



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Agenda

Board of Commissioners

- 1-A Jessica Hannah 865-978-7049 jhannah@blounttn.org
- 1-B Earl McMahan 865-216-3160 emcmahan@blounttn.org
- 2-A Mike Akard 865-982-6369 makard@blounttn.org
- 2-B Dyran Bledsoe 865-806-7091 dbledsoe@blounttn.org
- 3-A Scott King 865-455-7335 sking@blounttn.org
- 3-B Mike Caylor 865-323-3143 maylor@blounttn.org
- 4-A Robbie Bennett 865-806-8869 rbennett@blounttn.org
- 4-B Dawn Reagan 865-567-5415 dreagan@blounttn.org
- 4-C John Giles 865-250-0438 jgiles@blounttn.org
- 5-A Jared Anderson 865-272-9455 janderson@blounttn.org
- 5-B Rick Carver 865-964-9945 rcarver@blounttn.org
- 6-A Nick Bright 865-254-0637 nbright@blounttn.org
- 6-B Misty Davis 865-363-1001 mddavis@blounttn.org
- 7-A Tom Stinnett 865-310-8606 tstinnett@blounttn.org
- 7-B Staci Martin 865-719-6765 slawhorn@blounttn.org
- 8-A Brad Bowers 865-659-7711 bbowers@blounttn.org
- 8-B Jeff Jopling 865-719-9480 jjopling@blounttn.org
- 9-A Ron French 865-577-8393 rfrench@blounttn.org
- 9-B Steve Mikels 865-755-6958 smikels@blounttn.org
- 10-A Linda Webb 865-389-0541 lwebb@blounttn.org
- 10-B David Wells 865-221-7603 dwells@blounttn.org

Thursday, August 17, 2023

6:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>
Zoom Meeting ID: 843 7286 2333

ROLL CALL

A. SETTING OF AGENDA.

B. CONSENT CALENDAR.

1. [Update on Transition Facility. \(Information Only\)](#)
2. [Minutes of Regular Commission Meeting on July 20, 2023.](#)
Attachments: [Meeting Minutes 2023-Jul-20](#)
3. [Minutes of Zoning Public Hearing on August 8, 2023.](#)
Attachments: [ZPH Minutes 2023-Aug-08](#)

4. [Approval of Bonds and Oaths.](#)

Attachments: [BONDS AND OATHS RESOLUTION 23-08-011](#)
[Oaths of Deputy Sheriff 2023-Aug-17](#)
[Public Officials Bonds 2023-Aug-17](#)
[Notary Public Bonds Oaths 2023-Aug-17](#)

5. [Notaries to be Elected.](#)

Attachments: [23-222 Notaries to be Elected 2023-Aug-17](#)

6. [Receiving of Reports. \(Information Only\)](#)

Attachments: [Minutes of AnimalCenterAdvisoryBoard Meeting 2023-Mar-07](#)
[Minutes of BeerBoard Meeting 2023-June-06](#)
[Minutes of BudgetCommittee Meeting 2023-July-11](#)
[Minutes of HumanResourcesCommittee Meeting 2023-June-06](#)
[Minutes of InsuranceCommittee Meeting 2022-Nov-15](#)
[Minutes of PlanningCommission 2023-June-22](#)
[Minutes of PlanningCommission 2023-May-25](#)
[Perishables Report -Q4 FY23](#)
[Chancery Court FY2023 Financial Report](#)
[Trustee Report July 2023](#)
[Trustee FY2023 Financial Report](#)

7. [July 2023 Financial Reports. \(Information Only\)](#)

Attachments: [ARPA Utility Project Update July 2023](#)
[ARPA Tracking 7.31.23](#)
[FY23.24 Capital Exhibit](#)
[July 2023 Expense Report](#)
[July 2023 Revenue Report](#)
[YTD Expense Report as of July 31 2023](#)
[YTD Revenue Report as of July 31 2023](#)
[US BANK REPORT JULY 2023](#)

8. [Tennessee Comptroller of the Treasury letter of acknowledgement in receipt of the certified copy of the fiscal year 2024 budget. \(Information Only\)](#)

Attachments: [Blount County Budget-County Metro Letter 07-21-2023](#)

C. PUBLIC INPUT ON ITEMS ON THE AGENDA.**D. ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS.**

1. [Confirmation of Mayoral Appointment for Blount County Purchasing Agent Charles Rafford.](#)

Attachments: [Appointment of Charles Rafford Memo 2023](#)

E. UNFINISHED BUSINESS.

F. NEW BUSINESS.

1. [Resolution No. 23-08-001. Budget Increase - County Buildings - \\$32,500.00 \(Appropriate Capital funds to hire roofing engineer for roof replacement for probation and recovery court building\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)

Attachments: [Resolution County Bldgs Probation Roof2](#)
[Amendment County Bldgs Probation Roof](#)
[Memo County Bldgs Probation Roof Budget](#)
[Background Roof Specification Design and Project Monitoring - Probation \(2\)](#)

2. [Resolution No. 23-08-002. Budget Increase - Elections - \\$14,600.00 \(Appropriate general county fund balance to support legislative change to voting machines; update ballot scanners and renew maintenance agreements.\) These expenses are reimbursable by the state. Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)

Attachments: [Resolution Elections Ofc Supplies & Maintenance Agreements](#)
[Amendment Elections - Ofc Supplies & Main Agree](#)
[Memo Elections - Ofc Supplies & Main Agree](#)

3. [Resolution No. 23-08-003. Budget Increase - Schools - \\$300,000.00 \(Appropriate education capital funds for contingency allowances on capital projects\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)

Attachments: [Resolution 177 Schools Contingencies](#)
[Amendment 177 Schools Contingencies](#)
[Memo 177 Schools Contingencies](#)

4. [Resolution No. 23-08-004. Budget Increase - Schools - \\$53,000.00 \(Appropriate education capital funds for roof design, bid specifications, and consultation oversight of new roof for Friendsville and Walland Elementary gymnasiums\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)

