

Summary

Performs all assigned activities in the receipt, booking, custody and care of juveniles under jurisdiction of the Court in accordance with established policies and procedures. Assure the fair and reasonable treatment of inmates and maintenance of proper discipline. Employment conditions consist of a guarantee of 80 hours per month minimum; however, individuals may be assigned to work full time.

Scope of Responsibility

Individuals in this classification will normally be those who have no previous juvenile detention experience, or their level of capability is unknown, and will be considered in training to learn specific policies, procedures and operating practices of the Youth Services Center. Work is performed under close initial direction of employee of higher classification until proficiency has been demonstrated.

Individuals assigned to this classification must be able to report to work within thirty (30) minutes of call, specifically weeknights, weekends and holidays; some work may be regularly scheduled in advance. Individuals are expected to perform conscientiously, proficiently and independently any and all activities related to operation of the Youth Services Center. Work is normally performed in accordance with established policies and procedures but with considerable judgment and latitude required to handle emergency situations including the discipline and care of inmates and security of the facility. As authorized, direct work activities of juveniles.

Responsible for recognizing the social importance of juvenile custodial functions. Requires working familiarity with the social factors and the causes underlying criminality and institutionalization and the attitude and behavior of persons in custody.

Performance is normally reviewed periodically by the Corrections Manager and Director of Juvenile Services, through an appraisal of in-process work activities, work methods, results achieved, reports, personal inspection and discussion.

Note: This position may be designated "essential worker." Essential worker means those positions as designated by the County that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam County and to the operation of public facilities and property. The County maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Typical Duties

Receive and process new detainees; search detainees; collect, record and safekeep inmate personal effects; perform informational intake of personal data relative to detainee; classify and secure in cell.

CLALLAM COUNTY

Job Descriptions

TITLE: Juvenile Corrections Officer - On-Call

RANGE: 11/44*

Perform search of inmates and cells for contraband. Conduct periodic tours of cells to monitor inmate activities and condition of facility.

In accordance with established procedures, escort or assure custody of inmates in transit to court appearances, hospitals and other required appointments.

Perform required activities in the preparation and distribution of employee meals. Distribute approved medications to inmates.

Escort inmates to and from the visitors area. Monitor visitors area as required.

In accordance with established procedures, prepare written reports including incidents or inmate misconduct.

As required, direct work activities of trusty inmates. Assure safe custody of juveniles outside the facility.

Inspect detention facilities for cleanliness. Assure sanitary facilities are maintained in accordance with established procedures.

Control inmate behavior and violent incidents as required. Monitor apparent physical and mental health of detainees.

Ensure the security of the detention facility on an assigned shift, enforcing established policies and procedures.

Supervise inmates at school, crafts, exercise, recreation, chores, visitation and telephone calls.

Perform general laundry and supervise facility clean up.

Perform activities associated with release of inmates in accordance with established procedures.

Prepare and submit all written documentation and reports concerning inmate population, events and detention facility functions in accordance with established procedures.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

AA degree in related field preferred (combination of training or experience satisfactory to the Director of Juvenile Services may be substituted for the AA degree); high school diploma or GED Certificate required. Ability to obtain Washington State Juvenile Security Workers Academy Certification within six (6) months from date of employment as Juvenile Detention Officer.

TITLE: Juvenile Corrections Officer - On-Call**RANGE: 11/44***

Ability to learn principles and techniques of modern inmate care, custody and control and related aspects of law enforcement; ability to learn to read, interpret and properly apply laws applicable to Juvenile law enforcement work; ability to physically handle and control detainees resisting detention which may involve running, tackling, fist fights and wrestling; ability to express self clearly and concisely in speaking and writing; ability to maintain composure and self control under adverse conditions, e.g., inmate harassment, ridicule, critical injuries and death.

Ability to perform duties and maintain personal conduct, attitude and appearance that conform to strict policies, procedures, and discipline within a "chain of command" management system; ability to hold self in readiness at all times to respond to abnormal detention facility conditions and situations, accept authority, obey orders of superiors and accept a strict personal and organizational code of conduct and ethics.

Special Requirements

Possession of a valid Washington State Driver's License; ability to maintain current CPR, First Aid and Defensive Driving certifications, and Washington State Health Certificate. Must be twenty-one (21) years of age.

Successfully pass all testing and examinations which measure ability to perform essential job functions. These tests may include but are not limited to physical agility, written, oral, skill, polygraph, psychological, medical, and a comprehensive in-depth background investigation which shows no criminal activity which could directly impact ability to perform the job. Ability to pass a post-offer, pre-employment drug test.

Note: Employees assigned to this classification are designated to render first-aid assistance in the regular course of their work. Classification is designated as a high exposure classification as defined under the Occupational Health & Safety Act and Washington Administrative Code governing Washington Industrial Health & Safety Act for Bloodborne pathogens protocol.

Essential Functions

1. Meet attendance standards necessary for successful job performance.
2. Ability to learn principles and techniques of modern inmate care, custody and control and related aspect of law enforcement
3. Ability to read, interpret and properly apply law as it relates to juveniles
4. Ability to communicate orally and in writing
5. Supervision and Interaction with Inmates

Observe remote surveillance devices to monitor inmates.
Resolve conflict between inmates verbally.
Identify and observe group agitators, gang members, etc.
Confront and control hostile groups.
Observe incoming inmate to identify mental condition.
Request examination of the physical condition and/or mental state of inmate by medical personnel.
Transport inmate to outside medical facility for treatment.
Drive a motor vehicle.
Check inmate to verify that medication is taken.
Observe inmate to recognize symptoms of drug withdrawal.
Observe inmate to recognize symptoms of drug use.
Observe mentally disturbed or suicidal inmates.
Monitor/log behavior of inmates in disciplinary segregation.
Use restraints on inmates in segregation.
Observe inmates who may be suffering from mental or emotional disorders to maintain facility and personal security.
Recognize (identify) inmate groups, gangs, etc. to anticipate potential problems.
Recognize behavioral characteristics of a violent offender.
Identify bitterness and unrest among inmates.

