

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as commanding officer for a division of the Correctional Work Center, Juvenile Detention Center, or Sheriff's Department, which may include the Communications Division, Patrol Division, Detective Division, Warrants and Records Division, School Resource Officer Division, or other area. 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 crimes/incidents, providing protection of life and property, enforcing laws, and performing specialized duties within the area of assignment. Captain of Support Services Division and Captain of Warrants and Records Division report to Chief Deputy/Law Enforcement; remaining Sheriffs Department assignment reports to Major for assigned division. Juvenile Detention assignment reports to Director. Correctional Work Center 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 commanding officers, 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 in relation to reports of criminal activity; 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 commanding officer

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

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 superior officers.

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 police vehicle, standard/emergency vehicles, firearms, chemical weapons, emergency equipment, radar/laser equipment, alcohol testing equipment, drug testing kits, processing kits, handcuffs, baton, 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 police 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, 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.

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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, 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.

Assignment to Communications Division may involve the following additional functions:

Supervises communications activities; provides leadership to staff during emergency situations; monitors radio activity and staff response to incoming calls to ensure proper handling/processing; implements quality assurance activities; communicates new/revised information, policies, or procedures to staff members; assists staff in handling calls when needed.

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 of dispatch relating to patient 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 dispatching, radio communications, notification of proper personnel, first responder, operation of communications equipment, documentation of calls, and related tasks; develops or reviews training materials; monitors and evaluates performance of new employees; maintains training records.

Provides expertise relating to computer aided dispatch (CAD) systems; provides correlation and analysis of data for audits and research projects; conducts analysis of computer systems; coordinates design and implementation of solutions to problems; assists with coordination, evaluation, and any necessary re-design of dispatch information systems.

Supervises operation of NCIC, TCIC, and CAD systems and other 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.

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Supervises and assists with operation of communications equipment, multi-telephone lines, and computers associated with police, fire, and E-911, which may include telephone equipment, radio communications equipment, audio recorder, TTY/TDD machine, NCIC/TCIC computers, alarm panels, security monitors, weather computer, general office equipment, or other equipment/systems.

Supervises and assists in receiving, screening, processing, and monitoring emergency 911 calls and non-emergency calls from the public and other police/public safety agencies by radio and telephone; evaluates, categorizes, and prioritizes calls; determines proper zone/jurisdiction of request; refers callers to other agencies as appropriate; receives routine calls for the department and records messages for department personnel.

Performs the job of dispatcher as needed. Dispatches appropriate agency personnel to incident locations; determines nature of emergency, location of incident, number of units needed, and nearest available units; dispatches law enforcement units, ambulances, fire fighters, wreckers, utility crews, animal control, or other agencies as appropriate.

Maintains communications with all parties involved in emergency situations; monitors status/location of officers and emergency units; assists emergency personnel in locating addresses; conveys information between callers and 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; traces hang-up calls to initiate emergency response; responds to requests from officers for backup, emergency units, information, or other assistance.

Coordinates communications between various emergency agencies during disasters, major accidents, hazardous materials incidents, or other major emergency situations; notifies Emergency Management Agency, specialized law enforcement units/teams, local hospitals, or other emergency personnel of emergency situations.

Responds to requests from law enforcement personnel or other authorized individuals for information involving license plates, driver's license records, criminal history records, warrants, missing/wanted persons, location of individuals, stolen property, telephone numbers, or other information; obtains/provides background information as requested by authorized personnel.

Assignment to Criminal and Civil Warrants Division may involve the following additional functions:

Supervises the criminal and civil warrants and records process; monitors the flow of warrants being entered and served.

Searches for warrants entered into the system and checks previous booking information to provide the current address, previous charges, photos, and the necessary precautions needed in the act of serving the defendant the new warrant(s) in question; locates any additional information such as place of employment, phone numbers, and persons who might know the whereabouts of the defendant in question.

Provides assistance to warrants officers in back-up situations to prevent defendant from evading arrest or attempting escape; provides additional officer safety; supervises and advises of any additional charges that might occur in the service of warrants; performs other jobs of assistance as needed.

Assignment to Correctional Work Center may involve the following additional functions:

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 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.

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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 with a certified dietician to develop meal plans that meet inmates' dietary needs.

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.

Assignment to Detective Division may involve the following additional functions:

Oversees activities involving domestic violence crimes; supervises, reviews and maintains records on domestic violence investigations as mandated by Tennessee law; provides teaching/instruction to department personnel, other law enforcement agencies, or other groups in areas such as domestic violence issues, child abuse, crimes against children, and related topics; participates on task forces, review boards, or other agencies involving domestic violence or other criminal activities; participates in reviews of deaths of children under age 17 as required by Tennessee law; attends required meetings.

Oversees disbursements of confidential funds utilized for drug investigations; monitors/approves payments and receipts; maintains financial records.

Performs the duties of Detectives as needed; conducts investigations; examines crime scenes for clues/evidence; collects and preserves evidence; interviews witnesses and suspects; conducts searches, stakeouts and undercover operations; makes arrests and transports arrestees; recovers stolen property; prepares cases for prosecution.

Directs activities of the Detective Division in conducting investigations and preparing cases for prosecution; assigns cases to detectives, supervises investigations, and assists with difficult/complex cases; directs or actively participates in major cases; reviews and coordinates investigative efforts; reviews casework conducted by detectives and assists in determining whether cases are ready for prosecution; assists in preparing cases for prosecution; formulates and implements strategic operations.

