

6-04-040 Classifications Officer Duties

Los Angeles County Sheriff's Department

Unit Order: #6-04-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 07-15-08

PITCHESS DETENTION CENTER

Revision Date: 04-09-19

SOUTH FACILITY

Review Date: 04-09-21

Subject: Classifications Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility classifications officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned as the South Facility classifications officer.

ORDER:

The PDC South Facility classifications officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as classifications officer shall include, but not be limited to the following:

- Working with Central Housing Unit (CHU) North, assign qualified inmates to various inside/outside security work crews and assign the appropriate housing based on those work assignments

- Use the following guidelines when classifying outside security inmate workers:
 - Review daily incoming transfer lines in order to identify all inmates who are fully sentenced

 - Confirm sentencing and security status via the Automated Justice Information System (AJIS)

 - Disqualify all inmates with bails or fines of \$35,000 or more, and/or any non-acceptable arrest charge (187, 203, 205, 208, 207, 211, 215, 243[b], 243[c], 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1[a], 311.2[a][b][c], 314, and 647.6[a-d] PC)

 - Consider Penal Code sections which are charges of concern (191.5, 192, 211, 243[b], 243[e][1], 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203)

 - Charges of concern can be used if certain circumstances exist (i.e., length of time for charge, circumstances surrounding the charge)

- Assigning inmates with charges of concern to work crews is at the discretion of the classification officer after investigation

COMPUTER CHECKS

- Screen each inmate worker candidate via the AJIS SI01 screen (check release date, court dates, sentence status, and holds)
- Check AJIS IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate (obtain the inmate's California Information Index [CII], Federal Bureau of Investigation [FBI], Social Security [SS], and California driver's license [CDL] numbers from these screens)
- Check each inmate's rap sheets by running their CII, FBI, Juvenile Automated Index (JAI) (ages 26 or less) and CDL numbers in the following applications:
 - Regional Allocation of Police Services (RAPS)1
 - CCHRS
 - JDIC
- Review final candidates for outstanding warrants via the AJIS IC01 screen and check the "JDS ISOP MENU" screen for possible warrants (inmates with warrants less than \$35,000 can be used on outside work crews)
- Disqualify candidates that do not meet criteria due to charges of violence, escape, weapons or drugs in custody, etc.

Inmates who qualify for work shall be placed on a list to be moved, preferably the same day, to a working dorm by inmate processing area (IPA) personnel.

The next morning, all work crew lists shall be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

**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.*

Revision Date 04/09/19

07/15/08 SOUF
