

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Detention Classification Specialist
Job Code: W2902
Pay Grade: WM
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform duties reviewing inmates' criminal and behavioral history in order to conduct a comprehensive security assessment and evaluation to determine the level of custody and housing assignments.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Conduct comprehensive security assessments to classify inmates booked into the Hillsborough County jail by reviewing criminal histories and alerts, medical and mental health information, prior institutional behavior, and monitoring the inmate population and adjusting housing designations as needed.
- Determine initial safe and secure housing for inmates based upon classification procedures 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 and/or to other jurisdictions, federal, correctional, and/or law enforcement agencies, 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 and clarify and/or verify incomplete information on inmates' charges or status by consulting the Hillsborough County Clerk's Office, judges, state attorney, public defender, etc.
- Screen, evaluate, and determine inmates' eligibility for placement on trusty status to perform work assignments.
- Counsel and respond to inmates' requests and grievances regarding their criminal justice status, facility rules and regulations, trusty eligibility and placement, gain time, etc.
- Conduct weekly confinement meetings with detention, medical, and psychiatric staff regarding inmates' continued placement in confinement housing.
- Perform other related duties as required.

Knowledge, Skills, and 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.
- Skills in logistics, critical thinking, multi-tasking, and problem solving.
- 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.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university; and
A passing score on pre-employment testing.

OR

An Associate's Degree from an accredited college or university; and
Two years of experience classifying inmates for Jail programs and services; and
A passing score on pre-employment testing.

OR

Graduation from high school or possession of a GED Certificate; and
Four years of experience classifying inmates for Jail programs and services; and
A passing score on pre-employment testing.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.