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

Assignment to Detention Division may involve the following additional functions:

Oversees booking procedures; oversees receipt/release of inmates transferred to/from the facility.

Enters/reviews data pertaining to inmates into computer system.

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

Assignment to Juvenile Detention may involve the following additional functions:

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

Determines whether a juvenile should be placed in detention; evaluates and approves acceptance of juveniles into detention facility; coordinates placement of juveniles with state agencies or other agencies as appropriate.

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Meets with juveniles and parents to review detention guidelines and related issues; monitors progress of juveniles in fulfilling requirements of court orders; provides guidance and counseling; performs crisis intervention as necessary.

Prepares recommendations concerning juveniles reappearing in court; prepares and executes referrals to other agencies for services needed by families.

Monitors contracts on applicable detainees for scheduled release dates and for billing of placement charges.

Transports juvenile detainees to court, medical facilities, other prisons or law enforcement facilities, out-of-state facilities, or other locations as assigned; monitors behavior and activities of detainees on a continual basis during transport activities.

Assignment to Patrol Division may involve the following additional functions:

Supervises Court Security functions in monitoring security of courthouse facilities; oversees activities of court officers in operating security equipment/systems, maintaining a security presence in the courtroom, maintaining continuous surveillance of courtroom, ensuring safety of court personnel, preventing disturbances of court proceedings, preventing potential violence or use of weapons, providing protection for judges and court participants, and responding to violence, physical confrontations, erratic behavior, alarms, or other unusual situations.

Oversees activities of the Captain's Review Board; monitors accidents or damage involving department vehicles and reviews recommendations for rewards and discipline.

Directs activities of the Patrol Division; monitors radio traffic involving officers, dispatchers, other department personnel, or outside agencies; monitors current weather conditions and news events; oversees patrol of the county to detect/deter criminal activity, protect life and property, enforce laws, respond to emergency situations, investigate crimes, issue citations, make arrests, and prepare/maintain documentation; oversees police response to calls relayed by dispatchers; oversees traffic enforcement and investigation of accidents.

Oversees and/or conducts training for department officers, new recruits, or other personnel in department procedures, policy changes, police practices, firearms, weapons, chemical weapons, radar operation, 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 recruits; informs administrative staff of low qualifications or performance levels of new recruits/trainees; completes training reports and maintains records.

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

Responds to major calls relayed by dispatchers, including domestic disputes, abuse, assaults, rape, burglaries, thefts, fatalities, abduction, lost/missing persons, search/rescue operations, traffic accidents, property damage, alarms, bomb threats, natural disasters, public service duties, stranded motorists, or other problem situations.

Supervises Violent Apprehension unit, which serves state arrest warrants and criminal summonses.

Coordinates extradition of prisoners back to Tennessee from other states.

Assignment to School Resource Officer (SRO) Program may involve the following additional functions:

Plans, directs, and monitors activities of the School Resource Officer Division; coordinates special details and extra-duty assignments for officers.

Prepares schools for emergency situations; develops safe schools crisis management plans for school administration, faculty, staff, and students; conducts Crime Prevention Through Environmental Design (CPTED) plans for school security.

Performs the duties of School Resource Officers as needed or assigned; patrols school campuses to detect/deter criminal activity and traffic violations; monitors conduct and actions of students or other individuals; conducts searches of suspects or arrestees; collects illegal objects from students; intervenes in fights/disputes which cause disturbances or disruptions; writes citations, pursues suspects, or makes arrests as appropriate; maintains high visibility on the school campus; maintains a safe and secure environment for students and teachers.

Promotes positive community relations and breakdown of barriers between law enforcement and community youth by educating, counseling, motivating, and working to re-direct negative behaviors; teaches classes related to law enforcement, drug use/resistance, gang resistance, child abuse, dysfunctional families, and life experiences; prepares lesson plans, implementing a structured educational curriculum; assists in developing new educational programs.

Directs activities of the School Resource Officer Division, including functions involving crime prevention, youth intervention, neighborhood education training, and departmental fitness coordination; plans, directs, and monitors division activities; plans officer goals and activities; speaks on radio/television programs and makes speeches and presentations to clubs and civic groups; serves as liaison between the division and school superintendent, school administration, court officials, juvenile agencies, other law enforcement agencies, and other collaborative agencies; provides backup coverage for supervisors of assigned divisions in their absence.

Coordinates, facilitates, or participates in community-oriented activities such as neighborhood watch programs, business watch programs, or national night out; coordinates, facilitates, or participates in youth-oriented activities such as drug-free clubs, athletic events, group meetings, or community functions.

Coordinates or implements various training activities; plans in-service classes for teachers; creates instructional videos for program use.

Conducts advisory sessions with students; provides guidance/direction concerning school, home, and law enforcement issues to students, parents, and teachers.

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

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.

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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 completion of basic police officer training program; 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 meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must obtain Tennessee First Responder Certification during tenure in the job. Must complete annual in-service training. Must possess and maintain a valid Tennessee driver's license. Assignment to F.A.S.T. Team requires valid certifications in specific areas of instruction (such as chemical weapons, firearms, submachine gun, or other area) and valid Basic S.W.A.T. Team Training certification. Assignment to Field Training functions may require possession and maintenance of valid Field Training Officer certification and/or other certification in specific area of instruction (such as CPR, firearms/weapons, traffic radar, or other area). Assignment to School Resource Office Program requires possession and maintenance of valid School Resource Officer certification from National Association of School Resource Officers.

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

Supervisor's Signature

Date

Date