

## Juvenile Corrections Officer

### Nature of Work

This is very responsible correctional facility work involving the intake, processing and incarceration of juveniles suspected and/or convicted of unruly and/or criminal activity. Activities associated with the job include data entry of information into a computer database, logging personal items, performing searches and placing the juvenile in the most appropriate level of confinement. Upon confinement, incumbents conduct frequent safety checks, maintain a log of events and activities, monitor detainees' health and emotional state, observe them during recreational and/or educational periods, deliver meals and administer medications as prescribed. Additional responsibilities include the transportation of detainees, checking for additional warrants and/or petitions on juveniles in custody and related administrative duties. Job duties require successful completion of required training programs, knowledge of the legal and civil rights of juveniles placed into custody, sufficient strength and agility to perform the physically demanding aspects of the job and good organizational, interpersonal and decision making skills. Job performance is evaluated by Juvenile Correctional Sergeants and the Juvenile Detention Center Director through review of the level of support provided for facility operations, ability to interact effectively with juveniles taken into custody, organizational and decision making skills and compliance with existing rules and regulations established for the juvenile detention center.

### Illustrative Examples of Work

- Performs appropriate intake activities for juveniles taken into custody such including searches, obtaining pertinent medical information and recording personal items into a log.
- Enters personal identification information into a computer database and conducts searches in local and state law enforcement databases for outstanding warrants, personal identifiers and/or criminal histories.
- Observes the activities of detainees during recreational and or educational periods and takes appropriate action(s) when warranted.
- Assists with maintaining control of detainees when performing searches for contraband and other illegal items.
- Performs periodic searches of the perimeter and grounds of the juvenile detention center.
- Conducts periodic searches of detainees taken into custody.
- Performs routine and random security checks as prescribed in operational policies and maintains a log of monitoring activities indicating the demeanor and/or delinquent behavior of detainees including any significant changes and actions taken in response.
- Distributes meals and dispenses medicine to juveniles in custody at prescribed times.
- Occasionally transports detainees to medical appointments, emergency facilities, court appearances or other correctional facilities.
- Maintains documentation of pertinent information in an organized and accessible manner.
- Intervenes and establishes control in dangerous and/or volatile situations to insure the safety of detainees and staff.
- Processes any documentation pertaining to the intake, custody and/or release of detainees and

- updates computer records as needed.
- Interacts with detainees and family members in a courteous and professional manner at all times.
- Determines the appropriate course of action for juveniles experiencing trauma or in need of medical attention.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school or GED program supplemented with additional course work in crime prevention, criminal law and/or law enforcement; experience working in a juvenile and/or adult correctional facility; ability to interact effectively with detainees and the public; sufficient physical strength and agility to perform work related activities and react to emergency situations; good organizational, interpersonal and decision making skills or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Knowledge of Tennessee Code Annotated Sections pertaining to civil and criminal law, statutes, ordinances and regulations pertaining to the incarceration of juveniles.
- Knowledge of Federal, State and Sevier County laws and ordinances and juvenile detention center operational policies and procedures or the ability to acquire this information within 60 to 90 days.
- Knowledge of common first aide practices, CPR and exposure to dangerous pathogens (universal precautions).
- Knowledge of dietary requirements for various health conditions and the effect of common psychotropic drugs.
- Knowledge of the psychological and emotional needs of children and adolescents.
- Knowledge of the constitutional and civil rights of juveniles taken into custody.
- Ability to remain alert and observant of all detainees and their activities during extended shift assignments.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to insure the safety of others.
- Ability to perform the physically demanding requirements of the job.
- Ability to establish and maintain effective working relationships with co-workers, emergency and law enforcement personnel, detainees and family members.
- Ability to make appropriate and timely decisions based upon the information and resources available.
- Ability to maintain a professional and courteous demeanor when interacting with detainees and family members.
- Ability to acquire and utilize new job related information as required.
- Ability to document and maintain accurate logs of observations of detainees, shift related activities and other required information.
- Skill in the operation and use of modern law enforcement protective devices, tazors, chemical sprays, intake and restraint equipment, etc.
- Skill in diffusing potentially volatile situations and prevent the further escalation of tense situations.

## **Necessary Special Requirements**

- Prior to employment incumbents must successfully pass a physical screening, written psychological examination by an approved agency and a drug test.
- Upon employment incumbents must successfully complete and pass the Tennessee Corrections Program for Juvenile Detention Centers (40 hours) and the Facility Operations and Training program (total of 120 hours).
- Incumbents must maintain a current certification in CPR and First Aid.
- Must be available to work twelve hour shifts, weekends and on call for duty.
- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

## **Physical Requirements**

- This is moderate to heavy work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 120 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, temperature extremes, bodily fluids, noise and slippery surfaces.