



CLASSIFICATION SPECIALIST DUTIES

POLICY.

The Classification Specialist shall have the responsibility of following Deschutes County Sheriff's Office - Adult Jail (AJ) policies and procedures governing inmate classification.

PURPOSE.

The purpose of this policy is to provide guidelines for the duties and responsibilities of the Classification Specialist.

OREGON JAIL STANDARDS.

- C-102 Classification Staff
- C-103 Classification Training

DEFINITIONS.

Classification Specialist. Civilian personnel assigned to the Corrections Division by the Sheriff. The Classification Specialist is primarily responsible for interviewing, evaluating and assessing the needs and risks of inmates and making appropriate housing assignments to ensure a safe and secure environment within the jail. The position is supervised by a Corrections Supervisor.

Initial Classification. A basic assessment done to best determine where to first lodge an inmate after intake. It identifies the immediate needs and risks based on information members know at intake.

Primary Classification. The first in-depth classification of an inmate following his initial classification. It uses objective classification tools to determine an appropriate custody level.

PROCEDURES.

SECTION A: CLASSIFICATION SPECIALIST DUTIES

A-1. Duties of the Classification Specialist related to Initial Classification:

- a. Interview inmates and identify special needs, i.e. disability, etc.
- b. Assess known risk factors and monitor for any change in risk status.
- c. Evaluate criminal history records (CCH) and jail reports regarding past inmate behavior and safety concerns.
- d. Complete Initial Classification based on all gathered information.

- e. Make appropriate housing assignment recommendations to ensure a safe and secure environment within the jail.
- f. Maintain accurate records for proper documentation and classification system monitoring.
- g. Perform related clerical functions, i.e. data entry, information retrieval, filing, etc.
- h. Comply with AJ policies and procedures, as outlined in [CD-6-4, Inmate Classification](#).

A-2. Duties of the Classification Specialist related to Primary Classification:

- a. Complete Primary Classification of inmates per schedule to determine appropriate custody levels.
- b. Prepare multi-housing move lists and communicate with deputies regarding inmate housing movement within the jail.
- c. Review inmate status regularly and reclassify as necessary.
- d. Maintain accurate records for proper documentation and classification system monitoring.
- e. Perform related clerical functions, i.e. data entry, information retrieval, filing, etc.
- f. Comply with AJ policies and procedures, as outlined in [CD-6-4, Inmate Classification](#).

A-3. Other duties of the Classification Specialist, include, but are limited to, the following:

- a. Conduct Inmate Orientation as instructed per AJ policy, [CD-6-1, Inmate Orientation](#).
- b. Calculate matrix scores as instructed per AJ policy, [CD-7-1, Forced Releases](#).
- c. Perform duties related to warrant and restraining order entry and maintenance.
- d. Perform related clerical functions, i.e. answer phones, data entry, information retrieval, filing, inmate mail processing, inmate visitation, etc.

SECTION B: CLASSIFICATION SPECIALIST TRAINING

B-1. The Classification Specialist must receive annual classification training. Possible topics include:

- a. Updates on case law regarding classification, duty to protect and due process.
- b. Classification topics related to classification assessment, reclassification, risk assessment and validating criteria.
- c. Transgender, non-binary or intersex inmates.
- d. Communicable disease control.
- e. Gangs and gang identification.