

DETENTION COORDINATOR

DEFINITION

Under direction, to maintain the Special Purpose Juvenile Hall ready to receive juveniles; to supervise juveniles in the Special Purpose Juvenile Hall; to coordinate and schedule staff for transporting juveniles; to transport juveniles in custody to and from court; to transport juveniles in custody to group homes and juvenile halls; to insure that proper admission documents have been completed prior to admitting juveniles to juvenile halls and group homes; to coordinate "house arrest" and electronic monitoring; to prepare grant reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized class for the Probation Department. Incumbents are responsible for the preparation and maintenance of the Special Purpose Juvenile Hall to receive juveniles. They also coordinate scheduling and assignment of Probation Assistants assigned to juvenile monitoring and transportation, prepare grant reports, perform transportation assignments, and coordinate Department "house arrest" and electronic monitoring functions.

REPORTS TO

Chief Probation Officer.

CLASSIFICATIONS SUPERVISED

Provides some lead direction and coordination for assigned Probation Assistants.

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EXAMPLES OF DUTIES

- Prepares and maintains the Special Purpose Juvenile Hall for the receiving of juveniles.
- Coordinates and schedules Transportation Officer assignments.
- Develops and maintains lists of "on-call" Transportation Officers.
- Prepares grant reports.
- Transports juveniles to and from court, group homes, and juvenile halls.
- Has responsibility for security of juveniles during transport.
- Uses restraining equipment, as necessary, during transport.
- Inspects transport vehicle to verify proper operating condition and fuel levels.
- Supervise minors in custody in the special purpose juvenile hall and maintain their security and well-being.
- May gather basic information regarding mental status and physical health of juveniles in custody.
- Provides basic background information to juvenile hall and group home staff.
- Insures proper completion of juvenile hall and/or group home admission documents.
- Monitors child visits by parents.
- Calls and monitors defendants on house arrest.
- May perform drug testing.
- May prepare claims for care of Wards of the Court.
- Reports evidence of child abuse to Child Protective Services.
- Completes monthly statistical information on holding cell use.
- Coordinates and performs Department "house arrest" and electronic monitoring functions.
- Has responsibility for maintenance and assignment of Department vehicles.
- Provides training for Probation Assistants assigned to juvenile transportation and monitoring.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity, strength, stamina, and eye-hand coordination to use restraining equipment and maintain control of juveniles; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in office, driving, and outdoor environments; sometimes works in varying weather conditions; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of problems and emotions of juvenile offenders.
- Basic knowledge of laws, rules, and regulations governing operation of a juvenile hall.
- Grant reporting.
- Restraining equipment such as handcuffs, belly chain, and leg irons.
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for group homes and juveniles.
- Work scheduling and coordination.

Ability to

- Be responsible for the maintenance and upkeep of the County Special Purpose Juvenile Hall.
- Coordinate and schedule transportation of juveniles.
- Develop and prepare grant reports.
- Main responsibility for and carry out the safe transport of juveniles in custody.
- Use restraining equipment as necessary.
- Review and insure proper completion of group home and juvenile hall admitting documents.
- Evaluate situations and people accurately and make sound decisions regarding potential behavior problems.
- Maintain composure in stressful situations.
- Maintain and update accurate records.
- Effectively represent the Probation Department in contacts with juvenile offenders, the public, group home and juvenile hall staffs, and the courts.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of work experience equivalent to that of a Probation Assistant with Plumas County.

Completion of advanced coursework in criminology, sociology, psychology, social work, criminal justice or a closely related field is also highly desirable.

Special Requirements: Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

Ability to work unusual hours or shifts as dictated by transport requirements.