



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Detention Officer

Opening Date: December 21, 2015

Closing Date: Until filled

Annual Salary: \$30,219.00 with degree
\$29,250.00 without degree

Department: Probate Court/JJC

Location: Juvenile Justice Center

Description:

This position is full-time, non- exempt and is covered under the Saint Joseph Probate Court Policy Manual.

Essential Functions: Incumbent serves as Detention Officer for the St. Joseph Probate Court / Juvenile Center, responsible for providing care and security for residents of the facility.

Hours: Second shift: 3:00 PM – 11:00 PM

Third shift: 11:00 PM – 7:00 AM

Qualifications:

Education: Baccalaureate degree in Criminal Justice or Social Services *preferred*; high school diploma or GED required.

Experience: Prior training or experience dealing with adolescents preferred.

Skills: The ability to relate to professional staff, detained youth, and their families without bias or partiality. Competency to provide security for the community, staff and Detainees through applied mental and physical skills. Capacity to use good judgment, problem solve, anticipate, prevent, intervene, and solve crisis situations appropriately. Ability to make rationale and independent decisions regarding detention operations. Ability to see what needs to be done, with skills to make sure the job is completed. Must be mature and able to accept responsibility with minimal or no supervision. Good written and verbal communication skills are a must.

Direct Report: Detention Officers report directly to their shift Supervisor. However, final determinations are made by the Director of Detention and/or the Executive Director.

Duties: Provides care and security for residents at the St. Joseph County Juvenile Justice Center. Meets the physical and emotional needs of all residents. Possesses the ability to perform any tasks necessary and requested for the overall operation of the agency.

Essential Responsibilities:

Intake:

1. Provides orientation for new residents.
2. Assists in training new employees.
3. Properly fills out detention forms in writing or via computer.
4. Records demographic data in log.
5. Maintains daily log book of significant events.

Security:

1. Checks all resident doors regularly.
2. Checks on residents in rooms every 15 minutes, with closer intervals if situation warrants.
3. Searches all rooms for contraband.
4. Routinely makes material, (i.e. pencils) and physical head counts.

Supervision:

1. Provides immediate crisis intervention for distraught, suicidal or violent residents.
2. Disciplines residents consistently and fairly for misbehavior
3. Supervises assigned residents at all times.
4. Ability to conduct themselves as a positive role model for juveniles by demonstrating values of respect, responsibility, tolerance and acceptance. Must possess good verbal communication skills in order to effectively lead and facilitate group presentations and discussions in youth self-improvement classes (i.e., VBBM, CPI, Life Skills, Physical Education). Successful officers have the ability to motivate juveniles by relating lessons taught to real life situations; (i.e., encouraging youth to think through their options before they act and the consequences of those options chosen).
5. Supervises visits from parents, grandparents, and guardians.
6. Female staff supervise male and female detainees. Male staff supervise male detainees. Staff is not allowed to enter the cell of an opposite sex unless a staff member of the opposite sex is present. Except for supervisors, male staff may only enter the female pod or cell in case of an emergency, even then female staff must be present.

Housekeeping:

1. Supervise residents while eating, and supervises clean up. Officers dine with residents at the facility.
2. Supervises cleaning of sleeping room (cells) and pod areas.
3. Performs minor maintenance chores and notifies appropriate maintenance staff/supervisors of related problems that need attention.

Personal Work Relationships:

Receives phone calls from police personnel, parents of juveniles, juveniles on probation, and general public. Responsible for answering questions, taking messages, and relaying accurate information in a courteous and professional manner. Interacts with juveniles in detention, parents, grandparents, and relatives of juveniles in detention, teachers, other Detention Officers, Probation Officers, Police Officers, Administrative staff. Must maintain a professional relationship with all residents and staff at all times while on duty. Detention Officers are expected to be positive role models at work and in the community and demonstrate VBBM values of Respect, Responsibility, Tolerance, and Acceptance.

Physical / Mental Demands and Work Environment:

This is a locked, secure, jail-like environment housing juveniles who are charged with delinquent acts many of which are violent such as battery, robbery and murder. The safety of this community, as well as our staff and residents depends upon Detention Officers who have the ability to act quickly, responsibly, and fairly, with compassion, consistency, and control.

Work is performed on carpeted and cement floors. There is a considerable amount of walking in the center to escort juveniles from one area to another and to monitor rooms every 4 to 15 minutes. Detention staff must possess the ability to visually inspect a cell room through the door window before entry. Inability to do so would greatly increase the possibility of attack upon staff or decrease the possible witnessing of an incident taking place inside the room.

Physical confrontations with residents and cleaning require physical fitness, endurance, a moderate amount of strength and mental awareness. Officers must be physically able to subdue a resident who is fighting or out of control. This may include physical restraint, handcuffing, use of pepper spray, and transporting the juvenile to a more restrictive environment when necessary.

Detention Officers must have the ability to manage and control juveniles who are verbally and physically abusive without losing control of emotions, perform duties professionally, maintain self control, and treat all residents with respect, without partiality.

The duties described above are indicative of the knowledge, skills, and abilities and normal task assignments of this job, and do not constitute an exhaustive list of all tasks which may be required. Additional duties requiring similar or lesser skills may be added at any time without the necessity of altering the description or re-evaluating the job.

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