

# JOB DESCRIPTION

Reference Job #CR-06

Ministry: Attorney General  
Branch: Corrections, PGRCC  
Location: Prince George

Working Title:  
Level:  
Classification:

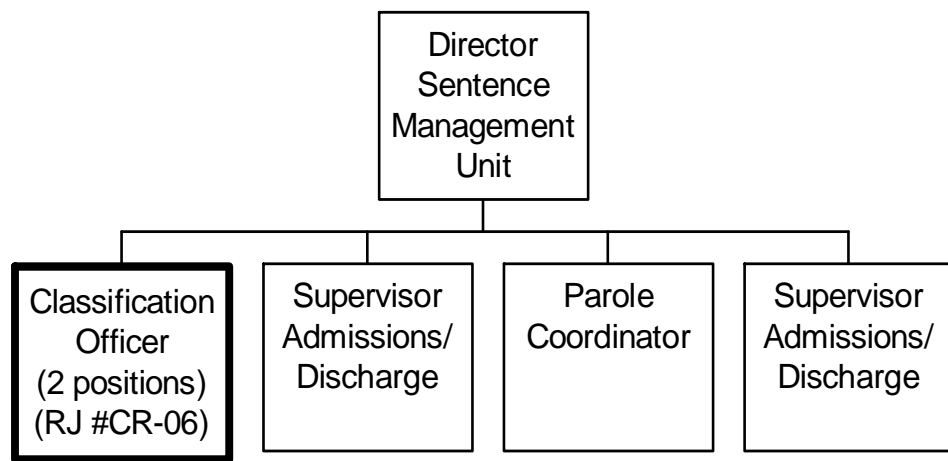
**Classification Officer**  
Range 21  
Correctional Services

## PRIMARY FUNCTION

To classify inmates to an appropriate level of care, control, custody and program in a large secure regional correctional centre (Prince George Regional Correction Centre).

## JOB DUTIES AND TASKS

1. Classifies inmates to the appropriate level of care, control, custody and program
  - a. interviews all inmates upon admission to the centre
  - b. contacts inmates past/current contacts including family and professionals to interpret past behaviours, treatment needs and outstanding issues
  - c. explains to inmates their rights, privileges, responsibilities and programs; advises inmates for accepting realistic goals
  - d. examines all documentation for inmate history and behavior records
  - e. assigns inmates to appropriate centres and programs
  - f. writes comprehensive classification reports; organizes and maintains inmate files
  - g. reclassifies inmates when appropriate
2. Develops and monitors sentence plans to ensure inmates make the most effective use of their sentences
  - a. documents information in inmate progress logs
  - b. examines progress logs for sentence plan compliance
  - c. determines appropriate sentence plan
  - d. participates on Temporary Absence and remission panels
3. Coordinates bedload count
  - a. monitors count at centre and satellite locations
  - b. arranges all inmate transfers
4. Prepares progress logs, warrant files, etc. when inmates are discharged or transferred
5. Assists in staff recruitment and training
  - a. provides information and training to new staff on classifying inmates
6. Performs other related duties
  - a. assists in planning, development and co-ordination of centre programs, policies and procedures
  - b. participates in inmate disciplinary hearings
  - c. responds to emergencies such as attacks, suicide attempts
  - d. applies physical restraint techniques to control inmates when necessary



## REASON FOR CLASSIFICATION

Reference Job #CR-06

Job Title: Classification Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of criminology and corrections to interpret and apply those area's standards to classify inmates to appropriate level of control, custody and program.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to modify approaches so they will work with new or changed circumstances or objectives to determine and modify individual classification decisions to ensure appropriate level of control, custody and program.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use counselling skills to interview inmates to assess appropriate classification and advise them on accepting realistic goals.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by correctional policies that allow flexibility in performing work, applies ministry classification standards to ensure the appropriate level of control, care, custody, and program for inmates.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to organize and maintain own inmate files.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training and instruction to new recruits on classifying inmates.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to ensure security and safety of inmates and the general public when making classification decisions.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain inmates.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent involvement with unpredictable inmates.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequent possibility of physical violence from inmates in a correctional centre.	D	9

**Total Points: 751.5**

**Level: Range 21**