

DJS YOUTH TRANSPORTATION OFFICER I (2618)

I. NATURE OF WORK:

The DJS Youth Transportation Officer I is the intermediate level of work transporting and escorting youths who have been detained or placed in a facility operated by the Department of Juvenile Services. Employees in this classification do not supervise.

Employees in this classification receive close supervision from a DJS Youth Transportation Officer Supervisor or other designated administrator until fully certified. Following certification, the DJS Youth Transportation Officer I performs a limited range of duties with some independence at times and under close supervision at other times, depending on the complexity of the specific duty being performed. The work involves operating motor vehicles such as ten passenger vans or automobiles on roadways throughout the State and, on occasion, interstate roadways. The work is also performed in detention areas within courthouses. Employees may be required to work evenings, weekends or holidays and may be subject to call-in. Employees may be exposed to youths who may be abusive and hostile. Employees are required to physically subdue violent youths, intervene to prevent situations from escalating and prevent escapes if needed. Employees will be required to apply and remove mechanical restraining devices.

The DJS Youth Transportation Officer I and II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. The DJS Youth Transportation Officer I performs duties under close supervision until fully certified by the Maryland Correctional Training Commission. Following certification, the DJS Youth Transportation Officer I performs a limited range of duties with some independence at times and under close supervision at other times, depending on the complexity of the specific duty being performed. The DJS Youth Transportation Officer II performs the full range of duties under general supervision. Employees must be fully certified by the Maryland Correctional Training Commission prior to appointment as a DJS Youth Transportation Officer II. The DJS Youth Transportation Officer II performs the full range of duties under general supervision.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Transports youths in the care of the Department of Juvenile Services to and from juvenile courts, youth facilities or other designated locations using State vehicles, such as ten passenger vans;

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Ensures the safety and security of youths being transported by providing supervision, care and crisis intervention during their transportation, escort and temporary detention in juvenile courts;

Maintains assigned vehicles by scheduling preventive maintenance, ensuring van cleanliness and following designated start-up and operating procedures;

Applies and removes mechanical restraining devices, such as handcuffs, waist chains and leg shackles, on youths;

Ensures that passenger vans are equipped with an adequate number of working restraining devices;

Conducts searches of youths, vehicles and holding areas;

Observes, supervises and controls youths in court detention areas;

Escorts youths to courtrooms in a secure manner and provides a security presence in the courtroom;

Subdues unruly youths and attempts to prevent escapes or runaways;

Coordinates with officials of juvenile institutions, regional probation offices, sheriff's offices, police departments and juvenile courts regarding the transportation and temporary detention of youths;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field and to maintain certification;

Maintains vehicle maintenance logs and prepares incident reports;

May provide training on transportation unit procedures to new transportation officers;

May dispense, pick up and deliver medications as required;

May perform intake or admissions functions such as drug testing of newly admitted youths;

May supervise youth in a facility during emergency situations;

Performs other duties as required.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Maryland traffic laws and regulations;

Knowledge of policies, regulations and procedures for transporting, escorting and temporarily supervising youths in the care of the Department of Juvenile Services;

Knowledge of vehicle maintenance and preventive care;

Skill in operating vehicles such as ten passenger vans;

Skill in using road maps;

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Ability to use crisis intervention techniques with youths who may be unruly, violent or emotionally overwrought;

Ability to maintain logs and to prepare reports;

Ability to communicate effectively with youths detained by the Department of Juvenile Services;

Ability to establish and maintain effective working relationships with officials of juvenile institutions, regional probation offices, sheriff's offices, police departments, and juvenile courts, and with detained youths and their families or guardians.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: One year of experience working with groups of children or youth in a structured environment, such as a recreation center or school setting.

Note: The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must obtain certification by the Maryland Correctional Training Commission.
2. Candidates appointed to positions in this classification will be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification may be subject to call 24 hours a day and may be required to provide the employing agency with a telephone number where the employee can be reached. A pager may be supplied to the employee.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency address the essential job functions of each position.

APPROVED:

Director, Division of Salary Administration
and Position Classification