

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION TITLE: LIEUTENANT-CORRECTIONAL WORK CENTER**

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#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise an assigned shift of officers involved in maintaining the safety, security and welfare of inmates at the Correctional Work Center. Duties and responsibilities include directing facility operations and activities, supervising assigned staff, performing administrative tasks, ensuring compliance with rules/regulations and policies/procedures, coordinating training activities, resolving problems, maintaining discipline, supervising the processing of incoming inmates, monitoring activities and behavior of inmates, overseeing provision of food, medical care and supplies for inmates, preparing documentation, maintaining records, and performing related tasks as assigned. Reports to Captain.

#### **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, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, inmates, visitors, and other individuals; initiates any actions necessary to correct deviations or violations.

Supervises, coordinates, and monitors operations and activities of assigned shift; develops work schedules to ensure adequate coverage on a twenty-four hour basis; reviews and approves time sheets, requests for time off, and overtime requests; reviews documentation prepared by officers during shift; provides backup coverage to other officers as needed.

Consults with department officials or other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; communicates with staff members to gather/exchange information on orders, problems, special situations, or other areas requiring attention.

Investigates complaints or accidents involving personnel, vehicles, equipment, or operations of assigned shift; researches complaints from citizens, provides information, and initiates problem resolution; responds to complaints from officers; conducts internal affairs investigations as required; operates tape recorders, cameras, and other equipment in relation to investigations; prepares related reports.

Responds to complaints and questions related to department operations; investigates complaints regarding conduct of officers; oversees response to inmate grievances; provides information, researches complaints/problems, and initiates problem resolution.

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Develops and administers departmental policies and procedures; maintains current policies and procedures in compliance with applicable federal/state laws.

Enforces facility rules, regulations, policies, and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility or in other facilities such as court, doctor's office, etc.

Supervises preparation of court schedules and assignment of officers to provide transportation of inmates to court, medical facilities, work details, other prisons or law enforcement facilities, or other locations.

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

Receives various forms, reports, correspondence, schedules, time sheets, requests for time off, overtime requests, purchase requisitions, purchase orders, invoices, budget reports, disciplinary reports, incident/accident reports, logs, 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.

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 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, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Assists in developing and implementing department budget; monitors expenditures to ensure compliance with approved budget; reviews and approves purchase requests and purchase orders.

Oversees training of new and current officers; coordinates training activities to ensure all officer training requirements are maintained; evaluates overall effectiveness of training program; monitors status of compliance with training requirements; assists with training of new officers; performs training scenarios; reviews/evaluates performance of trainees; completes training reports and maintains training records.

Oversees and assists as needed with booking/processing of 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.

Supervises and assists in conducting release of inmates per established procedures; ensures completion of applicable forms and appropriate approvals; approves inmate releases on own recognizance as appropriate.

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Oversees monitoring of 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;

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 administration of medications and first aid, response to inmate requests for other medical attention, and determinations of whether additional medical care may be needed.

Supervises facility security functions, including facility security checks, monitoring of video surveillance equipment, inspection of locks and security devices, and door control procedures; oversees searches of inmates, cells, lockers, mail, building, and ground areas to locate/remove contraband and to maintain security; oversees actions taken to control/restrain violent/unruly inmates or to search for escapees.

Oversees cleaning, maintenance, and repair of Correctional Work Center facilities.

Supervises calculation of reduction time credits due to each trustee; oversees entry of credits into Tennessee Department of Correction computer system.

Supervises the preparation of state inmate Board bills; submits bills to Tennessee Department of Correction to receive payment for housing of state inmates.

Oversees maintenance of files/records of department documentation, logs, reports, and records.

Transfers inmates to/from work assignments, court, medical facilities, or other locations as directed; escorts inmates from one area of the facility to another.

Conducts various errands as assigned, such as picking up medications, purchasing supplies, delivering meals to juvenile detention center, transporting individuals or documentation, or other errands.

### **ADDITIONAL FUNCTIONS**

Performs the duties of commanding officer in absence of same.

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

Oversees purchasing activities; monitors inventory levels of department equipment, uniforms, and supplies; ensures availability of adequate materials to conduct work activities; approves or initiates orders for new/replacement items.

Participates in litigation and court activities as needed; assists in preparing defense in civil lawsuits; testifies in court as necessary.

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 three (3) years previous experience and/or training involving progressively responsible corrections/detention center operations, law enforcement, and supervision; 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 or Correctional Institution Certification. Must possess and maintain valid Chemical Weapons Certification and CPR Certification. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**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 perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures.

**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 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, 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 noise extremes, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** talking/ meeting with staff and detainees, court, checking with administration, checking with housing

**Surface:** concrete, carpet

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

**2. SITTING**

**Tasks:** driving county vehicles, general office duties, talking/ meeting with the staff and detainees, computer tasks, reviewing paperwork, interviews, front desk duties

**Estimated Total Hours:** 5 **Maximum Continuous Time:** 2

**3. LIFTING/CARRYING**

**Objects:** paperwork, deliveries to facility, detainees, phone, books

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:** putting up supplies, medicine carts, teachers cart, detainees, tables, chairs, television, gates, doors

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

**5. CLIMBING**

**Tasks:** repairing various equipment, steps, checking ceiling tiles, changing and repairing the TV and DVD player

**Device:** chairs, ladders, desks, bunks, fence, counters

**Height:** varies

**Frequency:** daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** perform searches, repairing various equipment, putting up supplies, computer maintenance, restraints, detainees, DVR, changing fuses for door operations

**Frequency:** daily

**7. REACHING**

**Tasks:** air vents, raising and lowering flags, ceiling tiles, light bulbs, monitoring alarms, changing fuses in the equipment room

**Hands Used:** RIGHT LEFT BOTH X

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

**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	80 % of time
Outside	20 % 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**

Surveillance equipment, alarm systems, shackle key, paper, pen, pencils, pod keys, door keys, radio, handcuffs, shackles, computer, tables, chairs, towels OC spray, gloves, restraint chair, spit mask, padded helmet, county phones, van, car, television, books, notebooks, shredder, filing cabinet, bolt cutters, screwdrivers, stapler, call boxes, vacuum cleaner, aerosols, carts, ceiling tiles, tables, chairs, ladders, fences, fuses

**11. HAND USE**

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



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