

VICTORIA REGIONAL JUVENILE JUSTICE CENTER

JOB DESCRIPTION

JOB TITLE: Probation Officer I, II, and III

DEPARTMENT/UNIT: VRJJC/Probation

SUPERVISOR'S TITLE: JPO Supervisor

JOB SUMMARY:

The probation officer is responsible for analyzing and screening all assigned cases referred to the Victoria Regional Juvenile Justice Center. The officer shall provide services to and supervise assigned juveniles and their families under the auspices of Title III Texas Family Code and departmental policies.

I. PRINCIPAL ACCOUNTABILITIES:

1. ANALYZE AND SCREEN ALL ASSIGNED CASES REFERRED TO THE VICTORIA REGIONAL JUVENILE JUSTICE CENTER.

Performance Criteria:

- A. Receive assigned incoming juvenile referrals for review within 24 hours or first working day after a weekend or a holiday.
- B. Determine appropriate action for each referral based on case facts, child's history, familial status and departmental policy.
- C. Determine detention/release decisions in accordance with Title III Texas Family Code.
- D. Maintain current, accurate statistical information on caseworker system regarding each child.

2. PROVIDE SERVICES TO AND SUPPORT ASSIGNED JUVENILES AND THEIR FAMILIES UNDER THE AUSPICES OF THE TEXAS FAMILY CODE AND DEPARTMENTAL POLICIES.

Performance Criteria:

- A. Conduct intake interview with all assigned cases, complete all required intake paperwork, including, but not limited to: initial assessment, Release of Confidential Information form, and Deferred Prosecution Agreement.
- B. Complete individual case plan on all official probationers within 30 days of disposition. Reassess individual case plan every calendar month as required when child is on judicial probation. Follow all other Texas Juvenile Justice Department (TJJD) standards in regards to MAYSI assessments, and Risk/Needs assessments.
- C. Complete all necessary paperwork on assigned Inter-County Transfer and Interstate Compact cases including Progress Reports and other relevant correspondence with other probation departments and Interstate Compact of Texas.
- D. Assist victims rights coordinator in ensuring that restitution information packet is sent to victim(s).

- E. Maintain accurate, current documentation in chronological order in dictation section of files. Ensure that each contact with child, parent, school, placement, etc. is documented.
- F. Provide counseling, crisis intervention, deferred prosecution, pre-court supervision and probationary supervision to children as deemed appropriate.
- G. Prepare concise, accurate social histories and official probation adjustment reports on all Court cases. Submit all reports to supervisor for review and deliver reviewed reports to criminal district attorney and defense attorney at least two working days prior to docket call date.
- H. Complete financial statement form on all court cases to be delivered with social histories and official probation adjustment reports.
- I. Take juveniles into custody according to policy.
- J. Restrain residents who are out of control, damaging property, and/or presenting a danger to themselves or others. Utilize non-violent physical restraint methods and mechanical restraints as warranted in accordance with departmental policy.
- K. Recommend disposition of adjudicated youth to juvenile court, as well as assessment of dispositional fees, probation fees, restitution, and support fees.
- L. Maintain files in orderly fashion according to file maintenance policy (i.e. sectional content, labels, etc.).
- M. Prepare all other reports, applications, billing and statistical information as required.
- N. Transport juveniles to any field trips, special events in accordance with departmental policy.
- O. Conduct detention hearing or execute Subsequent Waiver in accordance with the Texas Family Code.
- P. Notify child's parent/guardian any time that a child is detained or ensure that the child's parent/guardian is notified by law enforcement.
- Q. Collect urine samples from juveniles for analysis as deemed appropriate.
- R. Ensure that all necessary paperwork is completed on all youth in placement, including Court Orders, Residential Case Plans, and common applications
- S. Facilitate diversion classes and other counseling sessions for juveniles and their families.
 - ____ 1. SACP/aftercare
 - ____ 2. T4C
 - ____ 3. U-Turn
 - ____ 4. Community Service Restitution
 - ____ 5. Parenting Classes
- T. Prepare necessary paperwork for administrative hearings.
- U. Participate in all staffing on assigned long-term residents who are eligible for release.
- V. Keep supervisor informed, at least on a monthly basis, on status of caseload.
- W. Participate in all assigned meetings or programs that assist in the supervision of juveniles or involve the rehabilitation of juveniles.