Attachments: [Resolution 177 Schools Roof Architect Fville and Walland gyms](#)
[Amendment 177 Schools Roof Architect Fville & Walland gyms](#)
[Memo 177 Schools Roof Architect Fville & Walland gyms](#)

5. [Resolution No. 23-08-005. Budget Increase - Highway - \\$32,208.00 \(Appropriate Insurance recovery funds to repair the traffic signal at Big Springs and William Blount Roads\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)
- Attachments:** [Resolution-Hwy Ins Recovery Funds](#)
 [Amendment hwy Ins Recovery Funds](#)
 [Memo-Hwy Ins Recovery Funds](#)
 [Backup-Hwy Ins Recovery Funds](#)
6. [Resolution No. 23-08-006. Budget Increase - Highway - \\$58,036.98 \(Appropriate highway capital funds for two road message boards for upcoming highway projects\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)
- Attachments:** [Resolution-Hwy Message Boards](#)
 [Amendment-Hwy Message Boards](#)
 [Memo-Hwy Message Boards](#)
7. [Resolution No. 23-08-007. Budget Increase - Highway - \\$1,000,000.00 \(Appropriate Multimodal grant awarded funds to continue design phase for the walking trail from Helton Road to Melrose Bridge; project requires 5% match\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-1\).](#)
- Attachments:** [Resolution-Hwy Multimodal Grant for Walking Trail](#)
 [Amendment-Hwy Multimodal Grant Walking Trail](#)
 [Memo-Hwy Multimodal Grant Walking Trail](#)
 [Multimodal Approval from Commission](#)
8. [Resolution No. 23-08-008. Budget Increase - Highway - \\$43,713.20 \(Appropriate highway capital fund balance for a set of automatic signal lights to support upcoming highway projects\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)
- Attachments:** [Resolution-Hwy Signal Lights](#)
 [Amendment-Hwy Signal Lights](#)
 [Memo-Hwy Signal Lights](#)
9. [Resolution No. 23-08-009. Budget Increase - Highway - \\$3,763,642.40 \(Re-appropriate the use of highway capital fund balance from FY23 to FY24 for ongoing highway projects and previously approved equipment purchases\). Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)
- Attachments:** [Resolution-Hwy Reappropriate Projects](#)
 [Amendment Hwy Reappropriate Projects](#)
 [Memo-Hwy Reappropriate Projects](#)

10. [Resolution No. 23-08-010. To authorize a two-dollar filing fee for documents filed electronically in the Register of Deeds' Office in Blount County, Tennessee. Referred to full commission with a favorable recommendation by the Budget Committee \(5-0\).](#)
Attachments: [Resolution 23_08_010 Reg of Deeds ROD Efile fee Resolution](#)
11. [Resolution No. 23-08-012, A Resolution that Approves Blount County, Tennessee, Human Resources Department Agreements that Extend Beyond the End of the Fiscal Year Term.](#)
Attachments: [Resolution for HR Agmts extending beyond FY - 8.17.23](#)
12. [Resolution No. 23-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024. Referred to full commission with a favorable recommendation by the Insurance Committee \(4-0\).](#)
Attachments: [RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR](#)
[Minutes of Insurance Committee 2023-Jul-18](#)
[Minutes of HR Committee 2023-Jul-18](#)
13. [Resolution No. 23-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024. Referred to full commission with a favorable recommendation by the Insurance Committee \(4-0\).](#)
Attachments: [RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EF](#)
[Minutes of Insurance Committee 2023-Jul-18](#)
[Minutes of HR Committee 2023-Jul-18](#)
14. [Resolution No. 23-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook. Referred to full commission with a favorable recommendation by the Human Resources Committee \(11-0\).](#)
Attachments: [A RESOLUTION AMENDING THE BLOUNT COUNTY TN EMPLOYEE HANDE](#)
[Exhibit A - BCG Handbook 2023](#)
[Summary of Proposed Changes to the Blount County Handbook](#)
[Minutes of HR Committee 2023-Jul-18](#)
15. [Resolution No. 23-08-016, A Resolution Amending the Highway Department's Addendum to the Blount County, Tennessee, Handbook. Referred to full commission with a favorable recommendation by the Human Resources Committee \(10-0\).](#)
Attachments: [A RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM 1](#)
[Exhibit A - BC Highway Dept Handbook Addendum \(1\)](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook \(1\)](#)
[Minutes of HR Committee 2023-Jul-18](#)

16. [Resolution No. 23-08-017, A Resolution Amending the Blount County Sheriff's Office Employee Policy and Procedure Manual. Referred to full commission with a favorable recommendation by the Human Resources Committee \(10-0\).](#)

Attachments: [A RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EM](#)
[Exhibit A - BCSO HR Manual 2023](#)
[Summary of Proposed Changes to the Blount County Sheriff's Office Employee](#)
[Minutes of HR Committee 2023-Jul-18](#)

17. [Resolution No. 23-08-018, A Resolution to Amend the Zoning Resolution of Blount County, Tennessee by Modifying Article 7 to Add a New Section Which Further Defines and Regulates Cluster Development.](#)

Attachments: [23-08-018 RESOLUTION 7.20 cluster development - FINAL](#)
[RESOLUTION 7.20 cluster - DRAFT](#)
[Cluster7.20draft to CC_052523](#)
[NOTICE OF ZONING PUBLIC HEARING 2023-AUG-08](#)

G. ANNOUNCEMENTS AND STATEMENTS.

H. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

I. ADJOURNMENT.



Legislation Details (With Text)

File #: 23-229 **Version:** 2 **Name:**
Type: Report **Status:** Agenda Ready
File created: 8/2/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Update on Transition Facility. (Information Only)
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Update on Transition Facility. (Information Only)



Legislation Details (With Text)

File #: 23-230 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 8/9/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Minutes of Regular Commission Meeting on July 20, 2023.
Sponsors:
Indexes:
Code sections:
Attachments: [Meeting Minutes 2023-Jul-20](#)

Date	Ver.	Action By	Action	Result
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Minutes of Regular Commission Meeting on July 20, 2023.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Board of Commissioners

