

## **2-01-605 Classification Officer**

**RESPONSIBLE TO:**           **Operations Sergeant**

**WORK SCHEDULE:**       **Five day post, Monday through Friday, AM Shift**

### **GENERAL DUTIES:**

The Classification Officer is responsible for a wide variety of classification needs. They are responsible for ensuring that inmates are classified and housed in the appropriate locations. They also are responsible for hiring all inmate workers at North Facility.

### **SPECIFIC DUTIES:**

- Fill all vacancies in Module One D-Dorm (inmate worker dorm).
- Utilize the Automated Justice Information System (AJIS) as well as the Inmate Report Tracking System (IRTS) to determine the eligibility of each new pending inmate worker.
- Personally interview each inmate that is eligible for work. During the interview, the Classification Officer shall be screening the inmate for abnormal behavior, general mental health, age, medical issues, gang affiliation, and tattoos.
- Explain the Good Time/Work Time process to the eligible inmate and determine their desire to work. Assign the inmate a job and make arrangements to house the inmate in the worker dorm.
- Creates inmate movement lists for various reasons such as medical, security level changes, and demographics. Ensure that the affected personnel receive the lists and the movement gets conducted.
- Maintain an accurate list of all North Facility work crews and inmates assigned to those work crews.
- Take a photograph of each inmate that is placed on a work crew and maintain a binder of all inmate work crew photographs. Place the photographs on the shared files for access by all personnel.
- Utilize the Custody Automated Reporting and Tracking System (CARTS) to respond to inmate requests regarding classification issues.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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