- _____1. Information Sharing Meeting (GTF)
- _____2. Community Resource Coordination Group (CRCG)

X. Maintain contacts with assigned juveniles and families in accordance with level systems.

1. Deferred Prosecution cases

- a. Level III: Monthly face-to-face contact with the child plus one phone contact. Monthly contact with parent/guardian and monthly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 7:00 p.m. - Two checks monthly.
- b. Level II: Monthly face-to-face contact with the child. Monthly contact with parent/guardian and monthly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 8:00 p.m. - Two check monthly.
- c. Level I: Monthly face-to-face contact with the child. Monthly contact with parent / guardian and monthly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 9:00 p.m. - Two checks monthly.

2. Regular probation cases:

- a. Level IV: Monthly face-to-face contact with the child with two phone contacts occurring during weeks without face-to-face contact. Monthly contact with parent/guardian and monthly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 6:00 p.m. - Two checks monthly.
- b. Level III: Monthly face-to-face contact with the child plus one phone contact. Monthly Contact with parent/guardian and quarterly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 7:00 p.m. - Two checks monthly.
- c. Level II: Monthly face-to-face contact with the child. Monthly contact with parent / guardian and quarterly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 8:00 p.m. - Two checks monthly.
- d. Level I: Monthly face-to-face contact with the child. Monthly contact with parent/guardian and quarterly personal home visit, which can be done on curfew check. Six weeks contact with school. Curfew: 9:00 p.m. - Two checks monthly.

3. Intensive supervision cases:

- a. SP Level V: Face-to-face contact with the child three times a week plus two phone contacts weekly. The juvenile can leave his/her residence only to go to school, report to this department or attend counseling or treatment. Weekly personal home/or school contact. Two checks weekly or GPS monitored.
- b. ISP Level IV: Face-to-face contact with the child twice weekly plus two phone contacts weekly. Weekly personal home contact/or school contact. Curfew: 5:00 p.m. - Two checks weekly or GPS monitored.
- c. ISP Level III: Face-to-face contact with the child twice weekly plus one phone contact. Weekly personal home contact/or school contact. Curfew: 6:00 p.m. - Two checks weekly or GPS monitored.
- d. ISP Level II: Face-to-face contact with the child weekly plus one phone contact. Bi-monthly personal home contact/or school contact. Curfew: 7:00 p.m. – Two checks weekly or GPS monitored.
- e. ISP Level I: Face-to-face contact with the child weekly. Bi-monthly personal home

contact/or school contact. Curfew: 8:00 p.m.- Two checks weekly or GPS monitored.

3. TRAIN STAFF MEMBERS, INTERNS AND VOLUNTEERS.

- A. Accept assignment of staff members, interns and volunteers.
- B. Train assigned staff members, interns and volunteers according to departmental policies and procedures.

4. MAINTAIN PROFESSIONAL DEPARTMENT.

Performance Criteria:

- A. Arrive for work in a timely manner, and contact immediate supervisor prior to arriving late for work. Advise supervisor at least (1) hour before scheduled to work if unable to attend.
- B. Dress and groom professionally and in accordance with departmental dress code when representing the Victoria Regional Juvenile Justice Center.
- C. Submit leave requests in accordance with departmental policy for any leave time requested.
- D. Respond to departmental deadlines when issued.
- E. Maintain a standard becoming of a Juvenile Probation Officer as described in the Texas Juvenile Probation Commission Standards for Juvenile Probation Officers.