1-A Jessica Hannah 865-978-7049 jhannah@blounttn.org
1-B Earl McMahan 865-216-3160 emcmahan@blounttn.org
2-A Mike Akard 865-982-6369 makard@blounttn.org
2-B Dyran Bledsoe 865-806-7091 dbledsoe@blounttn.org
3-A Scott King 865-455-7335 sking@blounttn.org
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9-B Steve Mikels 865-755-6958 smikels@blounttn.org
10-A Linda Webb 865-389-0541 lwebb@blounttn.org
10-B David Wells 865-221-7603 dwells@blounttn.org

Thursday, July 20, 2023

6:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 837 6363 7039

ROLL CALL

BE IT REMEMBERED, that the Blount County Board of Commissioners met in regular session on Thursday, July 20, 2023, at 6:30 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Commission Chairman Jared Anderson called the meeting to order. An electronic roll call was taken by Blount County Clerk Gaye Hasty. There were 20 members present and 1 was absent. The Chairman declared that a quorum did exist. The following proceedings were held, to wit:

Present: 20 - Commissioner Mike Akard, Chairperson Jared Anderson, Commissioner Robbie Bennett, Commissioner Dyran Bledsoe, Commissioner Brad Bowers, Commissioner Nick Bright, Commissioner Richard Carver, Commissioner Mike Caylor, Commissioner Misty Davis, Vice Chair Ron French, Commissioner John Giles, Commissioner Jessica Hannah, Commissioner Scott King, Commissioner Staci Martin, Commissioner Earl McMahan, Commissioner Steve Mikels, Commissioner Dawn Reagan, Commissioner Tom Stinnett, Commissioner Linda Webb, and Commissioner David Wells

Absent: 1 - Commissioner Jeff Jopling

A. SETTING OF AGENDA.

A motion was made by Commissioner Bright, seconded by Commissioner Wells, that the agenda be set.

A motion was made by Commissioner Mikels, seconded by Vice Chair French, that Resolution No. 23-07-017, "A Resolution by the Blount County Board of Commissioners to Support the Veterans Affairs Office Need for an Additional Veterans Service Officer/Office Assistant." be added pursuant to local Rule 6 to be considered directly by the Board of Commissioners without prior submission to the Workshop. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

With no objection, the Chairman declared that item F.6 would be moved to the front of F. New Business.

An electronic vote was taken to set the agenda as amended. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

B. CONSENT CALENDAR.

A motion was made by Vice Chair French, seconded by Commissioner Martin, that the Consent Calendar be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

1. [Resolution No. 23-06-014, A Proclamation Honoring High School Senior Grant Campbell for Record Breaking High Jump.](#)

Attachments: [proclamation Grant Campbell State-record setting high jump](#)

The Chairman recognized Commissioner Bennett to read the proclamation out loud. The adopted proclamation was presented to Grant Campbell.

2. [Minutes of Regular Commission Meeting on June 15, 2023.](#)

Attachments: [MeetingMinutes2023-June-15](#)

The minutes were approved.

3. [Approval of Bonds and Oaths.](#)

Attachments: [OATHS AND BONDS RESOLUTION 23-07-011](#)

[Oaths of Deputy Sheriff 2023-Jul-11](#)

[Notary Public Bonds and Oaths 2023-Jul-20](#)

The Resolution was adopted.

4. [Notaries to be Elected.](#)

Attachments: [Notaries to be Elected 2023-Jul-20](#)

The notaries were elected.

5. [Receiving of Reports. \(Information Only\)](#)

Attachments: [Minutes of Beer Board Meeting 2023-May-18](#)

[Minutes of Budget Committee 2023-June-05](#)

[Minutes of BZA Meeting 2023-May-04](#)

[Minutes of Human Resources Committee 2022-Nov-15](#)

[Minutes of Insurance Committee 2022-July-19](#)

[Minutes of Planning Commission 2023-Apr-27](#)

[Trustee Report May 2023](#)

[Trustee Report June 2023](#)

[County Clerk FY2023 Financial Report](#)

[Register of Deeds FY2023 Financial Report](#)

The reports were received and filed.

6. [June 2023 Financial Reports. \(Information Only\)](#)

Attachments: [ARPA Utility Project Update June 2023](#)
[ARPA Tracking 6.30.23](#)
[FY23.24 Capital Exhibit](#)
[June 2023 Expense Report](#)
[June 2023 Revenue Report](#)
[YTD Expense Report as of June 30 2023](#)
[YTD Revenue Report as of June 30 2023](#)
[US BANK REPORT JUNE 2023](#)

The reports were received and filed.

7. [Blount County Government Purchasing Department Policies and Procedures. \(Information Only\) Referred to full commission by the Purchasing Commission with a favorable recommendation \(4-0\).](#)

Attachments: [Commission Memo Re Updated Purchasing Policy](#)
[Blount County Government Purchasing Policy 2023](#)
[MinutesPurchasingComm2023-June-29](#)

The policies and procedures were received and filed.

8. [Fiscal Confirmation Letter - ThreeStar Program. \(Information Only\)](#)

Attachments: [Three Star 2023 Packet](#)

The information was received and filed.

C. PUBLIC INPUT ON ITEMS ON THE AGENDA.**D. ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS.****1. [Public Building Authority \(6-Year Term\) Confirmation of Mayoral Appointments of Jerry Cunningham and Jason Emert.](#)**

Attachments: [PBA Board July 2023](#)

A motion was made by Commissioner Martin, seconded by Commissioner Bowers, that the appointments be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

E. UNFINISHED BUSINESS.

F. NEW BUSINESS.

6. [Resolution No. 23-07-004. Budget Increase - Schools - \\$4,218,000.00 \(Appropriate funds for synthetic turf athletic fields at both Heritage and William Blount High Schools\). Referred to full commission with a favorable recommendation by the Budget Committee \(3-1\).](#)

Attachments: [Resolution school turf for WBHS HHS](#)

[Amendment & memo school turf for WBHS HHS](#)

A motion was made by Commissioner Reagan, seconded by Commissioner Bowers, that the Resolution be adopted.

