

JUVENILE PROBATION OFFICER BASIC COURSE
The Role of a Juvenile Probation Officer



PARTICIPANT GUIDE

Juvenile Justice Training Academy

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THE ROLE OF A JUVENILE PROBATION OFFICER

March 1, 2018

Developed by Juvenile Justice Training Academy

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INTRODUCTION

This course will explore the various roles of a Juvenile Probation Officer, including duties outlined in the Texas Administrative Code. Further, skills necessary in the navigation of daily job duties will be examined.

Video | A Day in the Life of a JPO

OBJECTIVES

1. Discuss the varied roles a Juvenile Probation Officer will juggle and how to navigate each.
2. Examine the skills a Juvenile Probation Officer must use to be most effective.
3. Explore practical strategies a Juvenile Probation Officer can implement to manage day-to-day tasks.

SECTION I: WHAT DOES A JPO DO?

You will wear various “Hats” while performing the duties of a JPO, including:

- Teacher
- Supervisor
- Explorer
- Mediator
- Advocate
- Protector
- Advisor
- Mentor
- Officer of the Court
- Driver
- Treasurer

| Texas Administrative Code Standards | Certified JPO Duties

Required Topics

- The Role of the JPO
- Customized Case Design
- Recognizing Mental Health Issues
- Officer Safety | Mechanical Restraints
- Texas Family Code | Related Laws
- Understanding Professional Liabilities
- Courtroom Proceedings | Presentation
- Code of Ethics | Disciplinary | Revocation Hearings
- Abuse | Neglect | Exploitation
- PREA | Purpose and Goals
- Suicide Prevention | Intervention
- Trauma-Informed Care
- Adolescent Development | Behavior
- Cultural Competency

Duties

- Intake interviews | Investigations | Releases
- Final approval of social reports
- Recommend dispositions
- Primary supervising officer
- Collaborative supervision
- Develop | Implement case plans
- Refer to local mental health services
- JPO | Collaborative supervision
- Take juveniles into custody
- Explain Sealing of Records

| Guiding Principles

- Provide juveniles with guidance, support, and resources to community programs
- Protect the interests and safety of the public by supervising juveniles
- Protect the rights of juveniles, including reporting all suspected abuse | neglect | exploitation
- Rehabilitate juveniles
- Carry yourself as a role model | mentor
- Respect others
- Follow Code of Ethics
- Family engagement

NOTES

SECTION II: NAVIGATING JPO ‘HATS’

Managing multiple juveniles may be challenging, but there are ways to curb these daily stressors.

| Hard Skills

- Computer competence
 - Comprehension of the juvenile justice system
 - Writing proficiency
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| Soft Skills

- Communication
 - Problem Solving Abilities
 - Organization
 - Flexibility
 - Teamwork
 - Time Management Skills
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| Tools of the Trade

- Keep extra clothes and comfortable shoes in the office
- Keep a small mirror at your disposal
- Keep all necessary paperwork in your car
- Keep your phone charged and a charger with you
- Stay mum when you see juveniles in the community
- Do not cross social media boundaries

SECTION III: ACHIEVING BALANCE

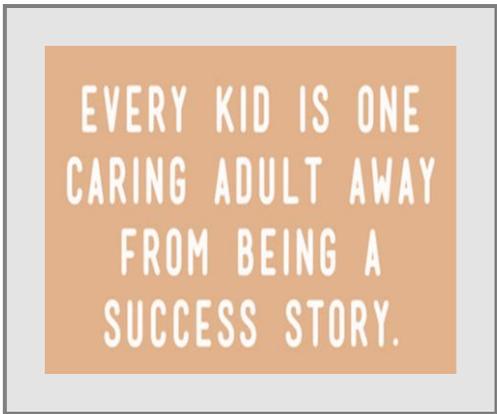
You MUST take care of yourself when juggling multiple “hats” and managing daily tasks. Do the following:

- Learn | Practice healthy ways to handle stress
- Avoid taking work home
- Don’t take things personally
- Maintain appropriate boundaries at ALL times

NOTES

FINAL THOUGHTS

- Managing your “hats’ is critical to your success.
- Be mindful of JPO guiding principles when meeting with families.
- Identify healthy ways to manage your stress.



NOTES
