

## Policy & Procedure

**Department:** Juvenile Probation

**Category:** Job Description

**Subject:** Juvenile Probation Officer

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Department policy and procedure regarding the Job Description of the DeWitt County Juvenile Probation Department's Juvenile Probation Officer.

The duties of the DeWitt County Juvenile Probation Department's Juvenile Probation Officer are as follows:

1. Review offense reports and set intake appointments
2. Conduct initial Intake per department operating policy
3. Sending out all notices: Referral Notice, Victim's Impact and Rights, Restitution Request
4. Prepare Social Case History Reports and In Support of Detention
5. Appearing in court on juvenile cases
6. Reviewing Juvenile Probation Orders with juvenile and their parent
7. Preparing Case Plans, Case Plan Reviews and Exit Case plans as set by TJJD standards
8. Detaining juveniles who have violated their probation orders
9. Determining probable cause on juvenile cases
10. Supervising juveniles on probation
11. Monitoring juveniles at home school and elsewhere while on probation
12. Making residential placement referrals
13. Conducting on site visits to residential facilities as required by TJJD.
14. Making referrals to outside service agencies.
15. Attending trainings in person or by webinar as required by Chief JPO.
16. Serving as specific liaison with other departments at request of JPO.
17. Assisting Chief JPO when necessary
18. Transporting Juveniles following departments operating policy
19. Conducting curfew checks
20. Assisting with Truancy caseload as needed.
21. Be on call and reachable by phone 24/7 unless on scheduled vacation.
22. Maintaining departments presents in the community.
23. Be supportive of the rehabilitation philosophy and efforts of DeWitt County Juvenile Probation

This job description does not list all responsibilities, skills or working conditions associated with the position but rather those principal elements required of position holder.

The above mentioned duties are subject to change as technology and department policies evolve. It will be the duty of the Chief Juvenile Probation Officer to address those changes as needed.

I, \_\_\_\_\_, have received a copy of the job description for the position of Juvenile Probation Officer and fully understand the requirements. I also agree to perform these functions to the best of my ability.

I, \_\_\_\_\_ (Chief Juvenile Probation Officer), have fully explained the duties to \_\_\_\_\_ and given him/her a job description to do with as they please.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date