A motion was made by Commissioner Akard, seconded by Commissioner Hannah, that the rules be suspended to divide the question in order to consider 1) the re-appropriation of \$3,604,000.00 that was approved and appropriated in FY2022-23; and 2) an additional appropriation of \$614,000.00. An electronic vote was taken. The Chairman declared the motion to have failed by the following vote:

Yes: 8 - Akard, Carver, Caylor, Giles, Hannah, King, McMahan, and Mikels

No: 12 - Anderson, Bennett, Bledsoe, Bowers, Bright, Davis, French, Martin, Reagan, Stinnett, Webb, and Wells

Absent: 1 - Jopling

Abstain: 0

A motion was made by Commissioner Bowers, seconded by Commissioner King, that called for previous question. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 14 - Anderson, Bennett, Bledsoe, Bowers, Carver, Caylor, French, King, Martin, McMahan, Reagan, Stinnett, Webb, and Wells

No: 6 - Akard, Bright, Davis, Giles, Hannah, and Mikels

Absent: 1 - Jopling

Abstain: 0

An electronic vote was taken on the motion that the Resolution be adopted. The Chairman declared the motion to have passed by the following vote:

Yes: 17 - Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, King, Martin, McMahan, Reagan, Stinnett, Webb, and Wells

No: 2 - Akard, and Hannah

Absent: 1 - Jopling

Abstain: 0

Did Not Vote: 1 - Mikels

Meeting went into recess

Meeting reconvened

1. [Request Approval for BCSO Grant Application - \\$25,000.00, No Match \(To apply for non-inmate Emergency Mental Health Transport Program Funds\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [MHT Grant Information Worksheet 2023-2024](#)

[Memo- Purpose and Eligibility of MHT grant](#)

[FY24 MHT Solicitation Grant](#)

[MHT solicitation PPT 2024](#)

A motion was made by Commissioner Akard, seconded by Commissioner Giles, that the grant request be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

2. [Request Approval for BCSO Grant Application - \\$22,147.00, No Match \(To apply for Edward Byrne Memorial Grant; to fund Motorola Interoperable radios, software, hardware and programming\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [BCSO Grant Information Worksheet JAG](#)

[Memo-email detailing JAG grant](#)

[jag-program-fact-sheet](#)

[fy23-jag-local-allocations-TN \\$22,147](#)

[JAG grant solicitation O-BJA-2023-171790](#)

A motion was made by Commissioner Carver, seconded by Commissioner Mikels, that the grant request be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

3. [Resolution No. 23-07-001. Budget Transfer - FY 23-24 County Wide Compensation Adjustment - \\$5,193,197.00 \(Re-appropriate funds to the proper pay and benefit lines for the FY23-24 Budget Year\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Compensation Adjustment 24](#)
[Amendment Compensation Adjustment](#)
[Memo Compensation Appropriation](#)
[Exhibit A](#)

A motion was made by Commissioner Carver, seconded by Vice Chair French, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

4. [Resolution No. 23-07-002. Budget Transfer - Schools - \\$2,124,200.00 \(Transfer to cut fund 141 appropriations to balance with FY23-24 Commission adopted budget\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution 141-Various Balance Cuts with Adopted 7-11-23](#)
[Amendment and memo School 141 Budget Transfer to Balance FY24](#)

A motion was made by Vice Chair French, seconded by Commissioner Reagan, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

5. [Resolution No. 23-07-003. Budget Increase - Schools - \\$215,000.00 \(Appropriate funds for occupational and physical therapy services for special education students\).](#) [Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution school fund 141-PT and OT](#)
[Amendment & Memo schools Fund 141 PT and OT](#)

A motion was made by Commissioner Bowers, seconded by Commissioner Webb, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

7. [Resolution No. 23-07-005. Budget Increase - Highway - \\$120,483.00 \(Appropriate funds for salary and benefits for an Assistant Highway Engineer\).](#) [Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Hwy Assistant Engineer](#)
[Amendment Hwy Assistant Engineer \(2\)](#)
[Memo Hwy Assistant Engineer](#)

A motion was made by Commissioner Giles, seconded by Commissioner Webb, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

8. [Resolution No. 23-07-006. Budget Increase - Library - \\$76,319.99 \(Re-appropriate capital equipment funds donated from the Foundation to purchase the Automatic Materials Handler\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Library Automation Handler.docx](#)

[Amendment and Memo Library Automation Handler \(1\)](#)

A motion was made by Commissioner Bright, seconded by Commissioner Carver, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

9. [Resolution No. 23-07-007. Budget Increase - Library - \\$5,400.00 \(Re-appropriate capital building improvement funds donated from the Foundation for architectural drawings for Automatic Handler design project\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Library Architect](#)

[Amendment and Memo Library Architect \(2\)](#)

A motion was made by Commissioner Carver, seconded by Commissioner Webb, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

10. [Resolution No. 23-07-008. Budget Increase - General Administration - \\$200,000.00 \(Receive insurance recovery payment of \\$200,000.00 for the loss of fire truck and appropriate funds to the Blount County Fire Protection District\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Insurance Recovery](#)
[Amendment Request Insurance Recovery](#)
[Memo Insurance Recovery](#)

A motion was made by Commissioner Carver, seconded by Commissioner Mikels, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

11. [Resolution No. 23-07-012. Ordinance Providing for the Regulation of Dogs and Cats and the Regulation, Capture, Impounding and Humane Disposition of Stray Dogs, Stray Cats and Other Stray Animals. Referred to full commission by the Animal Center Advisory Board with a favorable recommendation.](#)

Attachments: [Resolution 23-07-012 Ordinance for Regulation of Dogs and Cats and Stray Animals 2023](#)
[BC Animal Control Ordinance 2023-Jul-20](#)
[MeetingMinutes10-Jul-2023-02-38-46](#)

A motion was made by Commissioner Carver, seconded by Commissioner Webb, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 16 - Akard, Anderson, Bennett, Bledsoe, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Reagan, Webb, and Wells

