

FRANKLIN COUNTY SHERIFF'S OFFICE

<u>Job Title:</u>	Corrections Classification Specialist
<u>Bargaining Unit:</u>	Non bargaining unit
<u>Hours of Work:</u>	Full time, holidays and weekends, 1 st , 2 nd and 3 rd shift
<u>Pay Range:</u>	\$18.00-21.00 per hour

Job Duties

In either correctional facility, identifies & recommends appropriate risk & security levels within established time-frames for inmates (e.g., reviews & examines inmate record file to include criminal history, outlines of arrests & convictions, commitment documents, court completed pre-sentence investigations, offender background investigation, Federal Bureau of Investigation &/or Bureau of Criminal Investigation reports) & based upon review, completes pre-designed classification forms which results in appropriate security level, notifies appropriate personnel in cases of intensive risk level, interviews inmate to complete intake questionnaire & inmate orientation checklist, verify accuracy & consistency of file information, exchange information such as inmate &/or family concerns, separation &/or protective custody requests, street gang affiliations, parole eligibility, ensures accuracy of inmate classification & placement recommendation, observes & notes any interview aspects or occurrences which could result in recommendation of administrative override (i.e., recommendation deviating from security level rating result), such as violent inmate behavior, admission to previous escape attempt not found in inmate records, or inmate's public notoriety requiring higher security & in cases of security level recommendation of maximum or higher, submits data to supervisor &/or Chief's designee for review & signature;

or,

Reviews inmate file materials (e.g., pre-sentence reports, offender background investigation reports) & extracts, enters & analyzes data to provide statistical information about inmate population, interviews inmates (e.g., questions inmate regarding demographical & sociological background, prior physical, mental or sexual abuse & mental health status), extracts data from reports & assigns numerical score that corresponds to variables in offender history data base, codes data based on guidelines found in criminal code book, enters information into offender history databases for use by internal & external users, reviews computerized records & reports, pre-sentence investigations, internet sites &/or microfiche files to locate missing or dated information in order to complete individual cases, utilizes statistical analysis software to perform error checking, cleaning, repair & analysis of data, creates reports which provide detailed statistics & information about overall inmate population for purposes of prison population projection, demographical studies & legislative proposals;

and/or,

Screens incoming inmates to determine eligibility for optional treatment programs such as applicable county treatment programs (e.g., ensures proper coordination of FCSO policy & Ohio Revised Code regulations with requirements set forth by treatment program, researches severity of current offense, felony level, prior convictions &/or presence of gun specifications, prepares & presents orientation materials to explain available programs to eligible inmates, prepares & issues notification letters to prosecuting attorneys & sentencing judge of inmates who choose to participate); enters inmate visitation list & emergency contact information into database & follows up to obtain missing information; maintains & secures accurate, organized files containing confidential information about inmate (e.g., protective custody status, separation requests); & ensures accurate & timely recording, filing, maintenance & generation of records, forms & paperwork pertinent to inmate reception & placement process (e.g., psychological screenings completed by psychology department; inmate identification information; medical evaluations to be completed prior to inmate classification, interview information).

Responds in-person or via telephone or written communication to inquiries &/or complaints, communicates with other agencies or sources (e.g., judges, county sheriffs, prosecuting attorneys) & general public; completes reports & attends meetings & trainings as required.

Knowledge Skills and Abilities

Knowledge of agency rules & regulations governing reception & security-level classification activities*; social sciences (e.g., social work, sociology, psychology, criminal justice); human relations; interviewing. Skill in word processing; operation of personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; maintain accurate records; develop good rapport with inmates & conduct inmate interviews; handle sensitive inquiries from & contacts with inmates, their relatives, attorneys/prosecutors, judges & general public. Must be LEADS certified*

(*)May be developed after employment.

Minimum Characteristics

High school diploma or GED; completion of associate core program in criminal justice, sociology, social science, psychology or related field; or 18 mos. exp. in criminal justice, corrections, sociology, social work, &/or psychology or related field; or, equivalent of Minimum Class Qualifications For Employment noted above. Must be able to obtain/retain LEADS access.

Unusual Working Conditions

Works in Correctional Facility; may be exposed to inmate conflict.