

FACILITY CLASSIFICATION MANAGER

Basic Purpose:

Positions in this job are responsible for coordinating and directing the department's inmate population management system, to include classification, facility assignment, and inmate movement.

Typical Functions:

- Directs and supervises the scheduling and reception of all inmates into the department which may include, but is not limited to, the intake and records process, initial security classification, program and facility assignment, and coordination of inmate movement through the reception cycle.
- Responsible for review of appropriate inmate management systems and insuring appropriate initial programmatic and community corrections placements.
- Develops and conducts training in custody assessment, inmate management, and transfer procedures.
- Manages the budget, staff, and resources of the unit; develops, monitors, and analyzes management information reports on populations, classification, and inmate movement.
- Monitors assessment and reception bed space according to state and federal law and applicable fire and safety codes.

Knowledge, Skills, and Abilities:

Knowledge of interviewing techniques; of inmate classification systems; of correctional programs and community corrections placements; of state and federal laws relating to the placement of inmates; and of the principles of supervision. Ability to plan, direct, and coordinate the activities of others, and to establish and maintain effective working relationships. Knowledge of and skill in the use of information systems for inmate management.

Education and Experience:

Statutorily Required: N/A

Oklahoma Department of Corrections
Unclassified Job Descriptor

FACILITY CLASSIFICATION MANAGER

Minimum Qualifications: Bachelor's degree in criminology, education, corrections, business administration, criminal justice administration, sociology, or closely related field and four (4) years correctional experience including one (1) year supervisory experience.

Preferred Qualifications: Bachelor's degree and six (6) years correctional experience including two (2) years supervisory experience.