No: 4 - Bowers, Bright, Mikels, and Stinnett

Absent: 1 - Jopling

Abstain: 0

12. [Resolution No. 23-07-013, A Resolution to Enter Into a Grant Contract with the State of Tennessee for Water and Sewer Infrastructure Projects.](#)

Attachments: [TDEC Grant Contract Resolution 23-07-013](#)

[Grant Contract between TDEC and Blount County Ready for Signature](#)
[TDEC Grant Contract Memo July 2023](#)

A motion was made by Commissioner Wells, seconded by Commissioner Giles, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

13. [Resolution No. 23-07-014, Resolution to Approve Utility Easement Agreement Relative to Public Improvements.](#)

Attachments: [Resolution to Approve Utility Easement 2023](#)

[Permanent Utility Easement at Hubbard School 2023](#)

A motion was made by Commissioner Carver, seconded by Commissioner Reagan, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

14. [Resolution No. 23-07-015, A Resolution to Terminate the Lease Agreement with Eagleton Ballpark, Inc., a Tennessee Not-For-Profit Corporation.](#)

Attachments: [Resolution Suspending Lease Agreement of Eagleton Ballfield](#)

[Lease Agreement Eagleton Page 4](#)

[Memo Lease Agreement Suspension 2023](#)

A motion was made by Commissioner Bright, seconded by Commissioner Carver, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 19 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, and Webb

No: 0

Absent: 1 - Jopling

Abstain: 1 - Wells

15. [Resolution No. 23-07-016, A Resolution by the Blount County Board of Commissioners Recommending the Property Assessor Pursue Designating Nightly Rental Housing as Commercial.](#)

Attachments: [RESOLUTION Nightly Rental Housing Deemed Commercial 2023-May-17](#)

A motion was made by Commissioner Bright, seconded by Vice Chair French, that the Resolution be adopted. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 18 - Akard, Anderson, Bennett, Bledsoe, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Reagan, Stinnett, Webb, and Wells

No: 2 - Bowers, and Mikels

Absent: 1 - Jopling

Abstain: 0

16. [Setting of a Zoning Public Hearing to Amend the Zoning Resolution of Blount County, Tennessee by Modifying Article 7 to add a new Section which Further Defines and Regulates Cluster Development.](#)

Attachments: [RESOLUTION 7.20 cluster - DRAFT Cluster7.20draft to CC_052523](#)

A motion was made by Commissioner Akard, seconded by Commissioner Mikels, that the Zoning Public Hearing be held on Tuesday, August 8, 2023, at 6:00 p.m. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 20 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, Hannah, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 1 - Jopling

Abstain: 0

17. [Resolution No. 23-07-017, A Resolution by the Blount County Board of Commissioners to Support the Veterans Affairs Office Need for an Additional Veterans Service Officer/Office Assistant.](#)

Attachments: [VSO OfficeAsst RESOLUTION 23-07-017](#)

A motion was made by Vice Chair French, seconded by Commissioner Bright, that the Resolution be adopted.

A motion was made by Commissioner Caylor, seconded by Commissioner Stinnett, that the Resolution be postponed for one month.

A motion was made by Commissioner Bledsoe, seconded by Commissioner Mikels, that called for the previous question on the motion to postpone. A roll call vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 17 - Anderson, Bennett, Bledsoe, Bowers, Carver, Caylor, Davis, French, Giles, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 2 - Akard, and Bright

Absent: 2 - Hannah, and Jopling

Abstain: 0

An electronic vote was taken on the motion that the Resolution be postponed for one month. The Chairman declared the motion to have failed by the following vote:

Yes: 7 - Anderson, Carver, Caylor, Giles, King, McMahan, and Stinnett

No: 12 - Akard, Bennett, Bledsoe, Bowers, Bright, Davis, French, Martin, Mikels, Reagan, Webb, and Wells

Absent: 2 - Hannah, and Jopling

Abstain: 0

An electronic vote was taken on the motion that the Resolution be adopted. The Chairman declared the motion to have passed by the following vote:

Yes: 19 - Akard, Anderson, Bennett, Bledsoe, Bowers, Bright, Carver, Caylor, Davis, French, Giles, King, Martin, McMahan, Mikels, Reagan, Stinnett, Webb, and Wells

No: 0

Absent: 2 - Hannah, and Jopling

Abstain: 0

G. ANNOUNCEMENTS AND STATEMENTS.

H. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

I. ADJOURNMENT.

With no objection, the Chairman declared the meeting to be adjourned. The Blount County Board of Commissioners having met in regular session adjourned on Thursday, July 20, 2023, at 9:27 p.m.



Legislation Details (With Text)

File #: 23-231 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 8/9/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Minutes of Zoning Public Hearing on August 8, 2023.
Sponsors:
Indexes:
Code sections:
Attachments: [ZPH Minutes 2023-Aug-08](#)

Date	Ver.	Action By	Action	Result
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Minutes of Zoning Public Hearing on August 8, 2023.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Draft

Board of Commissioners

1-A Jessica Hannah 865-978-7049 jhannah@blounttn.org
1-B Earl McMahan 865-216-3160 emcmahan@blounttn.org
2-A Mike Akard 865-982-6369 makard@blounttn.org
2-B Dyran Bledsoe 865-806-7091 dbledsoe@blounttn.org
3-A Scott King 865-455-7335 sking@blounttn.org
3-B Mike Caylor 865-323-3143 maylor@blounttn.org
4-A Robbie Bennett 865-806-8869 rbennett@blounttn.org
4-B Dawn Reagan 865-567-5415 dreagan@blounttn.org
4-C John Giles 865-250-0438 jgiles@blounttn.org
5-A Jared Anderson 865-272-9455 janderson@blounttn.org
5-B Rick Carver 865-964-9945 rcarver@blounttn.org
6-A Nick Bright 865-254-0637 nbright@blounttn.org
6-B Misty Davis 865-363-1001 mddavis@blounttn.org
7-A Tom Stinnett 865-310-8606 tstinnett@blounttn.org
7-B Staci Martin 865-719-6765 slawhorn@blounttn.org
8-A Brad Bowers 865-659-7711 bbowers@blounttn.org
8-B Jeff Jopling 865-719-9480 jjopling@blounttn.org
9-A Ron French 865-577-8393 rfrench@blounttn.org
9-B Steve Mikels 865-755-6958 smikels@blounttn.org
10-A Linda Webb 865-389-0541 lwebb@blounttn.org
10-B David Wells 865-221-7603 dwells@blounttn.org

