

CHEYENNE RIVER SIOUX TRIBE
JUVENILE DETENTION OFFICER
DETENTION DIVISION-LAW ENFORCEMENT

DESCRIPTION OF WORK

General Statement of Duties: Performs all tasks of admitting and releasing juvenile inmates. Responsible for the security and safety of all persons and staff entering the Juvenile Detention area. Responsibility for monitoring all cells and dormitory areas. Makes initial medical attention, whether juvenile inmates may be released to a parent or legal guardian, or if the juvenile inmate will be housed in the center and where. Performs various clerical duties. Carries out the booking process, which includes proper identifications of incoming inmates and ensures proper hygiene is maintained while in the facility. Responsible for the safety, security, and control of the juveniles at all times. Performs work in accordance with Department Juvenile Policy and Procedures.

Supervision Received: Works under the immediate supervision of the Lead Officer on duty and the general supervision of the Juvenile Administrator and/or the Chief of Detention.

Supervision Exercised: Will supervise juvenile inmates and staff as assigned.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the intake of juvenile prisoners, which includes assisting officers in following the required procedures for entering and leaving the juvenile booking and secured areas when they are unfamiliar with them or not following proper procedures making certain no weapons enter the secure areas, obtaining all contraband entering the area and properly reporting it and doing the necessary paper work.

Responsible for the total security of the juvenile detention areas.

Carrying out initial intake process of new juvenile inmates including orientation, classification, identification, accountability and documentation for juveniles, clothing, property and money, and properly storing the property, assigning juveniles property to a locker number and updating all booking information.

Conducts a visual observation of juvenile prisoners to see if medical attention is necessary.

Conducts initial health screening and suicide screening.

Conducts intakes assessment of juveniles inmates to determine whether they can be released to parent or guardian or whether they should be housed in the center with the cooperation of the shift supervisor. Class C offenses only.

Does frisk, pat and strip search of juvenile inmates, showering and getting juveniles dressed in proper facility attire, handing out proper hygiene kits and linens as necessary.

Completes proper identification of juveniles, which includes recording personal data. Keeping an updated file on each juvenile including criminal charges or reasons for being incarcerated. Gets juvenile's personal clothing washed before released, when necessary.

Releases juveniles, reviewing paperwork for release, logging dates and times, releasing correct property, inventory and receiving facility property, checking and listing damages, and ensuring the juvenile inmate receives all documentation, including a receipt for property. Ensures the safe exit of all the juveniles from the juvenile detention area.

Is responsible for the safety of juvenile inmates, visitors and staff in all phases of work by interpreting security rules and enforce compliances.

Maintains discipline by communicating with others and interacting with juvenile inmates. Is consistent and fair in dealing with the juvenile inmates and their behaviors.

Oversees meal distribution, assuring no adults except for detention staff is allowed in the juvenile detention areas.

Distributes and collects linen and inmate clothing when needed, makes sure juveniles inmates are properly clothed in facility attire.

Ensures juvenile inmates their rights to communications, information, programs, and services through phone calls, mail, newspapers, sick call and specific facility information. Must know emergency evacuation procedures and where all emergency equipment is stored.

Completes all reports, forms and other required paper work accurately before the end of the shift.

Will be required to travel and transports inmates to I.H.S. medical treatment, transport inmates to different Law Enforcement & Hospital facilities, as directed by the Juvenile Administrator or Chief of Detention.

Will be required to do other detention duties as assigned by the shift supervisor.

Will be required to do shift work.

Note: Anytime there is a male and female incarcerated there will be a male and female Juvenile Detention Officer on duty.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Some Knowledge of Rules and Regulations relating to the Juvenile Detention operations. Able to quickly learn the methods and techniques used in the control and custody of juveniles and the process of booking a juvenile prisoner adhering to Department Policy and Procedures. Able to understand and follow oral and written instructions including following department Policy & Procedures manual. Able to be assertive with juveniles and other staff in a polite and courteous manner, ensuring a safe and secure juvenile detention area. Able to stay alert at all times and to react calmly in emergency situations. Able to do clerical functions keeping accurate records, logs, and files. Will be required to some typing. Able to maintain favorable working relationship with juveniles, staff and public. Works exclusively with juveniles, should have some knowledge of juvenile behaviors and attitudes. Has some knowledge of juveniles, Tribal and Federal laws.

Education: High School Diploma or GED.

Experience: Some experience in working with juveniles and in the detention field Preferred, but not required. Some experience in working with the public.

Special Requirements: Must be eighteen (18) years of age to apply.

Must have a valid driver's license, if issued from another state, must be able to obtain a South Dakota driver's license within 60 days. Must maintain good physical condition.

Incumbent is subject to the CRST Drug and Alcohol Testing Policy and Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. Must maintain strict confidentiality.

Training: Possess basic detention certification training from the Bureau of Indian Affairs, Indian Police Academy or have the ability to be certified through the Indian Police Academy within one (1) year of employment.

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