

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SERGEANT- YOUTH INTERVENTION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise a shift of officers, maintain law and order, and perform specialized police work within an assigned unit/function of the Sheriff's Department, which includes the School Resource Officer (SRO) program. Duties and responsibilities include supervising assigned officers, coordinating work activities, performing administrative tasks, processing documentation, providing protection of life and property, enforcing federal, state and local laws, responding to emergency/non-emergency situations, investigating criminal activity, issuing citations, arresting violators, and performing specialized duties within the assigned area. Reports to Lieutenant of SRO Program.

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 of police officers or other workers, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work activities; 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.

Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, general orders, policies and procedures; assists in ensuring 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 units/divisions, 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 units/divisions and other law enforcement agencies.

Prepares work schedules to ensure adequate coverage; conducts roll call training sessions for School Resource Officers.

Reviews reports and documentation generated by officers on assigned shift; 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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Assists in investigating 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.

Performs administrative functions associated with operations of assigned area; 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 budget; coordinates purchasing activities and monitors expenditures to ensure compliance with approved budget.

Assigns equipment to shift 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 educational/ promotional materials, articles or information; initiates requisitions for new/replacement items.

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

Monitors radio traffic involving officers, dispatchers, other department personnel, or outside agencies; monitors current weather conditions and news events.

Responds to 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.

Prepares / presents lesson plans, implementing a structured educational curriculum; assists in developing new educational programs; plans inservice classes for teachers; creates instructional videos for program use.

Provides traffic control, crowd control, police protection, or security escorts for accident scenes, malfunctioning traffic signals, school crossings, parades, special events, funerals, businesses, or other situations as appropriate.

Intervenes in fights / disputes which cause disturbances / disruption; mediates conflicts.

Prevents / discovers commission of crime on campuses; investigates criminal violations involving students; reports offenses; assists deputies and detectives with investigations and patrol activities.

Serves warrants or court papers.

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

Provides assistance or backup support to other officers, dispatchers, court officers, jail personnel, emergency medical providers, fire department personnel, other law enforcement agencies, or other public service agencies as needed; provides emergency response on a twenty-four hour basis as needed.

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, audio/visual equipment, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, or other equipment.

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Supervises activities of School Resource Officer Program; works with other agencies in promoting the School Resource Officer Program; performs the duties of School Resource Officers as needed or assigned; coordinates extra-duty assignments for officers.

Reviews safety plans for schools; assists with development/implementation of school crisis response plans.

Coordinates, facilitates, and / or participates in various youth-oriented activities (e.g., drug-free clubs, sports, group meetings, community functions, etc.).

Coordinates or implements various training activities; plans officer training; works as training officer for new deputies in schools; trains teachers and administrators on school safety issues; creates instructional videos for program use; provides instruction at Citizens Police Academy; participates in additional training areas such as violence prevention, children's issues, and parent education.

Patrols designated 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.

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

Acts as a liaison with school administration, court officials, juvenile and other agencies.

Assists Youth Services and State Probation Officers in their supervision of juvenile offenders; discusses, develops, and implements alternative programs for juvenile offenders; coordinates and/or supervises work of juvenile offenders who have been assigned to perform community service work.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, subpoenas, summonses, diagrams, or other documents.

Receives various forms, reports, correspondence, 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, or other computer programs.

Maintains records, logs, and files pertaining to students, program activities, etc.; 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, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, informants, inmates, schools, the public, the media, community organizations, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

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.

ADDITIONAL FUNCTIONS

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

Conducts various errands as needed, which may include transporting documentation to courthouse or other locations, transporting bank transactions, transporting blood to hospitals in cases of emergencies, delivering emergency messages, or other tasks.

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 two (2) years previous experience and/or training involving law enforcement, patrol work, 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 Marine Patrol functions may require possession and maintenance of valid Boating & Safety Officer 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 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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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.

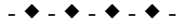
ADA COMPLIANCE

Physical 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

Date

Supervisor's Signature

Date