

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

Captain, Correctional Work Center

PURPOSE OF CLASSIFICATION

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

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, processing employee concerns and problems, directing work, counseling, and disciplining; 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.

Enforces all applicable codes, ordinances, laws and regulations in order to protect life and property, prevent crime, and promote security.

Interprets and ensures departmental compliance with all applicable codes, laws, rules, 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 superintendent, supervisory personnel of adjoining shifts, 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 of other divisions as needed.

Prepares or approves work schedules to ensure adequate coverage; adjusts work schedules as needed; assigns work assignments and other tasks.

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

Reviews employee time cards, leave requests, overtime requests, education requests, or other forms; signs or revises requests/forms as appropriate, and forwards to superintendent.

Supervises coordination of training activities of assigned officers; ensures that each officer meets annual POST requirements.

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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.

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 superintendent.

Supervises assignment of equipment to assigned 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 citizens and initiates problem resolution; investigates accidents involving injuries and fatalities; responds to complaints from officers; 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, alcohol testing equipment, drug testing kits, processing kits, handcuffs, flashlight, fire extinguisher, measuring devices, photographic equipment, tape recorder, radio/communications equipment, telephone, hand tools, metal detectors, x-ray machines, 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.

Prepares or completes various forms, reports, correspondence, schedules, budget documents, purchase requisitions, performance appraisals, press releases, lesson plans, logs, incident reports, accident 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, time sheets, 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.

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Communicates with command personnel, officers, employees, dispatchers, other divisions or departments, 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.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

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.

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

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.

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 preparation of state inmate board bills; submits to state for payment for inmates.

ADDITIONAL FUNCTIONS

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

Assumes command of major/critical incidents, participates in difficult/sensitive situations as needed, and coordinates multi-agency calls; responds to major calls relayed by dispatchers, including calls involving domestic disputes, abuse, rape, assaults, burglaries, thefts, fatalities, attempted suicide, abduction, lost/missing persons/searches, rescue operations, narcotic violations, traffic accidents, property damage, alarms, bomb threats, or other problem situations; assesses/evaluates incident scenes, determines necessary manpower allocation, and ensures utilization of proper methods to preserve evidence; determines need to call specialized personnel to major crime scenes; requests and directs additional emergency personnel, other units, departments, outside agencies, or others as needed.

Assists with general law enforcement functions as needed; provides assistance and backup support to other officers as necessary; obtains and/or serves criminal/civil warrants; transports arrestees, inmates, or other individuals as needed; performs rescue functions at accidents, emergencies, and disasters; 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.

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. Must possess and maintain valid Tennessee Basic Jailer certification or equivalent, Chemical Weapons Certification, and CPR Certification during tenure in the job. 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

6. 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

7. 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		

8. 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

9. OTHER JOB DEMANDS

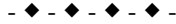
Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

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

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		All day



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

Date

Supervisor's Signature

Date