

Detention Officer

Distinguishing Features of Work:

Under direction, has responsibility for providing direct care, custody, and discipline for minors who are held at the detention center. Responsible for the admission and release of minors to the facility and provides daily supervision and counseling to detainees.

Illustrative Examples of Work:

1. Performs the admission function, receiving custody of youth from police or other authorized personnel; conducts a body search, obtains necessary intake information, issues clothing and orients the juvenile to the facility; conducts initial assessments of the minor's medical and psychological fitness to enter the facility.
2. Performs the release function, properly identifying the minor to be released and confirming that the release has been ordered by the appropriate authority. Ensures that all necessary paperwork is completed, all the minor's property is returned or accounted for, and verifies the identity of the person or agency they are releasing the minor to and that this person or agency has been approved by the appropriate authority.
3. Maintains security within the detention center including running the control room; makes periodic security checks and monitors the minor's activities throughout the building; on an as needed basis, securely and safely escorts detainees both inside and outside of the facility; and, with the approval of supervisory personnel, assigns discipline to the minors and hears discipline appeals.
4. Maintains appropriate records and files; keeps logs of detainee's progress and activities; provides juvenile probation intake officer with intake reports and recommendations; completes Social History and Mental Health Referral questionnaires; writes incident and court reports; and accurately and completely fills out all intake and release paperwork.
5. Supervises cleaning done by detainees and awards points for this cleaning as part of the token economy. When necessary, participates in cleaning portions of the facility where minors are not allowed access or does cleaning which requires the use of machinery or cleaning substances which the minors are not permitted to operate or use.
6. Takes an active role in programming for the minors including: being responsible for conducting classes and discussion groups on a variety of topics; following lesson plans; developing new and innovative programs which are educational and/or recreational; taking part and assisting in classroom activities; supervises church and religious services and other programs conducted by outside personnel; running the token economy and behavior modification program; and, when necessary, conducting investigations into alleged disciplinary infractions by the minors.
7. Attends required meetings and activities; receives counsel and instruction from supervisors as needed; assists in the in-service training of newly hired personnel; works with the supervisors to seek out and procure outside speakers and programs; assists in food service to the minors; and assists in ensuring that proper medical, dental, and mental health care is received by the minors.
8. Performs other related duties as required or assigned.

Position Requirements

Full Time Detention Officer

1. Proof of having earned a minimum of a bachelor's degree from a recognized and accredited college or university. While the bachelor's degree can be in any field of study, preference is given to those which were awarded in Criminal Justice or other Social Sciences such as Psychology, Social Work, or Sociology.
2. A minimum of 21 years old.
3. Medical clearance including the ability to walk throughout the day with minimal rest and to lift at least 50 pounds without assistance. Prospective staff members may be required to submit to a physical examination and/or drug testing. Note: The facility can make reasonable accommodations to the walking and lifting rule for short term disabilities by assigning a staff member to work only in the control room. Staff who are out on the floor of the facility must be able to meet the qualifications listed.

4. A valid and current Illinois State Driver's License, or the ability to obtain one upon hire.
5. A police record which is clear of adult convictions or pending adult charges for a felony or misdemeanor or from serious traffic offenses.
6. No orders of protection currently in force against them as of the date of hire.
7. A clear record on the Child Abuse and Neglect Tracking System within the State of Illinois and any other State they have resided in during their lifetime.
8. Residency within the State of Illinois at the date of hire and throughout their tenure as a Detention Officer. If an Illinois nonresident as of the date of hire, then the agreement to move into the State of Illinois and establish residency within 90 days from the date of hire.
9. Approval by the Administrative Office of the Illinois Courts and placement on their eligibility list for the 17th Judicial Circuit.
10. The ability to use computers and to legibly write official documents.

Part Time Detention Officers and Other Full or Part Time Detention Staff Members

1. Proof of having earned a minimum of a high school diploma or a GED from a recognized and accredited school system.
2. A minimum of 21 years old.
3. Medical clearance including the ability to walk throughout the day with minimal rest and to lift at least 50 pounds without assistance. Prospective staff members may be required to submit to a physical examination and/or drug testing. Note: The facility can, in some circumstances, make reasonable accommodations to the walking and lifting rules for those with short term disabilities. Individuals requiring accommodation, need to speak with a supervisor to ensure that appropriate assignments are available on the shift they are working.
4. A valid and current Driver's License from their State of residence.
5. A police record which is clear of adult convictions or pending adult charges for a felony or misdemeanor or from serious traffic offenses.
6. No orders of protection currently in force against them as of the date of hire.
7. A clear record on the Child Abuse and Neglect Tracking System with the State of Illinois and any other State they have resided in during their lifetime.
8. The possession of any special certifications, licenses, or other authorizing documents necessary for the position for which they are being hired or the ability to obtain them within 90 days from the date of hire.
9. The ability to use computers and to legibly write official documents.

