

**Classification Title: Detention Classification Coordinator**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Oversees the inmate classification section and determines the most appropriate custody for each inmate. Transfers inmates to appropriate housing. Reviews and assigns inmates to special housing when warranted and identifies inmates in need of immediate referral for medical, psychiatric and other services upon admission. Monitors inmate population to determine future housing needs.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Coordinates inmate classification functions and assigns inmates to be interviewed by staff. Monitors classification decisions and checks for appropriate classification selection. Consults on difficult cases.
2	S	Determines housing assignment. Reviews all medical and separation issues as well as other considerations. Reviews all custody designations on a regular basis to determine appropriate housing.
3	S	Screens inmates for transfer. Provides guidance and decision-making for staff reviewing records and identifying inmate candidates for transfer. Oversees inmate transfers.
4	S	Reviews all special housing needs such as protective custody or administrative segregation. Schedules committee review for all inmates referred for such housing, chairs the review committee, and provides written committee recommendations to the Detention Director. Notifies appropriate staff of final decisions.
5	S	Reviews policies and procedures regarding classifications. Evaluates current practices and communicates recommendations to upper management.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Criminal Justice or related field.
Experience	Five years experience in detention classification with supervisory experience included.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.