

# ATASCOSA COUNTY JUVENILE JUSTICE CENTER

## Juvenile Supervision Officer Job Description

A JSO is responsible for the direct supervision, care, custody, and control of juveniles detained in the Atascosa County Juvenile Justice Center in accordance with facility policy and procedure and the Texas Juvenile Justice Department Standards. They must, at a minimum, perform the tasks listed below and any other duties as required or assigned by their immediate supervisor.

A Juvenile Supervision Officer (JSO) must complete the state mandated 80hr. in-service training, pass the mandatory state test, and complete 40 hours of on-the-job training provided by the facility. After completion of training a newly hired JSO shall report directly to the Sergeant or Corporal on shift. During this time, they will be considered a JSO in training and must show retention of training provided and proficiency in all job duties required for a JSO to be considered for certification by the state.

1. Provide direct supervision of residents on a 24-hour basis insuring the health, safety, welfare, humane treatment, and protection of each juvenile's rights.
2. Ensure the security and control of the facility by following approved procedures for access, searches of persons / areas, movement, and supervision of confined residents within the facility.
3. Provide excellent written and verbal communication to effectively document incidents involving residents and staff.
4. Obtain/maintain working knowledge of facility policies to fairly and consistently discipline residents following the guidelines of the behavior management rules and sanctions.
5. Use the RBT (Rational Behavior Training) with all residents to promote and improve their awareness of responsibilities and to promote individual maturity. Ensure all behavioral documentation/incident reports are completed correctly and prior to the end of shift.
6. Responsible for processing admissions/intake and releases, including all required documentation, following training received during in-service/On the Job Training. Ensuring all documentation is correct following facility policy and procedure.
8. Ensure that all significant events are accurately entered in appropriate logbook and that all reports are concise, correct, complete, and followed by training received during in-service/On the Job Training. Ensure that any significant information is passed on to the shift supervisor immediately.
9. Show proficiency and effectiveness in handling stressful situations with residents utilizing verbal de-escalation and physical restraint techniques following training received during in-service/On the Job Training.
10. Must be able to work a 12hr. shift when needed and stand for extended periods of time which may be equal to or exceed 6 hours.
11. Assist in maintaining the cleanliness of the facility and corrects or reports all safety hazards to The Shift Supervisor immediately.
12. Maintain accurate and complete time accounting and submits completed, signed time sheets on the date due.
13. Supervise and instruct residents during physical education classes, recreation, free time, or other program activities, while maintaining order and assisting the teacher in the classroom as needed.
14. Escorting residents to Detention Hearings or District Court/medical appointments following facility policies and procedures and any other task as assigned.
15. Always maintain professionalism by being on time and in uniform for turnout and maintain a working relationship with all staff members by displaying a professional attitude and following the chain of command when reporting issues with other personnel.

### Required Certifications/Continuing Education

Juvenile Supervision Officers of this facility will be required to obtain/maintain 80hrs. of continuing education to count towards bi-annual recertification. These hours must be approved by TJJD and at minimum include the following topics:

**Texas Juvenile Supervision Officer Certification Classes**  
**Handle with Care (verbal & physical techniques)**  
**Abuse, Neglect, and Exploitation (annually)**

**CPR/First Aid**  
**Facility Suicide Plan (annually)**  
**Use of Restraints**  
**Facility Fire safety (annually)**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_