



# LARAMIE COUNTY

## JOB DESCRIPTION

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**TITLE:** Civilian Classification Director

**FLSA:** Non-Exempt

**DEPARTMENT:** Sheriff

**REVISED:**

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**Summary:** Maintains a properly implemented objective (OJC) classification system to help identify the level risk presented by both newly admitted inmates and those whose classification may change during incarceration. Monitors the overall classification system for effectiveness and informs the Facility Administrator of any changes that may be necessary to the system. Keeps the Facility Administrator informed on all relevant inmate activities that affect the safety, security and order of the facility.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Insures that the objective classification system relies on a narrow set of well defined legal factors (e.g. severity of offense, prior convictions, prior incarcerations and personal characteristics (e.g., age, residence, employment) to guide decision-making. These items are incorporated into a standardized form or checklist that is used by staff to assess every inmate's custody, housing and program needs.
- Interviews inmates and makes classification, reclassification and housing decisions
- Determines the acceptability of inmates to attend certain programs they may be eligible for to help them during their period of incarceration and rehabilitation.
- Determines the appropriate security level of all inmates. This includes utilization of the override system of the OJC system
- Monitors inmates, activities and facility environment; observes and reviews documents on inmate behavior; helps to create a safe and functional environment; follows established safe practices; follows safety protocols, and requests assistance as required.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required. Prepares and distributes appropriate paperwork.
- Assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Monitors classification for changes and implements suggestions.
- Develop and implement staff training on classification issues.
- Performs other duties as assigned or required.



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### Knowledge and Skills:

- Knowledge of Sheriff's department detention policies and procedures, use-of-force rules, case law, current correctional techniques and procedures, post orders and criminal codes.
- Knowledge of Federal, State, and County laws related to inmates, detention facility policy and procedures, department written directives, and for correctional facilities.
- Knowledge of the Wyoming criminal justice and court systems, procedures and protocols.
- Knowledge of modern corrections/judicial system, principles, practices, methods, techniques and equipment.
- Knowledge of hazardous chemicals and materials, fire safety rules, first aid and CPR.
  
- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations; and in dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in interpersonal communication with inmates, mediating difficult situations and calling for assistance in hazardous situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in compliance and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Working knowledge of record keeping and reporting procedures.
- Working knowledge of inmate management, classification and direct supervision.
- Maintain an effective working relationship.

### Minimum Qualifications:

High School Diploma or GED equivalent; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards. Attend an Objective Classification formal training session within one year of being hired. Experience in dealing with inmates.