HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Detention Classification Specialist

Job Code: W2902
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Review the criminal and behavioral history of inmates. Conduct a comprehensive security assessment and evaluation to determine the level of custody and housing assignments.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Conduct comprehensive security assessments to classify inmates booked into the jail by reviewing criminal histories and alerts, medical and mental health information, and prior institutional behavior.
- Monitor inmate population and adjust housing designations.
- Determine initial safe and secure housing for inmates and assess inmates for reclassification a minimum of every 60 days to determine if a change in classification is warranted due to behavior, custody status, or additional information.
- Review, approve, and coordinate the release of inmates from jail as necessary (e.g. to other jurisdictions, federal, correctional, programs, mental health facilities, etc.).
- Process court dockets for felony, misdemeanor, and traffic court; enter updates into file and computer system and calculate jail sentences.
- Research, clarify, or verify incomplete information on inmate charges or status by consulting various external agencies.
- Screen, evaluate, and determine inmate eligibility for placement on trusty status to perform work assignments.
- Counsel and respond to inmate requests and grievances.
- Conduct weekly confinement meetings with detention, medical, and psychiatric staff regarding inmate continued placement in confinement housing.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the theories, techniques, and methods of objective detention classification and assessment.
- Working knowledge of local, state, and federal laws governing the criminal justice system.
- Working knowledge of the Sheriff's Office and Detention Services policies, procedures, and guidelines.
- Ability to conduct research, collect, and interpret information and develop logical conclusions and/or recommendations.
- Ability to maintain confidential information.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to work nights, weekends, and holidays.

SKILLS

- Critical Thinking
- Documentations
- Multitasking
- Policy Compliance
- Report Writing

WORKING CONDITIONS

- Work in and around a detention or correctional environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of experience classifying inmates for jail programs and services.

OR

- An associate degree or sixty (60) credit hours from an accredited institution of higher education.
- Two years of experience classifying inmates for jail programs and services.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of experience classifying inmates for jail programs and services.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

States Coast Guard, National Guard, or Reserve Forces.

- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.