



OFFICE OF INSTITUTIONS – INSTITUTIONAL CLASSIFICATION

What We Do:

The Institutional Classification Department is responsible for the case management of inmates from reception through release. Classification Officers investigate and analyze the history and needs of an inmate which serve as the basis for sound decisions. Classification functions are remarkably diverse, spanning several areas of prison operations including determining inmate custody levels, placing inmates into programs and job assignments, conducting inmate disciplinary hearings, reviewing inmates' sentence structure, applying gain time awards, and preparing inmates for release. While many classification decisions are routine and obvious, a sound classification system operated by competent, professional staff, greatly enhances prison operations and is a welcome resource to facility administrators.

What We're Looking For:

Students in the Criminal Justice Field eager to turn knowledge learned from academic studies into actual work experience inside a state prison system. The ideal candidate will be detail oriented, communicate effectively verbally and in writing, and possess good organization and time management skills. We are seeking students in their junior or senior year of their undergraduate degree or any year of their master's degree.

What You'll Do:

You will work side by side with classification staff to ensure the safe and orderly operations of the facility by:

- Preparing and maintaining inmate records.
- Conducting a variety of inmate interviews including progress reviews, release preparation, and protection needs.
- Making recommendations for work and program assignments.
- Reviewing and approving inmate families and friends for visitation.
- Participating in the inmate discipline process.
- Verifying inmates' release addresses and locating community resources.
- Responding to inmate requests for information and inmate grievances.
- Attending administrative, institutional classification team, shift supervisor, and security threat group meetings.

- Location: Statewide
- Work Hours: 10-15 hours per week
- Academic Terms: Accepting applications for all terms

To apply, click [here](#).

Have questions?
Contact the Internship Coordinator
at (850) 717-3924 or
HRAdmin@fdc.myflorida.com.