6. Maintenance of Facility Security

Inspect vehicles and/or containers entering or leaving the facility.
Inspect identification of persons entering or leaving the facility.
Patrol tiers, cell areas, corridors and other security areas inside the facility to ensure security and observe inmate behavior.
Control entry into the detention area.
Guard inmates away from the facility, e.g., court, hospital, etc.
Pat-search female inmates.
Strip-search female inmates.
Pat-search male inmates.
Strip-search male inmates.
Search clothing/property left for inmates.
Conduct periodic searches of inmate cells to discover and seize contraband, weapons, etc.
Process evidence seized during search of inmates and/or cells, rooms, etc.
Seize contraband.
Notice and investigate unusual traffic or movement.
Take action to stop and/or report penetrations of the facility, escapes, security breaches, etc.
Maintain key security.
Identify and seize contraband being brought into the facility.
Conduct head or institutional count.
Respond to facility escape.
Participate in facility lockdown.
Review documents of arrest and commitment before accepting new inmate into the facility.
Verify identity of officer bringing inmate into facility.

- Check identity of inmates leaving the facility.
 - Inspect documents prior to release or transfer of inmates.
 - Verify identity of officer picking up inmate.
 - Conduct cell search for evidence in criminal matters.
 - Search inmate's personal property.
 - Conduct inmate roll call.
 - Escort inmate in motor vehicle.
 - Escort inmate on foot.
 - Report unusual or irregular incidents to supervisor.
7. Provide Emergency Assistance and Services
- Report severe depression or unusual behavior which might indicate self-destructive behavior, e.g., suicide.
 - Investigate unusual odors/sounds.
 - Review and comprehend emergency procedures to be initiated in case of fire, escape, riot, etc.
 - Search for or apprehend escaped inmate.
 - Take emergency steps when inmate suicide is threatened.
 - Use air pack (Life Air, Scott, MSA air pack).
 - Administer cardio-pulmonary resuscitation (CPR).
 - Administer mouth-to-mouth resuscitation.
 - Apply basic first responder first aid for allergic reaction, choking, convulsions, or diabetic reaction.
 - Apply basic first responder first aid to control bleeding.
 - Apply basic first responder first aid to treat for abrasions, broken bones, lacerations, puncture wounds, sprains.
 - Apply basic first responder first aid to treat a variety of problems, e.g., burns, eye injuries, overdoses, etc.
 - Use gloves, masks, gowns, etc., to prevent contact with infectious diseases.
 - Use cleanup kit to clean blood-borne pathogens.
 - Oversee cleanup of blood and body fluids.
 - Collect evidence and property from crime scenes.
 - Document chain of custody for evidence.
 - Package evidence.
 - Notify supervisors of potential emergencies or hazards.
 - Move inmates to evacuate an area or facility.
 - Direct actions of officer(s) arriving to assist in emergency situations.
 - Practice the use of emergency equipment.
8. Human Interaction and Problem Solving
- Investigate injuries to inmates.
 - Record injuries to inmates.
 - Request psychiatric assistance for inmate.
 - Determine when an inmate crisis or problem should be referred to facility staff.
 - Take action to avoid confrontation with an inmate who is trying to provoke you.
 - Control personal feelings against inmate(s) to encourage proper supervision.
 - Recognize inmate efforts to manipulate correction officers.

Counsel inmates to help resolve problems.

9. Make Physical Effort to Protect and Control

Use hands or feet in self-defense.

Use physical force to maintain order or protect life.

Physically place inmates in or remove inmates from cells.

Use restraint devices (waist chains, restraint chair, leg irons, handcuffs, etc.) to control inmate.

Physically restrain violent inmates.

Break up fights between inmates.

Run after fleeing inmate.

Pull resisting inmate out of cell.

Subdue attacking inmate.

Subdue inmate resisting restraint.

Use weaponless defense tactics.

Use take-down technique to control inmate.

Tackle fleeing inmate.

Break up fights between two or more persons.

Grip persons tightly with hand to prevent their escape.

Use hair-hold to control inmate.

10. Use of Force

Carry taser while transporting inmates outside the facility.

Qualify and/or engage in required training and practice of operation of taser.

Access and use taser to protect self and others.

Discharge taser at persons.

Fire taser in combative situations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Physical Demands and Environment

The working environment for Juvenile Corrections Officer - On Call is primarily in the secure environment of the Juvenile Detention Facility. Employees may be assigned to work outside the secure environment during transport of individuals in custody, or such other assignments as may be required. The duties require walking and running on various types of surfaces, in hot weather, rain, snow, ice or other slippery conditions. Outdoor work may also include walking or

CLALLAM COUNTY

Job Descriptions

TITLE: Juvenile Corrections Officer - On-Call

RANGE: 11/44*

running on uneven surfaces, sitting, standing, often times for long periods of time, maintaining balance, climbing stairs, ladders and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands, mopping, lifting and carrying 50-100 pounds and the ability to drag a person out of a room in the event of emergency; working in confined space, working alone and in remote locations under noisy conditions. Must be able to hear normal voice conversations, alarms; possess close, far, side vision, depth perception, night vision, color vision. Requires the wearing of rubber, or plastic gloves, respirator, safety glasses or goggles, ear plugs or muffs, rubber boots, and chemical resistant clothing. This position may expose employees to smoke, noxious odors, fumes and chemicals. Subject to shift rotations, call-back status.