

Karnes/Wilson Juvenile Probation Department

JUVENILE PROBATION OFFICER

I. PURPOSE OF POSITION:

Juvenile Probation Officer: To service the Karnes/Wilson Juvenile Probation Department in the capacity, role, and responsibility of a Juvenile Probation Officer as set forth by the standards of the Texas Juvenile Justice Department and Juvenile Boards of Karnes and Wilson Counties.

II. ESSENTIAL JOB FUNCTIONS:

Juvenile Probation Officer:

- Complete all steps necessary to supervise a juvenile offender in accordance to TJJD standards such as, but not limited to intake, recommendations to the court, supervision of probation conditions.
- Supervise juveniles in accordance to conditions set forth and report to the appropriate authorities any deficiency.
- Prepare and perform necessary court duties in representation of the Juvenile Probation Department.
- Refer Juveniles and/or family members to the necessary services as found appropriate through investigation and supervision of the family.
- Uphold positive public relations.
- Practice positive office morale, communicate with co-workers, and assist co-workers as needed.
- Abide by and practice TJJD Code of Ethics.
- Be available and perform on call duties on behalf of the Juvenile Probation Department.
- Complete all necessary home visits prior to supervision.
- Perform curfew checks on juvenile as needed and have parent sign documentation of your presence.
- Participate and cooperate with in-house Department programs.
- Assume other duties and responsibilities designated by the Chief and/or Designee.

III. QUALIFICATIONS:

- Good Moral Character
- Have acquired a bachelor's degree to meet the guidelines for Juvenile Probation Officer Certification. Degree in Criminal Justice or related

Social Services Field. Degree must be from an accredited college or university.

or

- One year of graduate study in criminology, corrections, counseling, social work, psychology, sociology, or other field of instruction approved by the commission;

or

- One year of experience in full-time casework, counseling, or community or group work:
In a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons; and as the Commission determines provides the kind of experience necessary to meet the requirement.
- Certified Juvenile Probation Officer.

Juvenile Probation Officer

Date

Chief

Date

CODE OF ETHICS:

JUVENILE PROBATION OFFICERS SHALL:

- **Respect the authority and follow the directives of the court, recognizing at all times that they are an extension of the court;**
- **Respect and protect the civil and legal rights of all children and their parents;**
- **Service each case with concern for the child's welfare and with no purpose of personal gain;**
- **Encourage relationships with colleagues of such character to promote mutual respect within the profession and improvement of its quality of service;**
- **Respect the significance of all elements of the justice and human services systems and cultivate a professional cooperation with each segment;**
- **Respect and consider the right of the public to be safeguarded from juvenile delinquency;**
- **Be diligent in their responsibility to record and make available for review any and all case information which could contribute to sound decisions affecting a client of the public safety;**

- Report, without reservation, any corrupt or unethical behavior which could effect either a child or the integrity of the department;
- Maintain the integrity of private information and not seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such;
- Respect, serve and empathize with the victims of law violations allegedly committed by children;
- Abide by all federal, state, and local laws and the Texas Juvenile Probation Commission standards.

JUVENILE PROBATION OFFICERS SHALL NOT:

- Use their official position to secure privileges or advantages; make statements critical of colleagues or their departments unless these are verifiable and constructive in purpose;
- Permit personal interest to impair in the least degree the objectivity which is to be maintained in their official capacity;
- Use their official position to promote any partisan political purpose;
- Accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities;
- Make appointments, promotions, or dismissals in furtherance of partisan political interests;
- Maintain an inappropriate relationship with juveniles assigned to their caseload, supervised by the juvenile probation department, or coming under the jurisdiction of the juvenile court. An inappropriate relationship can include, but not limited to: bribery, solicitation or acceptance of gifts, favors, or services from juveniles or their families, and the appearance of an inappropriate relationship;
- Not discriminate against any employees, prospective employee, child, childcare provider, or parent on the basis of age, race, sex creed, disability, or national origin;
- Be designated as a perpetrator in a Texas Juvenile Probation Commission child abuse and neglect investigation conducted under the authority of Texas Family Code Chapter 261 and Title 37, Texas Administrative code Chapter 349.

I, _____ agree to abide by the above Code of
Signature

Ethics as set forth by the Texas Juvenile Justice Department.