

## JUVENILE DETENTION OFFICER

### PURPOSE AND NATURE OF WORK

This position is responsible for maintaining the safety and security of detainees of the Lafayette Juvenile Detention Home. Work is performed independently under the general supervision of a Juvenile Detention Shift Supervisor or the Juvenile Detention Operations Manager. Position is not supervisory, but may replace a Juvenile Detention Shift Supervisor and work as an Attendant in Charge on an as need basis or temporary basis. May be expected to dispense medication properly following established procedures.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises detained juveniles during recreational activities and meals, and in the classroom. Completes admission and release forms, observation reports, incident reports and other necessary documents. Makes sure all detainees are safe and accounted for. Prepares juveniles for court appearances, which involves bringing them their clothes and locating necessary paperwork. Transports juveniles as needed. Completes documentation accurately in accordance with policy and procedures. Dispenses medication. May be expected to physically restrain juveniles or de-escalate physical altercations between juveniles using proper procedure for safety and security of staff and detainee. Conduct visual observation and Deggy electronic checks on detainees every 15 minutes throughout the shift.

Continuously monitors detained juveniles via closed-circuit television system and audio board to make sure detainees are safe, secure and where they should be. Signals emergency call if staff are needed in detention wings because of fights, suicide attempts, escapes, etc. Responsible for allowing employee, law enforcement and visitor access to facility via electronic doors and gates. Accounts for detainee's personal belongings and signs items in and out.

Performs related work as required.

### NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of standard custodial practices.
- Knowledge of hazards and safety precautions applicable to the work.
- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively with detained juveniles.
- Ability to dispense medication properly.

### DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and experience working with and supervising detained juveniles; or any equivalent combination of training and experience.

### APPRENTICESHIP

Positions in this class may be assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements for direct care workers as established by the Louisiana Office of Juvenile Justice within one (1) year for continued employment.