State of Illinois-Seventeenth Judicial Circuit
WINNEBAGO COUNTY JUVENILE DETENTION CENTER

5350 Northrock Drive
Rockford IL 61103
815/516-2980
FAX 815/282-8161

Employment Application

Last Name	First	Middle	Date of Birth	Social Security No.
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Present Address	City	State	Zip	Telephone
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In case of emergency notify _____

Driver's License Number: _____

Are you able to perform the functions involved in the job for which you are applying? Yes () No ()

Will you require any reasonable accommodations in order to permit you to take a test to determine your qualifications for the position? No () If yes, Explain.....

Date available for work: _____ Will you accept part-time employment? () Yes () No

The Detention center is a 24-hour a day, 7 days a week facility. Are there any days or hours you cannot work?

No () Yes ()- Explain _____

Have you ever applied with the County before? No () Yes () (Please list) _____

Do you have any relatives or friends employed by the County? No () Yes () Please list name and department: _____

School (Name and Address of School)	<u>Education</u> (Major) Yr. Completed	Grad?	Diploma?
High _____			
Junior College _____			
College _____			
Other _____			

If applying for a detention officer/supervisor position, are you currently on the Administrative Office of Illinois Courts eligibility list for the 17th Judicial Circuit? No () Yes ()

Present and Previous Employment

Name, Address, Phone # of Employer	Supervisor	May we Contact them?	Started (mo/yr)	Left (mo/yr)	Type of work/Position Held
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Are you prevented from lawful employment because of your VISA or immigration status?

Yes _____ No _____ Visa type and status: _____

Did you serve in the U.S. Armed Forces? No () Yes () What branch? From what Dates _____

_____ Type of Discharge? _____

Have you volunteered your time or service? NO () Yes () If yes, where and when? _____

Briefly describe duties or skills acquired through volunteer service: _____

Please make any comments you feel are pertinent to your application: _____

Please list three personal references (Include Phone No. and how you are acquainted)

I hereby certify that the information contained in this application form is true and correct and I authorize representatives of this facility to contact any of my schools, former employers, or other references, unless otherwise stated, for the purpose of collecting information and an account of their experience with me. I understand and agree that the employer may also run a record check with the various police agencies. I acknowledge that if I am to be employed, any misrepresentation of the facts as stated on this application form is sufficient cause for dismissal. I also understand I may be required to successfully complete a medical examination. This agreement does not bind either party for any specific period of employment and I agree to save and hold harmless any and all persons who, during the course of these reference checks, may release information that may be detrimental to my employment interest.

Signature of Applicant _____ Date: _____

For Office Use Only

Record Check/date: _____ Hire () Yes () No

Reference Check Notes: _____

Interview Date: _____ Interviewed by: _____ Tour? _____

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: -- -- Gender: Male Female Race: _____

Current Address: _____
Street/Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

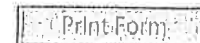
I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Submit by mail OR fax OR email.
Mail to: Department of Children and Family Services 406 E. Monroe - Station # 30 Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

Signed _____ Date _____

Please type, use bold letters or label:

815-282-8161 (Submitting Agency Fax Number)
jmccray-grotto@17thcircuit.illinoiscourts.gov (Submitting Email Address)
Winnebago County Juvenile Detention Center (Agency Name)
Julie McCray-Grotto (Contact Person)
5350 Northrock Drive (Address)
Rockford, Illinois 61103 (City/State/Zip)



**SEVENTEENTH JUDICIAL CIRCUIT
WINNEBAGO COUNTY COURT SERVICES DEPARTMENT**

**Debra Jarvis, Director
Department of Court Services**

**526 W. State St.
Rockford, IL 61101
Phone 815-319-6250**

Date _____

I, _____, D.O.B: _____

give freely my consent for the Winnebago County Department of Court Services to conduct a background investigation of my life which will include education and employment history, in addition to any other pertinent information that the Department requires and deems necessary and appropriate. I further consent for the same Court Services Department to contact appropriate law enforcement authorities regarding a criminal record check.

Applicant/Employee/Intern/Volunteer

**Director of Court Services
Or designee**