

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: MAJOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as senior level commanding officer responsible for directing operations and activities of one or more major divisions of the Sheriff's Department, which may include Patrol Division and related components, Detention Division, Investigative Services Division, Youth Intervention Division, and related components, or other area of responsibility. Duties and responsibilities include directing operations of assigned divisions, developing and interpreting policies and procedures, assisting with budget development and administration, enforcing laws and policies/procedures, assisting staff in handling complex/unusual situations, responding to major crimes/incidents, providing backup coverage to staff, participating in court activities, processing documentation, maintaining records, and performing specialized duties within the area of assignment. Youth Intervention or Detention assignment reports to Chief Deputy. Patrol or Investigative Services assignment reports to Colonel.

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 staff in assigned divisions, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; conducts interviews and makes/approves hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; 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 (including traffic, criminal, and civil) 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.

Consults with Chief Deputy, other command personnel, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; communicates with supervisory personnel on various 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 division work activities with those of other divisions and other law enforcement agencies; acts as liaison between the department and other law enforcement agencies.

Assists with development and implementation of policies and procedures; revises/updates policies and procedures as needed; interprets policies and procedures for staff members.

Assists with development/implementation of long and short term plans, goals, and objectives for assigned divisions.

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Assists with development and implementation of department budget; monitors expenditures to ensure compliance with approved budget; provides recommendations concerning equipment purchases for assigned areas; reviews and/or approves purchase requests, purchase orders, and invoices.

Directs activities of assigned divisions; oversees work distribution to supervisory staff of each division; determines personnel, equipment, and other assigned resources needed to meet operational requirements and coordinates additional resources as needed; issues written/verbal commands, instructions, and recommendations to personnel in accordance with agency policies and procedures; monitors and evaluates performance of each department; follows up on outstanding issues.

Assists in determining appropriate staffing levels; prepares or approves work schedules to ensure adequate coverage; adjusts work schedules as needed in relation to reports of criminal activity.

Compiles various statistical, demographic, or administrative data for use in developing strategic plans or in planning department activities or future needs; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and charts; maintains records.

Provides administrative assistance to superior officers as needed.

Investigates complaints or accidents involving personnel, vehicles, equipment, or operations of assigned divisions; conducts internal investigations as required; researches complaints from citizens; responds to complaints from officers; researches problems/complaints and initiates problem resolution.

Manages agency resources and facilities; oversees inventory of division vehicles, equipment, and supplies; ensures availability of adequate equipment and materials to conduct work activities; initiates orders for new or replacement items; coordinates needed maintenance/repair for vehicles and equipment.

Conducts inspections of personnel, facilities, vehicles, uniforms, weapons, and equipment assigned to division personnel for compliance with safety, security, and appearance standards; takes appropriate actions to correct deficiencies.

Assists in coordinating training activities for assigned staff; ensures personnel are informed of new techniques and new/revised agency policies and procedures; ensures that POST and/or TCI certification requirements are maintained; makes training recommendations; provides initial and in-service training on department policies, procedures, and professional standards.

Responds to major calls related to areas of assignment; assumes command of major/critical incidents until relieved by commanding officer; participates in difficult/sensitive situations; coordinates multi-agency calls; determines need to call specialized personnel to major crime scenes.

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, 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.

Processes various documentation and performs administrative tasks; ensures preparation and maintenance of necessary reports and records by each department; prepares or completes various forms, reports, correspondence, schedules, budget documents, purchase requisitions, performance appraisals, press releases, lesson plans, logs, incident reports,

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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; maintains legal library for department reference.

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, jail personnel, court officials, attorneys, commissioners, state legislators, state departments, 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.

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 Detention Division may involve the following additional functions:

Directs operations and activities of the Detention Division, which may include the Detention Center, Prisoner Transportation, Medical, or other areas as assigned; monitors building maintenance and repair activities.

Assignment to Investigative Services Division may involve the following additional functions:

Directs operations and activities of the Investigative Services Division and related components, which may include CID, Narcotics, ICE units, or other areas as assigned.

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.

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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.

Assignment to Patrol Division may involve the following additional functions:

Directs operations and activities of the Patrol Division and related components, which may include the Patrol Division, Communications Division, Court House Security Division, or other areas as assigned.

Approves shift bidding of employee work schedules to ensure adequate coverage.

Coordinates schedules for special projects.

Supervises functions of the Community Service Unit.

Assignment to Youth Intervention Division may involve the following additional functions:

Supervises, directs, and coordinates operations and activities of all Youth Intervention Programs, School Resources Officer Division, School Safety and Security, Department Wellness Coordination Function, or other areas as assigned.

Provides administrative assistance to school administration and superintendent of schools; acts as a liaison between the Sheriff's Office and the Superintendent of Schools.

Makes speeches and presentations to clubs and civic groups; speaks on radio and television programs.

Prepares/presents lesson plans, implementing a structured educational curriculum; assists in developing new education programs; plans in-services classes for teachers and staff; creates instructional videos for programs use.

Provides national, state, and local training on SRO and school violence.

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

Coordinates and delivers critical incident response training which includes incident command, rapid deployment, and active shooter.

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 coverage or assistance to other employees or departments as needed.

Performs the duties of Chief Deputy or Sheriff in absence of same; provides backup coverage for management of other divisions/areas as needed.

May coordinate law enforcement activities in the event of natural disasters.

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Assists with general law enforcement functions as needed; provides assistance and backup support to other officers as necessary; provides emergency response on a twenty-four hour basis as needed; provides assistance to other law enforcement or public service agencies as appropriate.

Participates in court activities as needed; responds to court subpoenas; prepares case files and evidence for presentation in court; testifies and presents evidence during court.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice; supplemented by completion of basic police officer training program; supplemented by seven to ten (7-10) years of progressive management experience in law enforcement, patrol work, criminal investigations, detention center operations, management/supervision, and work in other specialized areas 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.

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 function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

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 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 100 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.

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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