Tuesday, August 8, 2023

6:00 PM

Blount County Courthouse, Room 430

ZONING PUBLIC HEARING

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 872 5622 2928

ROLL CALL

BE IT REMEMBERED, that a Zoning Public Hearing was held on Tuesday, August 8, 2023, at 6:03 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Commission Chairman Jared Anderson called the meeting to order. An electronic roll call was taken by Blount County Clerk Gaye Hasty. There were 11 members present, and 10 absent. The Chairman declared that a quorum did exist. The following proceedings were held, to wit:

- Present:** 11 - Chairperson Jared Anderson, Commissioner Brad Bowers, Commissioner Nick Bright, Commissioner Mike Caylor, Vice Chair Ron French, Commissioner John Giles, Commissioner Jeff Jopling, Commissioner Staci Martin, Commissioner Steve Mikels, Commissioner Dawn Reagan, and Commissioner David Wells
- Absent:** 10 - Commissioner Mike Akard, Commissioner Robbie Bennett, Commissioner Dyran Bledsoe, Commissioner Richard Carver, Commissioner Misty Davis, Commissioner Jessica Hannah, Commissioner Scott King, Commissioner Earl McMahan, Commissioner Tom Stinnett, and Commissioner Linda Webb

A. [Resolution No. 23-08-018, A Resolution to Amend the Zoning Resolution of Blount County, Tennessee by Modifying Article 7 to Add a New Section Which Further Defines and Regulates Cluster Development.](#)

Attachments: [23-08-018 RESOLUTION 7.20 cluster development - FINAL](#)
[RESOLUTION 7.20 cluster - DRAFT](#)
[Cluster7.20draft_to CC_052523](#)
[NOTICE OF ZONING PUBLIC HEARING 2023-AUG-08](#)

The Chairman recognized the Clerk to read the call out loud. The Chairman declared the Zoning Public Hearing to be open, and asked if anyone present wanted to speak on the zoning amendment request. There was no response. The Chairman declared the Zoning Public Hearing to be closed.

ADJOURNMENT

The Chairman declared the meeting to be adjourned. The Zoning Public Hearing closed on Tuesday, August 8, 2023, at 6:05 p.m.



Legislation Details (With Text)

File #: RES 23-332 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Approval of Bonds and Oaths.
Sponsors:
Indexes:
Code sections:
Attachments: [BONDS AND OATHS RESOLUTION 23-08-011](#)
[Oaths of Deputy Sheriff 2023-Aug-17](#)
[Public Officials Bonds 2023-Aug-17](#)
[Notary Public Bonds Oaths 2023-Aug-17](#)

Date	Ver.	Action By	Action	Result
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Approval of Bonds and Oaths.

RESOLUTION NO. 23-08-011

Sponsored by Commissioners Ron French and Rick Carver

A RESOLUTION TO APPROVE AND ACCEPT THE BONDS AND OATHS OF DEPUTY SHERIFF, PUBLIC OFFICIALS, AND NOTARIES PUBLIC OF BLOUNT COUNTY, TENNESSEE.

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in regular session assembled on September 17, 2023:

WHEREAS, Gaye Hasty, Blount County Clerk, has certified according to the records of her office that the persons named on the attached listings entitled "OATHS OF DEPUTY SHERIFF" have taken their oaths of office; and

WHEREAS, said Gaye Hasty, has certified according to the records of her office that the persons named on the attached listing entitled "PUBLIC OFFICIAL'S OATHS AND BONDS" have given approved bonds where applicable and have taken their oaths of office; and

WHEREAS, said Gaye Hasty, has certified according to the records of her office that the persons named on the attached listing entitled "NOTARY PUBLIC BONDS AND OATHS" have given approved bonds for the office of Notary Public and have taken their oaths of office.

NOW THEREFORE, BE RESOLVED BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE:

1. That the persons named on the attached listing entitled "OATHS OF DEPUTY SHERIFF" are hereby approved for such and their oaths therefor are approved as taken; and
2. That the persons named on the attached listing entitled "PUBLIC OFFICIAL'S OATHS AND BONDS" are hereby approved for such and the bonds or sureties are accepted and approved and their oaths therefor are approved as taken; and
3. That the persons named on the attached listing entitled "NOTARY PUBLIC BONDS AND OATHS" are hereby approved for such and the bonds or sureties are accepted and approved and their oaths therefor are approved as taken; and
4. That each such person named on the listing hereinabove mentioned (which listing is attached hereto and incorporated herein by reference) is hereby deemed to have been individually considered according to the particular matter relating thereto.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER PASSAGE, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved _____

Vetoed _____

County Mayor

Date

**REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
OATHS OF DEPUTY SHERIFFS**

August 17th, 2023

<u>DEPUTY</u>	<u>DATE</u>
Cameron Daughtery	07/24/2023
Christian Cate	07/24/2023
Christopher Cholewiak	07/24/2023
Jacob Tenn	07/24/2023
Chad Buchanan	07/24/2023
Mason Kinsler	07/24/2023
Jakob Kerr	07/24/2023
Charles Martin	07/28/2023

**REPORT FROM THE OFFICE OF THE BLOUNT COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
PUBLIC OFFICIALS BOND
AUGUST 17, 2023**

PUBLIC OFFICIAL NAME AND TITLE	COVERED DATES OF BOND	AMOUNT OF BOND (USD)
Charles Rafford Purchasing Agent	August 18, 2023 – August 18, 2027	\$100,000.00

REPORT FROM THE OFFICE OF THE COUNTY CLERK
TO THE BLOUNT COUNTY COMMISSION
NOTARY PUBLIC BONDS OATHS.

