



JOB DESCRIPTION

JOB TITLE: Juvenile Probation Detention Supervisor

JOB CODE: 2390

DEPARTMENT: District Courts/Juvenile Detention

FLSA STATUS: Exempt

REPORTS TO: Chief Juvenile Probation Officer

SUMMARY OF JOB PURPOSE

Plans, organizes and supervises staff; maintains safety and security of the staff, inmates, visitors and detention facilities; guards, processes and supervises inmates according to policies, procedures and regulations.

ESSENTIAL FUNCTIONS

1. Oversees the safety and security of the staff, detainees, visitors and juvenile facilities; promotes acceptable attitude and monitors behavior of detainees; maintains the integrity, professionalism, attitudes, values and goals of the Juvenile Detention program by assuring that all rules and regulations are followed; enforces local, state and Federal laws, and enforces compliance with regulations and ordinances.
2. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; participates in the hiring and promoting of staff, disciplining employees, preparing performance evaluations, and conducting investigations; assists in day-to-day scheduling, coordinating time-off requests, payroll processing, and other operational/administrative tasks.
3. Provides interactive supervision for detainee activities and maintains discipline, modifying activities schedule to accommodate circumstances; resolves operational problems; participates in regular supervisory/management meetings to discuss program effectiveness, employee/detainee issues, and operational needs; oversees the development and writing of policies, procedures, and other communications and/or correspondence, as required.
4. Monitors detainees, activities and facility environment; observes and documents detainee behavior; helps to create a safe and functional environment; follows established safe practices; protects detainees from personal injury; follows safety protocols, and calls for assistance as required; may physically restrain uncooperative or disruptive detainees and take steps to avert fights, assaults, riots and escapes.
5. Performs constant inspections of all detention facility areas; assures all areas of the facility are safe, secure, sanitary and free of contraband; conducts cell searches for contraband; conducts unit safety checks; controls audio and video monitoring systems; inventories and maintains accountability for keys, equipment, tools and supplies; accounts for inmates under direct vision and supervision at all times.
6. Provides care for inmates; dispenses and oversees meals; administers medications and oversees inmate hygiene and showers; schedules medical, counseling, personal and other appointments, and conducts visiting sessions; schedules transportation for appointments and visits outside of the facility; transports and arranges transport for inmates; documents all transports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Conducts booking and release of inmates; searches, examines and tests inmates according to policies; collects and inventories property; completes fingerprints and photos; completes booking forms; upon release, returns all property and notifies victims; distributes records to appropriate parties; processes authorized release of individuals detained; maintains inmate property, financial and corrections records; files and distributes records to appropriate divisions within the County.
8. Interviews and classifies all new inmates; researches and assesses criminal history and capabilities; assesses compatibility of each new inmate with others in the facility and assigns cells; re-classifies and re-arranges housing as required by inmate behavior.
9. Supervises a case load of juvenile offenders; periodically visits juvenile probationer's home, place of employment and/or school, conducts weapons and contraband searches and drug testing; enforces adherence to court ordered conditions of probation; counsels and advises juvenile and family regarding pertinent personal, social, educational, financial, vocational, and health matters; seeks employment opportunities for juvenile.
10. Conducts investigations of alleged probation violations, investigates referrals with District Attorney's Office, and arrests probation violators; prepares paperwork such as statements of charges and warrants; conducts interviews with juveniles, family members or others to obtain facts in a case and makes recommendations on disposition.
11. Conducts assessments and interviews; works with other staff and agencies in developing treatment plans; teaches and models social skills; applies behavior modification techniques; plans and supervises various programs, such as physical education, work experiences and recreational activities; manages other juvenile programs such as juvenile probationer work program and restitution program; handles all related details for coordinating these programs for specific juveniles.
12. Arrests, detains and transports probationers who have violated court orders; performs a variety of booking and intake duties and makes determinations about formally processing cases through the court system and about requiring secured detention prior to a court hearing.
13. Investigates the background and criminal records of juveniles, and prepares and presents pre-sentencing reports; investigates and processes probation violations and makes recommendations regarding revocation of probation; investigates allegations of child abuse; collects and reviews evidence, and presents findings to the Child Advocacy Committee.
14. Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials; maintains case files for juveniles under supervision including all contacts, pre-sentencing reports, probation agreements, arrest records, school reports, counseling reports, etc.; presents reports to various courts, officials and agencies.
15. May perform specialty designation assignments including medical, kitchen, or procurement management, Training Officer or instructor; may facilitate individual/small group counseling sessions based on cultural diversity, life skills, character development, and both problem-solving and decision-making skills; supervises inmate work crews, and controls the safety of the work environment.

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16. Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks; performs duties of Deputy Sheriff as needed, and assists Deputies in the performance of their duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Criminal Justice, Law Enforcement, Social Science, or other closely related field and five (5) years experience in a professional youth institutional and/or program services environment with at least one (1) of those years at a supervisory level; or an equivalent combination of education, youth work experience, law enforcement, or military service, that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community; write speeches and articles for publication which conform to a prescribed style and format; effectively present information to top management, public groups, employees, and/or juveniles.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form; deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures; Federal, state, and county laws related to inmates, correctional facility policy and procedures, department written directives, and Nevada standards pertaining to correctional facilities; behavior patterns of incarcerated persons; techniques of detainee control and defensive tactics, protective body gear, discipline protocols, and grievance procedures; hazardous chemicals and materials.

Ability to safely operate and maintain a variety of firearms, impact weapons, handcuffs and waist chains, and chemical agents; demonstrate effective interpersonal relationships; impartial enforcement of laws and ordinances.

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Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; remaining alert at all times and reacting quickly and calmly in emergency situations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; operating specialized inmate booking equipment, including cameras and fingerprinting equipment; interacting with people of different social, economic, and ethnic backgrounds; communicating with inmates and mediating difficult situations.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License with an acceptable driving record; Nevada Peace Officer Standards and Training certification; successful completion of a criminal history check, background check, physical and psychological examination; must meet all Nevada NRS Section 289 standards for Peace Officers; current certification in CPR/First Aid.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in a jail environment and correctional facilities; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and exposure to hazardous, uncontrollable and life threatening situations can occur; requires physical ability to subdue hostile individuals. Must maintain a level of physical fitness to meet Department standards. Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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