5. OBSERVE SAFE WORK HABITS.

Performance Criteria:

- A. Respond to all emergency situations, including medical, fire, tornado, escapes, fights and bomb threats in accordance with departmental policies.
- B. Maintain hazard free workstation.
- C. Exercise caution in any potentially dangerous or hazardous situation.
- D. Store all supplies, tools and equipment in secure areas according to departmental policies.

6. ADHERE TO VEHICULAR POLICIES.

Performance Criteria:

- A. Always utilize passenger restraints on passengers and self.
- B. Exercise defensive driving techniques when utilizing department vehicles.
- C. Report any mechanical or other difficulties regarding department vehicles to the Assistant Chief immediately.

7. ATTEND ALL REQUIRED MEETINGS AND WORKSHOPS TO KEEP ABREAST OF CURRENT ACTIVITIES, POLICIES, PROCEDURES AND TO ENHANCE PROFESSIONAL SKILLS.

Performance Criteria:

- A. Be punctual and prepared for all meetings.
- B. Obtain all information from missed meetings in a timely manner.
- C. Attend all assigned training sessions in order to maintain certifications.
- D. Obtain certifications as a Juvenile Probation Officer, Corrections Officer and Detention Officer Within the first eighteen months from the date of hire.

8. MAINTAIN THE INTEGRITY OF PRIVATE, CONFIDENTIAL INFORMATION.

Performance Criteria:

- A. Refrain from discussing juveniles being handled by the department with anyone not employed at VRJJC.
- B. Refrain from negative discussions regarding co-workers or supervisory staff.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

To be eligible for appointment as juvenile probation officer, a person must: 1) meet NCIC/TCIC, sex offender registration employment guidelines; 2) be of good moral character; 3) have acquired a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; 4) have either: (A) one year (18 hours) of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology or other field of instruction approved by the commission or (B) one year experience in full-time casework, counseling, or community or group work: (i) in a social service, community corrections, or juvenile agency that deals with offenders or disadvantaged persons; and (ii) that the commission determines provides the kind of experience necessary to meet this requirement; (5) have satisfactorily completed the course of pre-service training or instruction required by the commission; (6) have passed the tests or examinations required by the commission; and (7) possess the level of certification required by the commission; (8) JPO III- 2 years of related experience preferred, JPO II-1 year of related experience preferred; and (9) be twenty-one years of years of age or older and meets the eligibility requirements to become certified within the first 18 months from the date of hire

SPECIAL KNOWLEDGE, ABILITIES AND REQUIREMENTS

WILL HAVE AND/OR WILL OBTAIN KNOWLEDGE OF:

- Texas Family Code Title III;
- Texas Penal Code;
- Texas Juvenile Probation Standards;
- General business practices; and
- Standards for Juvenile Detention Facilities and Juvenile Residential Facilities.

ABILITY TO:

- Utilize personal computer;
- Work independently and efficiently;
- Make informed decisions;
- Perform public speaking; and
- Effectively communicate in writing and orally.

REQUIRED TO HAVE:

- Telephone;
- Valid Texas Drivers license;
- An automobile; and
- Liability insurance on the vehicle used for work purposes.

WORKING CONDITIONS AND HOURS:

Workspace is located in the non-secured area of the Victoria Regional Juvenile Justice Center, which is a non-smoking building.

Workweek will be flexible hours within a forty (40) hour time period. The workweek begins on Saturday and concludes on the following Friday. Overtime will be compensated at the rate of time and one half or time for time, depending on the hours worked per week. Probation officers will be required to have a phone number they can be reached at all times. When on call, on call staff will respond to call by telephone as soon as possible. If staff has to respond to the facility or location as requested, they shall respond within thirty (30) minutes. The on call schedule will be prepared, in advance, by the JPO Supervisor.

ACKNOWLEDGMENT:

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period of time and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received

Employee

Date

Supervisor

Date

Chief Juvenile Probation Officer

Date