

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Classification Corporal

DATE: March 19, 2013

APPROVED BY:

REPLACES:

DATED: July 27, 2012

I. IDENTIFICATION

Job Title: Classification Corporal

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Programs Sergeant

Supervises: N/A

II. JOB SUMMARY

This is a position responsible for the classification of inmates and identifying their programmatic needs. Work includes coordinating and monitoring some in- house and community- based programs. Position requires coordination with Programs Sergeant and Programs Corporal on a regular basis. Work is performed under general supervision.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Conducts classification duties utilizing all required classification forms and tools that are accessed using the Inmate Classification Database Program as developed by Cpl. Johnson and located in the programs folder on PCSO-Data.
 - a. Research classification needs- by utilizing Admin/Release sheet; plan of the day; Admin/Release board, booking cards, and inmates files.
 - b. Classification data collection- utilizing inmate's folder and PCLES file, gather information in order to assess the inmates' status and enter data into classification Database Program or an Old Uniform Classification System Interview Form.

- c. Research classification need- by utilizing Admin/Release sheet, Plan of the Day, Admin/Release Board, booking cards and inmate files.
 - d. Classification interviews- After gathering data on inmates in need of classification, a print off of the interview form and inmate sign off sheet should be made, and then the interview is conducted. Information provided by the inmate is recorded to the interview sheet. The inmate is given an orientation and then signs the sign off sheet which states that they approve for the Classification Corporal to verify this information and that they received the orientation.
 - e. Classification Verification- After completion of the interview, an attempt to verify the information is done by phoning inmates contacts; employees rechecking data from their files or PCLES; and if needed a background check (III/SBI) can be run through dispatch. All required information is completed on the interview section in the Classification Database or Uniform Classification System Interview Form. The answers from the interview sheet are computed in the score section of the Inmate Database Interview form or on the old Classification Score Form.
 - f. Classification determination- Using score formula located on the forms the inmate is given a classification designation. A hardcopy of the form is printed out and attached to the remaining sign off sheet and placed in the inmate's file. The score is noted in the PCLES file under "Risk", and the inmates name is entered into 15/90 review calendar.
 - g. The officer notifies Peak Intake of any inmate security assignment changes.
2. Inmate Orientation. Upon completion of the interview, a detailed orientation showing the inmate the available forms and information sources is performed. Classification Corporal will answer any questions they may have. Also maintain and update intake orientation slideshows and control room slideshows; (which is supposed to be played every morning by the control officer.)
 3. ADA Compliance- Any inmate that is disabled is interviewed to determine, nature of disability, any assistance they might need and if there are any programs they wish to attend that they might need help with. After completing paperwork Classification Corporal then follows up with the nurse and mental health staff and has them sign off on the ADA interview and Referral Form which is then reviewed by the Programs Sergeant and the Assist Jail Administrator. If needed a pass-on is created for security staff making them aware of the inmate's needs.
 4. Prepares special management and classification paperwork. Files, prepares and coordinates any special management, classification, and ADA follow ups and reviews.
 5. Prepares fifteen and ninety day reviews- after determining an inmate's classification, the classification officer enters their names on the officer's Outlook Calendar. The calendar is set up to notify him/her when a review is

due. Reviews are conducted when needed. 90 day reviews are done during weekly classification committee meetings.

6. Weekly Classification Committee-
 - a. Compiles a list of classification reviews, from 15/90 reviews calendar in Outlook, pulls the inmate folders and completes 15 day reviews and gather all 90 day reviews to be evaluated at the classification committee meeting.
 - b. Checks max security for any eligible candidates for group programming.
 - c. Processes any request for classification appeals or reclassifications and return the appropriate paperwork for processing such requests to inmate.
 - d. Pulls the folder of inmates who are appealing their classification, requesting reclassification and or requesting removal from Protective Custody and gathers the facts.
 - e. Notes the facts on the appropriate forms in preparation for the meeting.
 - f. Reviews the current and any new protective custody requests.
 - g. Compiles facts from the admin lockups and create summary of the incident.
 - h. The committee meets Thursdays at approx 1300. When the meeting adjourns, the officer completes the documentation of the committee's findings and files them appropriately. Any pass-ons or follow ups are addressed.
7. Signs Program- Manages inmate sign program for 911 and street signs.
 - a. Processes sign orders received from various sources.
 - b. Documents the orders, printing out copies for the signs trustee.
 - c. When the order is complete, follows up, checks quality and arrange for delivery or pick up. Supervision of signs trustee is the responsibility of the Classification Officer.
 - d. Provides customer service and support for the signs customers. All forms are generated using Quicken which is then shared with the Administrative Assistant, who takes care of the billing.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Classification/programs Corporal. These duties will include, but are not limited to, the following:
 - a. Participates in departmental staff meetings and sits on various boards and panels.
 - b. Participates in mandatory training.
 - c. Reviews and updates Policies, regulations and memos.
 - d. Participates in Corrections Level A and B training in accordance with State standards.
 - e. Performs all other duties prescribed by higher authority.

- f. Must be able to fill in for the Program Corporal as needed.
- g. Updates daily no-contact list, and provides completed copies to Admin. Box, Intake by taping to wall, and by e- mailing to law enforcement court officer.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High School graduate or equivalent.
2. Prefer 2 year degree in law enforcement or equivalent.
3. Maine Criminal Justice Academy Corrections Certified or equivalent required.

B. Job Related Experience (Minimum Required and Preferred)

1. One year experience as full- time Corrections Officer with the Penobscot County Sheriff's Office required.
2. Five year public safety experience (post- high school degrees may be credited as experience).
3. Minimum part- time or full- time law enforcement experience.

C. Special Skills

1. Must have personal computer knowledge and skills.
2. Must be able to prepare and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Must successfully pass all departmental testing and oral boards.
3. Successfully pass a full criminal and motor vehicle background check.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English Language, to include performing basic math functions.
2. Ability to understand, follows, and provides written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations.
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.

F. Physical Requirements

1. Must have the ability to complete departmental physical effectively.
2. Must initially be medically cleared “fit tested” to wear respirator (N95 type) and then evaluated annually thereafter

G. Work Environment

1. Majority of time spent within Correctional Facility, several duties require work outside of the secure perimeter.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.