

## **5-07-080 Inmate Classification and Job Placement**

**Reference:** CDM 5-01/020.00, CDM 5-01/025.00 Custody Services Division 13-004

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the placement of inmates to work positions at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

### **ORDER:**

Inmates are screened and classified by Population Management Bureau (PMB) personnel. PMB determines which facility each inmate will be assigned to. Upon arrival at South Facility, inmates are screened by the watch deputy, as well as the South Facility classification officer to determine suitable housing. PMB and the inmate's housing facility shall maintain records pertaining to housing, discipline, and medical information.

South Facility utilizes inmate workers to assist with the maintenance and other functions necessary to facilitate the operations of a jail. Qualifications for these jobs vary based on each individual job. All inmates will be screened and before they are considered for each position. The assignment of inmate workers at South Facility is conducted by the South Facility classification officer. Following an extensive and thorough check of an inmate's criminal history, inmates who meet the screening criteria will receive job placement and a housing assignment respective to their jobs.

Assignment of inmates to specific jobs (e.g., kitchen, laundry, gardening, etc.) is at the discretion of the personnel in charge of those specific vocations.

Title 15 requires that all food handlers and kitchen workers be medically screened by Medical Services Bureau (MSB) staff (refer to South Unit Order 5-08-070).

**Revision Date 02/01/19**

**09/25/95 SOUF**

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