DATE: AUGUST 17, 2023

THE FOLLOWING NOTARIES PUBLIC ELECT OF BLOUNT COUNTY APPEARED IN THE COUNTY CLERK'S OFFICE TO RECEIVE THEIR COMMISSIONS DULY SIGNED BY HONORABLE BILL LEE GOVERNOR, AND COUNTERSIGNED BY APPROVED BOND OF TEN THOUSAND DOLLARS AND QUALIFIED AS BY LAW REQUIRED:

New Total: 47 Reappointment Total: 0

NAME OF NOTARY PUBLIC	DATE QUALIFIED	SURETIES
MATTHEW A BROWN	07-06-2023	CONTRACTORS BONDING AND INSURANCE
DEBRA K SUDHOFF	07-07-2023	TRAVELERS CASUALTY AND SURETY
LISA HUSKEY	07-10-2023	THE CINCINNATI INSURANCE COMPANY
MARGARET SHAFFER	07-10-2023	WESTERN SURETY CO
TAYLOR COOPER	07-10-2023	TRAVELERS CASUALTY AND SURETY
KADEN FOX	07-10-2023	CONTRACTORS BONDING AND INSURANCE
STACIE ANN HARRIS	07-10-2023	STATE FARM FIRE AND CASUALTY COMPANY
JUDY A. TEAGUE	07-11-2023	TRAVELERS CASUALTY & SURETY CO
ANNA L HOLBERT	07-11-2023	THE CINCINNATI INS. CO.
VANESSA GRAHAM	07-11-2023	THE CINCINNATI INSURANCE COMPANY
DIANE M HICKS	07-11-2023	WESTERN SURETY CO.
JUAN R COLON	07-11-2023	MERCHANTS BONDING CO.
KAYLA T PLEDGE	07-12-2023	CONTRACTORS BONDING AND INSURANCE
KATHRYN TAYLOR	07-12-2023	CONTRACTORS BONDING & INS. CO.
MINDY BOUDREAU	07-12-2023	AUTO OWNERS INSURANCE
TANNER S JONES	07-12-2023	AUTO OWNERS INSURANCE COMPANY
C ERICA JORDAN	07-13-2023	WESTERN SURETY CO.
MEREDITH HARRELL	07-14-2023	AMERICAN BANKERS INSURANCE COMPANY
KAREN STEELE MARTIN	07-14-2023	RLI INSURANCE COMPANY
KIMBERLY WILSON	07-14-2023	WESTERN SURETY CO
SPARKIE ANN MORGAN	07-14-2023	SURETY BONDING CO OF AMERICA
NICOLETA MARGARETA FAUS	07-14-2023	TRAVELERS CASUALTY AND SURETY
JANET HOUSER	07-17-2023	TRAVELERS CASUALTY AND SURETY
ANDREA L JONES	07-17-2023	WESTERN SURETY CO
BRITANY CASEY	07-17-2023	RLI INSURANCE
TERESA H. DAVIS	07-18-2023	STATE FARM FIRE AND CASUALTY COMPANY
JONATHAN MICHAEL WILLIAMS	07-18-2023	AUTO OWNERS INSURANCE
CAROLYN SEXTON	07-18-2023	AMERICAN BANKERS INSURANCE
JOHN PERRONE	07-18-2023	US SPECIALTY INSURANCE COMPANY
BROOKE AUTUMN WILKIE	07-18-2023	STATE FARM FIRE AND CASUALTY COMPANY
COOPER DAVIS	07-19-2023	AMERICAN BANKERS INSURANCE
CONNIE SWAFFORD	07-19-2023	CONTRACTORS BONDING AND INSURANCE
KATHERINE BARBER	07-20-2023	WESTERN SURETY CO
JANE M. HODGE	07-20-2023	SAMUEL CHRISTOPHER MCCALL
DIANNA REISSER	07-21-2023	WESTERN SURETY CO
LISA J JOHNSON	07-21-2023	CONTRACTORS BONDING AND INSURANCE
TORI CASSELL	07-21-2023	WESTERN SURETY CO.
STEPHANIE RADFORD	07-21-2023	TRAVELERS CASUALTY AND SURETY
KIMBERLY A JONES	07-25-2023	SURETY BONDING CO OF AMERICA
CAITLYN CRIPPS	07-25-2023	OLD REPUBLIC SURETY CO
JENNIFER STREETER	07-26-2023	STATE FARM FIRE AND CASUALTY COMPANY
KIMBERLY BREEDEN	07-26-2023	AMERICAN BANKERS INSURANCE COMPANY
NIKKI COX	07-26-2023	WESTERN SURETY CO
RHONDA MONDAY	07-26-2023	TRAVELERS CASUALTY AND SURETY
ASHLEY SHALLENBERGER	07-27-2023	WESTERN SURETY COMPANY
TRICIA DEANNE PAGE	07-28-2023	WESTERN SURETY COMPANY
KIM BRUMBALOUGH	07-31-2023	WESTERN SURETY CO



Legislation Details (With Text)

File #: 23-222 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Notaries to be Elected.
Sponsors:
Indexes:
Code sections:
Attachments: [23-222 Notaries to be Elected 2023-Aug-17](#)

Date	Ver.	Action By	Action	Result
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Notaries to be Elected.

