

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**Captain, Juvenile Detention Center**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to serve as commanding officer for a division of the Juvenile Detention Center. Duties and responsibilities include supervising staff and operations, developing and interpreting policies and procedures, developing division budget documents, processing division documentation, assisting staff in handling complex/unusual situations, responding to major crimes/incidents, providing protection of life and property, enforcing laws, and performing specialized duties within the area of assignment. Reports to Director of Juvenile Detention.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff; processes employee concerns and problems, directs work, counsels, and disciplines; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work activities; conducts staff meetings; consults with assigned staff, assists with problem situations, and provides technical expertise.

Interprets and ensures departmental compliance with all applicable codes, laws, rules, ordinances, regulations, standards, general orders, policies and procedures; ensures prompt execution of department rules, regulations, and orders; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates with director, supervisory personnel, other divisions/units, and other individuals to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates work activities with those of other divisions and other law enforcement agencies; provides backup coverage for management as needed.

Prepares or approves work schedules to ensure adequate coverage; adjusts work schedules as needed in relation to reports of work center activity; assigns work assignments, and other tasks.

Ensures preparation and maintenance of necessary reports and records; reviews and approves reports and documentation generated by supervisory personnel and officers; follows up on unresolved/outstanding issues.

Reviews employee timecards/punches, leave requests, overtime requests, education requests, or other forms; signs or revises requests/forms as appropriate, and forwards to Director.

Supervises coordination of training activities of supervisory personnel and officers; ensures that each employee meets annual requirements.

Performs administrative functions associated with operations of assigned area; compiles/analyzes data pertaining to division activities; assists with development and implementation of policies and procedures; assists with development and implementation of long and short term plans, goals, and objectives.

## **Rutherford County, Tennessee • Captain, Juvenile Detention Center**

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Assists with development of department budget; monitors expenditures to ensure compliance with approved budget; makes purchasing recommendations and coordinates purchasing activities; provides administrative assistance to Director.

Supervises assignment of equipment to officers and receives/checks-in equipment; inspects vehicles, uniforms, weapons, and equipment assigned to officers; checks emergency equipment for proper operations; assists in coordinating maintenance and repair of department vehicles.

Monitors inventory levels of equipment, tools, forms, and supplies relating to area of assignment; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement items.

Investigates complaints or accidents involving personnel, vehicles, equipment, or operations of assigned shift; researches complaints from the public and initiates problem resolution; investigates accidents involving injuries and fatalities; responds to complaints from personnel; conducts internal investigations as required.

Participates in court activities; responds to court subpoenas; prepares case files and evidence for presentation in court; testifies and presents evidence during court.

Operates a variety of standard and specialized machinery, equipment, and tools associated with law enforcement, which may include a vehicle, chemical weapons, emergency equipment, drug testing kits, handcuffs, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, surveillance cameras, remote door locks, panic alarms, fire alarms, audio/visual equipment, or general office equipment; inspects and maintains assigned vehicle, uniform, weapons, or other equipment.

Follows safety procedures and utilizes safety equipment; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions, and emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, schedules, budget documents, purchase requisitions, performance appraisals, press releases, lesson plans, logs, incident reports, accident reports, arrest reports, miscellaneous reports, case notes, case reports, crime scene charts/diagrams, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, budget reports, purchase requisitions, timesheets, overtime requests, leave requests, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, database, or other computer programs.

Maintains records, logs, and files of division activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with command personnel, officers, employees, law enforcement agencies, fire personnel, emergency/medical personnel, emergency management agencies jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, inmates, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

## **Rutherford County, Tennessee • Captain, Juvenile Detention Center**

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Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations and participates in professional organizations.

Provides insight/input relating to problem identification, measurement, and resolution; designs methodologies and conducts assessments of problems and remedies; communicates with administrative staff to formulate resolutions to problems arising in areas relating to inmate care, information systems, public relations, and training.

Coordinates training activities for all employees; coordinates all aspects of initial training, in-service training, continuing education, cross-training, specialized training, and career development training of staff; trains new employees in procedures for notification of proper personnel, first responder, operation of communications equipment, and related tasks; develops or reviews training materials; monitors and evaluates performance of new employees; maintains training records.

Supervises operation of equipment utilized by communications personnel; ensures security, confidentiality, and integrity of information maintained in computer systems; troubleshoots problems involving computer systems, terminals, and related hardware.

Maintains communications with all parties involved in emergency situations; monitors status/location of officers; assists emergency personnel in locating addresses; conveys information between emergency personnel, general public, public safety agencies, hospitals, utilities, businesses, alarm companies, department personnel, or other individuals/agencies; provides pre-arrival law enforcement instructions per established guidelines; responds to requests from officers for backup, emergency units, information, or other assistance.

