

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SERGEANT- CORRECTIONAL WORK CENTER**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise work 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 supervising an assigned function/area of the facility, supervising activities of employees and/or inmates assigned to specific area, coordinating and monitoring activities, performing administrative tasks, enforcing facility rules and regulations, maintaining discipline, processing incoming inmates, monitoring activities and behavior of inmates, coordinating provision of food, medical care and supplies for inmates, preparing documentation, maintaining records, performing tasks specific to area of assignment, and performing related tasks as assigned. Reports to Lieutenant.

### 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, inmates, or other workers on assigned shift; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; makes hiring recommendations.

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; reports all on-the-job accidents or injuries; initiates any actions necessary to correct deviations or violations.

Coordinates work activities of an assigned shift; assists in developing work schedules to ensure adequate coverage; reviews logs and documentation completed by officers during shift; maintains records of shift activities; provides backup coverage to correctional officers or other officers as needed.

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

Monitors inmate activities inside/outside the facility on a continual basis.

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.

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, flashlights, security/alarm system, cameras, door control panels, radio/communications equipment, telephones or general office equipment.

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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, or other documents.

Receives various forms, reports, correspondence, time sheets, requests for time off, overtime requests, 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.

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

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Supervises inmate activities in relation to store, mail, medication, doctor, visitation, telephone, meal, and dental calls; conducts/records periodic population counts of inmates; transfers inmates to/from work assignments, court, medical facilities, or other locations as directed; escorts inmates from one area of the facility to another.

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; maintains log books; 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.

Supervises, coordinates, and assists in performing purchasing and budgetary functions; submits purchase orders to vendors for custodial supplies, inmate supplies, office supplies, and office equipment; receives, verifies, records, and stocks incoming orders; distributes supplies, uniforms, and equipment; coordinates repair/disposal of damaged equipment; maintains accurate records of inventory counts and issued items; calculates and submits monthly purchase orders to ensure adequate supply levels; coordinates detention center program credits; monitors and corrects trustees' credits and distributes necessary clothing to inmates; calculates appropriate program credits due to each trustee and enters into Tennessee Department of Correction computer system.

Supervises, coordinates, and assists in maintaining security of kitchen facility; 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.

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Ensures that all food preparation/service activities are conducted in accordance with all applicable laws, regulations, and standards governing food preparation, food handling, food serving, and food storage in an institutional environment; ensures adherence to established sanitation/health procedures and safety procedures.

Supervises, coordinates maintenance of kitchen facilities; assigns inmates for food service work detail and assigns tasks; searches inmates before/after kitchen duty; oversees and assists with preparation of daily meals for inmates; maintains records of meals served; oversees safety and sanitation in food service areas; maintains control of knives and cutting equipment; ensures proper cleaning of kitchen appliances, equipment, utensils, work surfaces, floors, and other areas; reviews incoming deliveries for accuracy and completeness; monitors operations of kitchen equipment and coordinates necessary maintenance/repair.

Supervises, coordinates, and assists in performing purchasing and budgetary functions; submits purchase orders to vendors for custodial supplies, inmate supplies, office supplies, and office equipment; receives, verifies, records, and stocks incoming orders; distributes supplies, uniforms, and equipment; coordinates repair/disposal of damaged equipment; maintains accurate records of inventory counts and issued items; calculates and submits monthly purchase orders to ensure adequate supply levels.

Provides budgetary input for development of department budget; monitors expenditures to ensure compliance with approved budget.

Searches inmates; assists in controlling/restraining violent/unruly inmates; assists in conducting searches for escapes.

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.

Supervises, coordinates, and assists in performing Court Officer functions; maintains a security presence in the courtroom to ensure safety of court personnel, prevent disturbances of court proceedings, and prevent potential violence or use of weapons; maintains continuous surveillance of courtroom; responds to violence, erratic behavior, alarms, and unusual situations; intervenes in physical confrontations; escorts defendants or prisoners within the building; provides protection for judges, attorneys, clients, witnesses, jurors, or other participants in court proceedings; provides security for sequestered juries; serves as Judge's Court Officer as requested; assists in monitoring security of courthouse building and related facilities to ensure safety of all individuals.

### **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 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 two (2) years previous experience and/or training involving law enforcement, security, or corrections/detention center work, supplemented by one (1) year of experience in specific area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires possession and maintenance of 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**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; 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 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, 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 wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, violence, disease, or pathogenic substances.

## PHYSICAL DEMANDS ANALYSIS

### 1. STANDING AND WALKING

**Tasks:** supervising corporals and officers, supervising detainees with activities, safety, and security of building

**Surface:** concrete

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

### 2. SITTING

**Tasks:** operating central control, report writing, checking computer entries, data entry

Estimated Total Hours: 7.5 Maximum Continuous Time: 8

**3. LIFTING/CARRYING**

**Objects:** property boxes, trays (meals), laundry, mop bucket, books, chairs, boxes, detainees, shackles, meal cart, laundry barrels, inventory, tables

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, mop bucket, dirty laundry, taking out the trash, property boxes, meal cart, laundry barrels, trays, broom, mops, detainees

**Height of hands above floor during push:** waist, shoulders, above head, at feet, knee level

**5. CLIMBING**

**Tasks:** monitoring detainees, unloading inventory, searching cells, searching facility for contraband, running the watch tower

**Device:** stairs, van, beds, desks, stools, toilet

**Height:** 2 feet (15 steps)

**Frequency:** every 15 minutes

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** cleaning cells, cleaning activities, filing, putting shackles on detainees, searching cells, checking detainees, maintaining safe and secure facility

**Frequency:** daily

**7. REACHING**

**Tasks:** monitoring detainees, breaking up a fight, operating central control, operating restraint, sweeping, mopping, searching chairs, putting shackles on detainees, checking emergency exits, computers, operating data entry

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	30 minutes – 8 hours	5-100 pounds
21-36"	All	Daily	30 minutes – 8 hours	5-100 pounds

**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	<u>90</u> % of time
Outside	<u>10</u> % 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**

Shackle key, vacuum, mop, broom, shackles, keys, restraint chair, paper, computer, radio, TV, TV remote, van, car, handcuffs, trays, chairs, phone, toilets, uniforms, bolt cutters, towels, trash cans, OC spray, gloves, restraint belts, spit mask, padded helmet, books, notebook, filing cabinet, cleaning supplies, call boxes, stapler, hole puncher, flashlight, laundry barrels

**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