

JUVENILE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the police service, the primary duties of which include the investigation of crimes by and against juveniles and all necessary follow-up duties including attending juvenile court. Employees of this class work independently in most areas, reporting to and having work reviewed by a Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains surveillance and patrol presence in places where youth problems are likely to develop. Gathers intelligence relating to youthful offenders, with particular emphasis on gang membership and activities, drug use, and criminal activity. Takes juveniles into custody who have committed a crime or delinquent act, using appropriate procedures for arresting and processing juveniles. Performs all necessary procedures for the booking of juveniles arrested. Obtains medical attention for arrested juvenile who is ill, incapacitated, or who has a suspected or reported health problem. Interrogates juveniles and communicates with their parents or legal guardian, to explain the law and penalties for alleged offenses. Confers with court officials about possible detention of juvenile(s) and the appropriate charges. Locates the appropriate detention facility and transports juvenile(s) to the facility.

Reviews incoming communications, handling matters, and forwards messages to the proper person. Makes initial investigation of complaints as assigned by dispatcher or desk officer, taking statement and receiving information from complainant, interviewing victims or witnesses, and recording information received. Searches the scene of a crime to locate possible evidence which may be used to provide proof of the crime. Collects evidence located and labels collected evidence in a manner designed to protect the chain of possession. Testifies in court after having received official notice to do so.

Maintains departmental records and reports as required. Personally completes necessary forms or records required. Compiles and analyzes data for and writes narrative reports by organizing and assembling information to effectively communicate data,

conclusions, and recommendations. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Provides on-the-job training for department members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment or promotion, a candidate will be required to pass a medical examination, prepared and administered by the Appointing Authority, designed to determine the candidate's ability to perform, with or without accommodation, the essential functions of the classification.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least two (2) years as a regular and permanent law enforcement officer immediately preceding the closing date for application to the board.

Must be POST certified.