Performs the duties of Director in absence of same; commands all situations, incidents, police actions, or other activities occurring during shift until relieved by a commanding officer.

Directs and coordinates all activities involving booking/processing of incoming inmates, release of inmates, monitoring of inmate activities and behavior inside the facility, facility security functions, transport of inmates, and inmate trust fund recordkeeping; conducts background checks to assign inmate work eligibility.

Directs activities associated with ensuring the health, safety and welfare of inmates, which may include distribution of meals and removal of meal trays, provision of clothing/bedding or other supplies, provision of medical aid/supplies, coordination of visitation and telephone communications, or distribution of mail.

Coordinates meal planning with a certified dietician to develop meal plans to meet the dietary needs of the inmates.

Directs activities involving medical care of inmates; approves and directs all medications to be administered to inmates

Coordinates disciplinary hearings; reviews and approves all disciplinary reports and forwards for maintenance as appropriate.

Oversees booking procedures; oversees receipt/release of inmates transferred to/from the facility.  
Enters/reviews data pertaining to inmates into computer system.

Oversees and/or conducts training for department officers, new recruits, or other personnel in department procedures, policy changes, chemical weapons, tactical training, physical fitness, CPR, new forms, or other issues; prepares lesson plans on selected subjects; reviews and evaluates performance of trainees; provides feedback on progress of new

## **Rutherford County, Tennessee • Captain, Juvenile Detention Center**

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recruits; informs administrative staff of low qualifications or performance levels of new recruits/trainees; completes training reports and maintains records.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance and backup support to other officers as necessary; obtains and/or serves juvenile petitions; transports arrestees, inmates, or other individuals as needed; performs rescue functions, emergencies; provides emergency response on a twenty-four hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

Performs the duties of the Director in absence of the same

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by five (5) years previous experience and/or training involving progressively responsible management experience involving law enforcement, patrol work, criminal investigations, training, and work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Prefer possession of valid Tennessee Basic Jailer Certification, Chemical Weapons Certification, and CPR Certification. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference; ability to perform and interpret statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, and factor analysis.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** supervising staff, responding to incidents, assisting staff with complex/ unusual situations

**Surface:** concrete

**Estimated Total Hours:** 7.5 **Maximum Continuous Time:** 8

**2. SITTING**

**Tasks:** billing/ receiving, statistics, reviewing incident reports, investigating

**Estimated Total Hours:** 2 **Maximum Continuous Time:** 3

**3. LIFTING/CARRYING**

**Objects:**

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    | X      |       |        |         |       |
| 11-25 lbs  |        | X     |        |         |       |
| 26-50 lbs  |        |       | X      |         |       |
| 51-75 lbs  |        |       |        | X       |       |
| 76-100 lbs |        |       |        | X       |       |
| >100 lbs   |        |       |        | X       |       |

**4. PUSHING/PULLING**

**Objects:** restraint chair, push carts, shopping carts

**Height of hands above floor during push:** waist high

**5. CLIMBING**

**Tasks:** fixing security devices

**Device:** ladder

**Height:** 10 feet

Frequency: weekly

**BENDING/SQUATTING/KNEELING**

Tasks: fixing security devices/ cells, occasionally monitor detainees and may have to respond to a fight, incident, or medical emergency

Frequency: weekly

**6. REACHING**

Tasks: fixing security devices/ cells

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|----------|-------------|
| 0-20"    | All       | Daily     |          |             |
| 21-36"   | All       | Daily     |          |             |

**7. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         | X   |    |
| Fumes                         | X   |    |
| Cramped Quarters              | X   |    |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  | X   |    |
| Sharp Edges                   | X   |    |
| Vibration                     | X   |    |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |              |
|-----------------|--------------|
| Inside Building | 95 % of time |
| Outside         | 5 % of time  |

**8. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         | X   |    |
| Jumping          | X   |    |
| Lying on Back    | X   |    |
| Lying on Stomach | X   |    |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

**9. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

OC spray, basic handyman tools, ladder, paint, paintbrushes, keys, bolt cutters, handcuffs, shackles, cleaners, medical equipment

**10. HAND USE**

| Type of Use | Yes | No | Frequency |
|-------------|-----|----|-----------|
| Keystrokes  | X   |    | All day   |
| Grasp       | X   |    | All day   |

|  |   |  |         |
|--|---|--|---------|
| <b>Fine Motor i.e: writing,<br/>twisting hands or wrist, etc</b> | X |  | All day |
|--|---|--|---------|

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date