

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CORPORAL, CORRECTIONAL WORK CENTER**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise shift activities and to perform security work associated with maintaining the safety, security and welfare of inmates at the Correctional Work Center. Duties and responsibilities include providing intermediate supervision of officers on assigned shift, coordinating and monitoring shift activities, enforcing facility rules and regulations, maintaining discipline, monitoring activities and behavior of inmates, coordinating provision of food, medical care and/or supplies for inmates, preparing documentation, maintaining records, and performing other tasks as assigned. Reports to Sergeant.

### 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.**

Provides direction, training, guidance and assistance to employees on assigned shift; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Supervises, coordinates, and monitors operations and activities of assigned shift; develops work schedules to ensure adequate coverage; reviews documentation prepared by officers during shift; provides backup coverage to detention officers or other officers as needed.

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment.

Supervises and/or performs various routine cleaning/maintenance activities within the detention facility.

Maintains logs, records, and reports of all incidents, accidents, population counts, and other activities.

Prepares or completes various forms, reports, correspondence, purchase orders, schedules, logs, incident/accident reports, rosters, population counts/reports, booking documentation, fingerprint cards, personal property records, receipts, inventory records, or other documents.

Receives various forms, reports, correspondence, invoices, budget reports, logs, incident/accident reports, booking documentation, warrants, medical request forms, visitation requests, inmate medication logs, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, drug testing kits, handcuffs, flashlight, security/alarm system, camera, door control panel, radio/communications equipment, telephone, or general office equipment.

## **Rutherford County, Tennessee • Corporal, Correctional Work Center**

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Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, inmates, visitors, and other individuals.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with staff of adjoining shifts to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, court personnel, jurors, attorneys, bonding companies, medical providers, visitors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Supervises, coordinates, monitors, and/or performs various functions 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.

Supervises, coordinates, and assists with administration of medications and first aid per established procedures; responds to inmate requests for other medical attention and determines whether additional medical care may be needed; forwards medical request forms to nurse or other medical personnel.

Supervises, coordinates, and assists in maintaining security of detention facility; serves as control, key room, and visitation room officer; makes rounds of facility and performs periodic security checks; monitors video surveillance equipment; checks locks, alarms, and other security devices; controls door operations; searches inmates, cells, lockers, mail, building, and ground areas to locate/remove contraband and to maintain security; assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapees.

Monitors inmate activities inside the facility on a continual basis; supervises inmate activities in relation to store, mail, medication, doctor, visitation, telephone, meal, and dental calls; conducts/records periodic population counts of inmates; escorts inmates from one area of the facility to another.

Receives, processes, and books incoming inmates and arrestees; explains facility rules, regulations and procedures; secures personal property; conducts interviews to obtain personal information; completes applicable documentation; makes fingerprint and photographic records of incoming inmates; records inmate data in computer system; determines appropriate classification of each inmate; assigns facility housing; issues clothing, bedding and personal hygiene items.

Conducts release of inmates per established procedures; completes applicable forms and ensures appropriate approvals.

Coordinates office supply management, and equipment management; maintains accurate records of inventory counts and of items issued to officers, inmates, or other personnel; submits monthly purchase orders to various vendors for procurement of custodial supplies, inmate supplies, office supplies, and office equipment; receives, verifies, records, and stocks incoming orders; distributes supplies to officers and inmates on a daily basis; distributes uniforms and equipment to new detention officers and medical staff; receives damaged equipment and coordinates repair/disposal as appropriate.

Coordinates budget activities for detention center; monitors expenditures to ensure compliance with approved budget; calculates and submits monthly purchase orders to ensure adequate supply levels to meet demand for each product.

Coordinates detention center program credits; performs daily monitoring and makes necessary corrections of trustees' credits; distributes necessary clothing to inmates; calculates appropriate monthly amount of program credits due to each trustee and enters into Tennessee Department of Correction computer system.

Oversees preparation of all meals; oversees the safety and sanitation of food service area; oversees repairs of kitchen equipment.

Supervises trustees assigned to kitchen duties; escorts to/from kitchen as needed; assigns work activities and provides instruction/guidance; monitors/approves work activities.

Supervises, coordinates, and assists with transportation of inmates to court, medical facilities, work details, other prisons or law enforcement facilities, or other locations as assigned; monitors behavior and activities of inmates on a continual basis during transport activities

Transfers inmates to/from work assignments, court, medical facilities, or other locations as directed.

### **ADDITIONAL FUNCTIONS**

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

May conduct various errands as assigned, such as transporting individuals, transporting legal/court documentation, transporting bank transactions, transporting laboratory materials, or other errands.

Provides 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 jailer training program; supplemented by one (1) year previous experience and/or training involving law enforcement, security, or corrections/detention center work; 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 Basic Jail Certification, Chemical Weapons Certification, and CPR Certification. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**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.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves 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, odor, 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 noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** monitoring detainees, maintaining safety and security of facility, performing court duties

**Surface:** concrete

**Estimated Total Hours:**   4   **Maximum Continuous Time:**   8  

**2. SITTING**

**Tasks:** Data entry, detainee transport, food breaks, and monitor facility via the CCTV

**Estimated Total Hours:**   4   **Maximum Continuous Time:**   8  

**3. LIFTING/CARRYING**

**Objects:** property boxes, lunch trays, detainees, trash bag, supplies

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, laundry, food trays, shopping marts, mop buckets

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

**5. CLIMBING**

**Tasks:** monitoring detainees

**Device:** stairs

**Height:** 15 steps

**Frequency:** every 15 minutes

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** storing supplies, searching for contraband, cleaning facility, maintaining safety and security of facility

**Frequency:** all day long

**REACHING**

**Tasks:** maintaining safety/ security of facility, storing supplies, passing out trays

**Hands Used:** RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	Dependent upon situation	Dependent upon situation
21-36"	All	Daily	Dependent upon situation	Dependent upon situation

**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	98 % of time
Outside	2 % 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. 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