**JUVENILE DETENTION OFFICER**

**CORRECTIONS DIVISION**

**BEDFORD COUNTY, TENNESSEE**

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Department: Bedford County Juvenile Court Part /Full time: Full time

Position: Juvenile Detention Officer Status: Non-Exempt

Shift/Scheduled Hours: 84 hours per 2 weeks

168 hours per month (28) days

Anything over 171 hours worked will be considered “time and half” overtime

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 **Job Summary/Definition:** The Juvenile Detention Officer works under the overall supervision of the Juvenile Administrative Officer and under the direct supervision of the Juvenile Intake Officer. The Juvenile Detention Officer assists the Intake Officer in the operation and control of the shift for which they are assigned. Juvenile Detention Officers assist the Intake Officer in maintaining security and providing for the safety, security, and care of detainees while in the care of the Bedford County Juvenile Court. In addition Detention Officers are charged with protecting the rights of juveniles under their supervision. Under general supervision, Detention Officers coordinate and perform a variety of detention duties including the monitoring of surveillance equipment and inmate well-being; supervise detainee activities; preparing and maintaining detention records and reports and performs other related duties as assigned.

**Equipment Job Location:** Work is performed in and around juvenile detention facilities.

**Physical Requirements/Work Environment:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

* Work is performed primarily indoors, but can also be exposed to outdoor duties as needed
* The employee is subject to standing, walking, bending, reaching, kneeling, crouching and restraining detainees with minimum force necessary for safety and security
* Lifting objects up to 100 pounds
* The employee will have potential exposure to infectious diseases
* The employee will be exposed to an environment that involves combative youths and/or parents.
* The employee may operate a county vehicle

**Essential Functions:** *The following* ***are not*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

* Participates in providing for the custody, safety, security, and wellbeing of juveniles detained at the Bedford County Juvenile Detention Center, using minimum force necessary to maintain juvenile, officer, and overall Detention facility security.
* Conducts shakedown inspections as directed and search of all juveniles as directed
* Completes the booking and processing of juveniles as directed
* Acts as unarmed escort for low risk juveniles movements/transports
* Conducts security/perimeter checks and detainee head counts; monitors security cameras
* Monitors all movement of juveniles with the Detention Center facilities; maintains the orderly conduct of detainees and visitors; responds to minor disturbances and/or emergency situations
* Supervises groups of juveniles during daily recreational periods, meals, and/or other activities
* Provides for the care of detainees including meals and healthcare; supplies juveniles with clean clothing and hygiene items; evaluates medical requests and coordinates treatment by medical providers
* Transports detainees to medical appointments, mental health screenings, and/or other appointments
* Transfers juveniles by County vehicle to other facilities within and /or outside of the state
* Picks up and returns juveniles serving on work crews to correct destinations
* Supervises the activities of juvenile and/or status offenders performing community service as assigned
* Responds to inquiries/complaints from parents, attorneys, law enforcement personnel, mental health/social workers, medical providers, and the general public
* Prepares and maintains a variety of detention records, reports, and documentation including incident reports and case file documents.
* Performs all other duties as assigned by the Juvenile Administrative Officer and/or shift duty Intake Officer

**Knowledge and Skills:**

* County policies and procedures
* Juvenile Detention Center operations, policies, and procedures
* Regulations and standards governing detention center operations
* Detainee services and standards of delivery
* Departmental records, reports, and documentation
* Detention equipment/vehicles and methods of operation.
* Coordinating and performing a variety of detention officer duties
* Providing for the safety and security of Detention Center detainees, visitors, and staff.
* Conducting security checks and supervising/monitoring the activities of detainees
* Preparing and maintaining a variety of detention records, reports, and documentation
* Establishing and maintaining effective working relationships with other staff, law enforcement, and probation personnel, outside agencies, service providers, juveniles, and guardians.
* Communicating effectively verbally and in writing

**Minimum Qualifications:**

* High School Diploma or GED
* Twenty one years of age
* Valid Driver’s License
* Must successfully complete a physical, drug screen, and criminal background check
* First Aid/CPR Certification desired

**Applicant/Employee Acknowledgement:**

The job description for the position of Juvenile Detention Officer with Bedford County Juvenile Court (Full-time) describes the duties and responsibilities for employment in the position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, responsibilities, and any subsequent revisions.

Is there anything that would keep you from meeting the essential functions of the job as outlined with or without a reasonable accommodation?

Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_

**Applicant/Employee Signature**

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Date

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*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*