

**Walla Walla County
Position Description**

JOB TITLE: Detention Officer

DEPARTMENT: Court Services

REPORTS TO: Detention Shift Supervisor and the Detention Manager

PAY GRADE: 3, Full-time (40 hours/week), Courthouse Union, Benefits Apply

JOB SUMMARY: Works as a team member attending to the physical and emotional needs of youth detained at the Juvenile Justice Center. JDO's implement the Center's Behavior Management Program (Status Level System) and provide other therapeutic treatment, as directed. JDO's maintain a clean, safe, and secure environment within the facility and promote personal responsibility, accountability, self-discipline, and pro-social behavior.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Intake and admit offenders to the facility, screening youth who meet detention criteria for admission.
- Introduce and orient youth to facility rules, regulations and expectations through the Orientation Handbook.
- Provide basic health care; monitor physical and mental health and follow procedures for referral to qualified health personnel.
- Monitor internal and external security and control systems via the Control Room.
- Input and update computer files, log books, incident reports, property logs, detention record files, court information, equipment inventory reports, head count sheets, status boards, meal count sheets, medication records, warrant lists or other required information.
- Directly supervise youth to, from and during court appearances, meals, school, physical activity, work crew, free time, visitation, and professional or medical visits outside the Center.
- Implement the Center's Behavior Modification Program.
- Inspect facility to ensure cleanliness.
- Model pro-social behaviors for youth.

EXAMPLE OF DUTIES:

- Search and shower youth, issue clothing and bedding, and inventory personal property.
- Check and treat for lice, scabies or other infestation. Disinfect clothing, bedding, and other property to prevent the spread of infestations.
- Operate the Control Room, telephone system, and intercoms per the policy and procedures.
- Model appropriate pro-social behavior and award upward and downward steps in Status Levels, when appropriate. Redirect and correct negative or inappropriate behaviors or attitudes through the Soft-to-Hard Steps of Discipline. Prepare thorough, well-written incident reports when required.
- Plan and supervise structured therapeutic and physical activities aimed at developing pro-social skills, values and attitudes.
- Use verbal de-escalation techniques when dealing with aggressive youth; use defensive tactics, pain-compliance techniques and capsicum spray as trained, per policy and procedures.
- Visually check on youths as required by policy and procedure.

- Maintain a clean and hygienic facility by performing basic housekeeping and custodial duties, including: laundry, sweeping and mopping, vacuuming, floor waxing, refuse removal, shower and bathroom cleaning, kitchen cleaning, window washing, hazardous material and biohazard disposal per policy and procedures.
- Provide First Aid and/or CPR. Follow Universal Precautions and bloodborne pathogen policies and procedures.
- Assist in meal/snack preparation and clean-up.
- Conduct routine and random facility searches for contraband, damage, or potential safety and security problems.
- Other tasks of difficulty and responsibility that may be assigned.

EQUIPMENT TO BE USED: General office equipment, Control Room Panel, hand and power cleaning tools, security van, restraint devices, floor buffer, hand cart, rolling equipment cart.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: The working environment includes activities indoors and outdoors. Physical abilities required for this position are ones typically related to office operations and participation in detention facility operations including bending, reaching, lifting, pulling, pushing, and standing and sitting for extended periods.

KNOWLEDGE AND ABILITIES:

- Ability to establish and maintain effective working relationships with colleagues, youth offenders, and parents.
- Ability to manage multiple priorities and problem-solve.
- Ability to lift fifty (50) pounds.
- Knowledge of social service systems and local community resources.
- Basic knowledge of Revised Code of Washington Title 9A (Criminal Code) and Title 13 (Juvenile Courts).
- Must successfully pass Physical Aptitude Pre-Test.

EDUCATION AND EXPERIENCE: A Bachelor's degree is preferred from an accredited college or university. Associate of Arts degree and two (2) years of successful experience in juvenile or adult corrections or related social science field, or a combination of skills, knowledge, and education at management's discretion.

LICENSES AND OTHER REQUIREMENTS:

- Possess and maintain a valid driver's license, valid Food Handlers card, and valid First Aid/CPR card.
- Must pass a comprehensive, in-depth background investigation including psychological and polygraph examinations.
- Must successfully pass a background check and a driving record check.
- Must pass Physical Aptitude Test and successfully complete the WA State Criminal Justice Training Center's Juvenile Security Workers Academy within six (6) months of hire.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.