

## **DEPUTY PROBATION OFFICER I/II - INSTITUTIONS**

### **DEFINITION**

Under general supervision, performs a variety of duties to ensure the safety and security of juvenile detainees in a County Juvenile Facility.

### **DISTINGUISHING CHARACTERISTICS**

**Deputy Probation Officer I - Institutions** is the entry-level class in this series. Initially under close supervision, incumbents perform basic intake, security and oversight work while learning County Polices and intervention techniques. This class is alternately staffed with Deputy Probation Officer II - Institutions and incumbents may advance after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class.

**Deputy Probation Officer II - Institutions** is the journey level class in this series, with responsibility for the safety and security of juveniles at a County Juvenile Facility. Incumbents oversee all aspects of daily living for juvenile detainees, including activities, meals and personal hygiene. This class is distinguished from Supervising Deputy Probation Officer - Institutions in that the latter has shift supervisory responsibility for the operation of a County Juvenile Facility.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Oversees and monitors the safety, security, treatment, recreation, personal hygiene and other daily living activities of juveniles detained at a County Juvenile Facility.
- Supervises and directs juveniles in a variety of activities such as personal hygiene, recreation and the cleaning of room and bathroom areas.
- Monitors and enforces hall rules and safety and security measures; searches juveniles for contraband.
- Performs intake duties such as receiving, recording and securing valuables; assigning rooms and orienting new detainees to a County Juvenile Facility; completes and processes paperwork for the admission, care and release of juveniles and provides information on their legal rights; may conduct alcohol/drug testing as assigned.
- Counsels juveniles and their families; develops treatment plans including behavior modification goals; provides crisis intervention, reunification counseling and placement preparation counseling; conducts or assists in group sessions to provide supportive counseling and self help education.
- Communicates and consults with probation officers, attorneys, families, and law enforcement and social service agencies regarding juvenile cases.
- Maintains daily logs and records and complies data for reports; writes various reports regarding juvenile detainees and operations.
- Transports juveniles; restrains physically abusive juveniles.
- Reviews medical orders; administers prescribed medications if appropriately certified.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

#### **Deputy Probation Officer I - Institutions:**

##### **Education:**

Graduation from high school or possession of a GED Certificate.

**Deputy Probation Officer II - Institutions:**

**Education:**

Equivalent to possession of an Associate of Arts degree or completion of sixty (60) college level semester units,

**-and-**

**Experience:**

One (1) year of experience counseling and overseeing juveniles in a detention facility at a level equivalent to the County's class of Deputy Probation Officer I – Institutions, including successful completion of probationary period and required Juvenile Corrections Officer CORE training, 832 PC training and CPR/First Aid training. Additional experience equivalent to the County's class of Deputy Probation Officer I – Institutions, beyond the one (1) year of required experience, may be substituted for the required education on a year for year basis.

**Other Requirements:**

- Must pass the Juvenile Corrections Officer written examination as developed and approved by the Board of State and Community Corrections (BSCC), by the authority of California Code of Regulations (CCR) Title 15, Sec. 131(a)(1).
- Demonstrate competence in oral communication as demonstrated in an interview, by the authority of CCR Title 15 Sec. 131(a)(2).
- Must be at least 18 years of age prior to employment, by the authority of CCR Title 15 Sec. 131(a)(7).
- Must be a citizen of the U.S. (or a permanent resident alien who is eligible for and has applied for citizenship), by the authority of California Government Code (CGC) Sec. 1031.
- Cannot have a felony conviction, by the authority of CGC Sec. 1029.
- Must be fingerprinted for purposes of a search of local, state, and national fingerprint files to disclose any criminal record, by the authority of CGC Sec. 1031.
- Must pass a comprehensive background investigation by the authority of CGC Sec. 1031 and CCR Title 15, Sec. 131(a)(3).
- Must successfully meet current guidelines established by the BSCC for vision, hearing and medical screening by the authority of CGC sec. 1031 and CCR Title 15, Sec. 131(a)(6).
- Must successfully pass a comprehensive psychological exam administered by a licensed psychologist by the authority of CGC Sec. 1031.
- Must possess and maintain a valid driver's license.
- Must successfully complete and obtain within the first year of employment:
  - a Juvenile Corrections Officer CORE certificate, by the authority of CCR Title 15, Sec. 131(a)(4),
  - a certificate of completion of Penal Code 832 training, by the authority of California Penal Code Sec. 830-832,
  - CPR /First Aid certification, by the authority of Board of State and Community Corrections Training Manual.
- Must successfully complete a one (1) year probationary period, by authority of the CCR Title 15, Sec. 131(a)(5), and Operating Engineers Local #3, Probation Bargaining Unit Memorandum of Understanding (MOU) Article 11 Sec. 1.

**Note:** The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

**Knowledge of:**

- Principles, practices, methods and equipment used in juvenile detention.
- Applicable federal, state and local laws, regulations and standards.
- Principles and practices of applied psychology and behavior modification procedures, particularly for juvenile offenders.
- Safety and security practices and precautions relating to a juvenile detention facility.
- Basic operation of a juvenile detention facility.
- Basic principles, practices and procedures of juvenile civil and criminal justice systems.
- Office administrative principles, including record keeping and the operation of standard office equipment.

**Skill in:**

- Preparing clear and concise reports, records and other written materials.

**Ability to:**

- Assess and evaluate the risks and needs of juvenile detainees.
- Oversee and monitor the daily living activities of juvenile detainees.
- Monitor and enforce rules and safety and security measures.
- Respond in emergency and crisis situations calmly and effectively.
- Exercise initiative and independent judgment within established guidelines.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Working conditions primarily in a county jail or institution facility, or may also include field or other office settings; occasional exposure to various weather conditions; assignments may be comprised of irregular, long, rotating and emergency shifts.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 25 lbs. **Occasional** standing, walking and reaching; lifting, carrying or pushing objects that weigh 26 – 40 lbs.; extreme physical exertion to assist with physical altercations. **Infrequent** climbing, running and jumping; lifting, carrying or pushing objects that weigh more than 40 lbs.

**HISTORY**

JCN: 5701 – Deputy Probation Officer I - Institutions, 5702 – Deputy Probation Officer II - Institutions  
Created: JUN 1990  
Revised: OCT 1993

Revised: JUN 1997

Revised: MAR 2004

Revised: NOV 2004

Re-titled: JUN 2005, from Deputy Probation Counselor I/II

Revised: JAN 2006

Revised: OCT 2012

Revised: MAR 2013 - HRD