

&/or

conduct inspections & searches of juveniles, personal items of employees, visitors & designated areas, make rounds to ensure orderly movement of juveniles, monitor safety & security of buildings & grounds of juvenile correctional facility;

&/or

participate in &/or assist in implementation/delivery of identified specialized treatment services to include preparing & presenting concepts to juvenile offenders & facilitate group discussions.

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| <u>CLASS TITLE:</u> Juvenile Correctional Officer | <u>CLASS NUMBER:</u> 46514 | <u>BARGAINING UNIT:</u> 003 |
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EFFECTIVE DATE:

1/25/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Juvenile Correctional Facility, provides safety, security, custodial care, discipline & surveillance of incarcerated juveniles assigned to any living unit, on any shift (e.g., maintains discipline & order of juveniles & internal & external security of facility including dayrooms, showers, youth rooms, living & recreational areas, dining rooms; enforces rules & regulations of living unit pertaining to security, discipline & housekeeping tasks), directs juvenile activity in assigned areas of facility, monitors & operates security controls & in addition, performs one or more of the following options:

Maintains security on perimeter such as sally ports, perimeter vehicle patrol, monitors & operates security controls regulating opening & closing of doors;

&/or

operates car, van or other vehicle to transport juveniles as required (e.g., hospital, doctors offices, other medical facilities, court hearings, placement);

&/or

responds to emergencies & prevents escapes or incidents, which threaten safety or security of facility, staff, juveniles, or general public by intervening when conflict occurs to de-escalate (e.g., utilizes verbal prevention strategies & approved physical fight break up techniques);

&/or

conducts inspections & searches of juveniles, personal items of employees, visitors & designated areas, makes rounds to ensure orderly movement of juveniles, monitors safety & security of buildings & grounds of juvenile correctional facility;

&/or

participates in &/or assists in implementation/delivery of identified specialized treatment services to include preparing & presenting concepts to juvenile offenders & facilitates group discussions.

Maintains safety & security of buildings & grounds of juvenile correctional facility (e.g., checks fire alarms & lights, key control & equipment such as man downs, computers, camera equipment or restraints); secures doors & windows; takes headcounts; receives & directs calls & visitors; monitors & operates surveillance equipment, (e.g., cameras, alarm systems, electronic security doors), electronic detection equipment (e.g., multi-line communication console, map board systems, radio communication equipment) & other equipment to prevent escapes & to report/ prevent any hazards & report findings of contraband as defined in policy; maintains security of equipment obtained (e.g., radios, keys, belts, personal protection pouch, personal computer); completes & maintains written security documents or other unit reports & files, takes visual counts of juveniles & reports count according to procedures.

Conducts orientation of youth newly assigned to facility; discusses alternatives in problem solving & decision making to youth; instructs youth in acceptable social behavior; discusses youth goals & objectives with parents or guardians; maintains keen awareness of unusual behavior & crisis situations (e.g., disturbances, awol, suicide attempts) in order to prevent & take appropriate action; maintains & monitors youth on suicide status; escorts/ transports & maintains security of youth to & from various destinations; maintains security during visits from parents or other relatives; issues receipts for money youth receives; approves/disapproves gifts or other items received during visitation for use in living unit according to policy.

Oversees youth assigned activities (e.g., recreation, community service, religious service); engages & monitors youth in recreational or social activities; completes necessary documentation (e.g., youth behavioral & incident reports, daily logs, progress reports, & activity slips for medical services); monitors, participates & instructs youth in general housekeeping duties of residential living area; inspects living area for cleanliness; monitors serving of meals on living unit; provides guidance regarding personal hygiene habits & basic living skills; delivers mail to & from youth; completes inventory of unit supplies & items; prepares & presents lectures to youth; facilitates group discussion to assist youth in development of goals & objectives & identify & accept problems; attends treatment team meetings to discuss juveniles needs & problems; attends workshops, seminars & training on juvenile treatment, family & individual counseling & group therapy, security practices, & policy & standard operating procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety, security & surveillance measures for detention of juvenile offenders*; agency policies & procedures governing custody operations in juvenile correctional facility*. Skill in operation of motor vehicle; equipment operation (e.g., personal computer, radios, keys, belts, personal protection devices, telephone)*. Ability to add, subtract, multiply & divide whole numbers; read, write & comprehend simple sentences with basic, concrete vocabulary; prepare meaningful, accurate & concise reports; complete routine forms & maintain accurate records; arrange items in numerical or alphabetical order; develop good rapport with juveniles; deal with problems involving several variables in familiar context to determine specific action; respond to emergencies across juvenile correctional facility grounds; demonstrate strength to subdue aggressive youth by using approved restraining techniques until assistance arrives or youth regain control; demonstrate dexterity to search living units (e.g. upper & lower bunks, ceiling lights, under furniture) to locate contraband; demonstrate physical fitness to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or throw an object (e.g., responding to man down; defending oneself from aggressive youth; avoiding thrown objects); exert maximum muscle force to lift, push, pull, or carry objects up to 150 lbs. (e.g., mail bags, cloth lockers, injured youth & restraining of aggressive youth) from one location to another following security procedures.

(*) Developed after employment

MINIMUM CLASS QUALIFICATION FOR EMPLOYMENT:

High school diploma or G.E.D.; valid driver's license; must successfully complete Juvenile Correctional Officer assessment. Must be 21 years of age at time of application.

-or equivalent of minimum class qualifications for employment noted above.

Probationary period is 365 days.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully complete all phases of pre-service training, which includes initial certification in approved physical restraint techniques (e.g., response to resistance, suicide intervention techniques, emergency response training & C.P.R./first aid). Must successfully complete annual in-service training, which includes re-certification in C.P.R./first aid, response to resistance & emergency response training. Must maintain valid driver's license.

UNUSUAL WORKING CONDITIONS:

May work evenings, nights or rotating shift; available for mandatory overtime; assigned shift may include weekends & holidays; exposed to communicable diseases & youth who are hostile & sometimes violent.