BLOUNT COUNTY CLERK
GAYE HASTY COUNTY CLERK
345 COURT STREET
MARYVILLE TN 37804
Telephone 865-273-5800
Fax 865-273-5815

Notaries to be elected August 17,2023

JULIE LYNN ALBRIGHT
SONIA ANDRADE
CHASTITY MARIE ARWOOD
STEELMAN
KATHY BACH
TREVA H. BEST
CINDY L BOLES
BRIANA BRANTLEY
JAMES NICHOLAS BRIGHT
ALaura LEIGH-ANNE BROGDON
ALLISON LYNN COUSINS
AMANDA DABBS
PENNY FERGUSON
CINDY C FLOYD
JENNIFER GRACE FRANTZEN
MICHELLE GLADSTONE
PAMELA CAROL GUIDER
CHRISTIAN P HALLOY
WENDY DIANE HENSON
CANDICE ASHLIE KAGAY
HEATHER D KENNEDY
TAMMY LASSELL

MARYKATHERINE LEVENS
DANA LOGGINS

SARAH MCCROSKEY
SUSAN MISTY MUNCEY
ANNA PETERSON
KERI CHARNELLE PRIGMORE
PAULA ANN RAUHUFF
JILL RIDINGS
REX GARRETT ROGERS
CAROLINE RULE
ANGELA KAY SUTTON
JOSHUA DAVID TENNIES
FRED TOLSON
KATI ELIZABETH TOWNSEND
LYNNE MARIE VERBOWSKI
ANITA ROSE WARD
MELANIE DAWN WATERS
LEANNA RHEA WHITE
SCARLET REA WRIGHT
MICHELLE ZASTROW



Legislation Details (With Text)

File #: 23-223 **Version:** 1 **Name:**

Type: Report **Status:** Agenda Ready

File created: 7/31/2023 **In control:** Board of Commissioners

On agenda: 8/17/2023 **Final action:**

Title: Receiving of Reports. (Information Only)

Sponsors:

Indexes:

Code sections:

Attachments: [Minutes of AnimalCenterAdvisoryBoard Meeting 2023-Mar-07](#)
[Minutes of BeerBoard Meeting 2023-June-06](#)
[Minutes of BudgetCommittee Meeting 2023-July-11](#)
[Minutes of HumanResourcesCommittee Meeting 2023-June-06](#)
[Minutes of InsuranceCommittee Meeting 2022-Nov-15](#)
[Minutes of PlanningCommission 2023-June-22](#)
[Minutes of PlanningCommission 2023-May-25](#)
[Perishables Report -Q4 FY23](#)
[Chancery Court FY2023 Financial Report](#)
[Trustee Report July 2023](#)
[Trustee FY2023 Financial Report](#)

Date	Ver.	Action By	Action	Result
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Receiving of Reports. (Information Only)



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Animal Center Advisory Board

Commissioner Richard Carver, Chairperson
Commissioner Mike Akard, Vice Chair
Commissioner Jessica Hannah
Board Member Angie Holley
Commissioner Staci Martin
Board Member Carl Koella
Board Member Chris Protzman
Board Member Pam Ragon
Commissioner Linda Webb

Tuesday, March 7, 2023

5:45 PM

Blount County Courthouse, Room 433

Roll Call

BE IT REMEMBERED, that a meeting of the Blount County Animal Center Advisory Board was held on Tuesday, March 7, 2023, at 5:45 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Board of Commissioners Chairman Jared Anderson called the meeting to order. There were 8 members present, with the late arrival of Commissioner Jessica Hannah, and 1 absent. Chairman Anderson declared that a quorum did exist. The following proceedings were held, to wit:

- Present** 8 - Commissioner Mike Akard, Commissioner Richard Carver, Commissioner Jessica Hannah, Commissioner Staci Martin, Board Member Carl Koella, Board Member Chris Protzman, Board Member Pam Ragon, and Commissioner Linda Webb
- Absent** 1 - Board Member Angie Holley

Election of Animal Center Advisory Board Chairperson

Chairman Anderson opened the floor for nominations. Board Member Koella nominated Rick Carver for Chairman of the Animal Center Advisory Board. The motion was seconded by Commissioner Lawhorn. With no objection, Chairman Anderson declared nominations to cease.

A voice vote was taken on the nomination of Rick Carver for Chairman of the Animal Center Advisory Board with all voting aye, and none opposed. Chairman Anderson declared Commissioner Carver to be elected as Chairman of the Animal Center Advisory Board.

Chairman Anderson turned the floor over to the Animal Center Advisory Board Chairman Rick Carver.

Election of Animal Center Advisory Board Vice Chair

The Chairman opened the floor for nominations. Board Member Koella nominated Mike Akard for Vice Chair of the Animal Center Advisory Board. The motion was seconded by Commissioner Webb. Nominations were ceased. A voice vote was taken on the nomination of Mike Akard for Vice Chair of the Animal Center Advisory Board with all voting aye, and none opposed. The Chairman declared Commissioner Akard to be elected as Vice Chair of the Animal Center Advisory Board.

A. Setting of Agenda.

A motion was made by Commissioner Lawhorn, seconded by Commissioner Webb, that the agenda be set. A voice vote was taken with all voting aye, and none opposed. The Chairman declared the motion to have passed.

B. Public Input on Items on the Agenda.

There was none.

C. Approval of Minutes.

1. [Animal Center Advisory Board Meeting Minutes for August 30, 2022.](#)

Attachments: [ACAB Minutes 2022-Aug-30](#)

A motion was made by Commissioner Akard, seconded by Board Member Protzman, that the minutes be approved. A voice vote was taken with all voting aye, and none opposed. The Chairman declared the motion to have passed.

D. Old Business.

E. New Business.

1. Report from the Blount County Animal Center Staff.

Blount County Animal Center Director Charles Rafford gave a quarterly report that included: Year-to-date budget review and line items of concern (overtime, animal food/supplies, custodial supplies and office supplies); proposed FY2023-24 budget adjustment; statistics of animal intakes/outcomes; center expansion and architect plan drawings; mandatory meetings for volunteers; update of ACAB website; animal capacities; staff kitchen renovation project (use of donated funds); and proposed changes to the local animal control ordinance.

There was no action taken.

2. Other.

There was none.

F. Public Input on Items Not on the Agenda.

There was none.

G. Adjournment.

A motion was made by Board Member Protzman, seconded by Board Member Koella, to adjourn. The Chairman declared the meeting to be adjourned. The Blount County Animal Center Advisory Board meeting adjourned on Tuesday, March 7, 2023, at 6:17 p.m.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Beer Board

Commissioner Steve Mikels, Chairperson
Commissioner Richard Carver, Vice Chair
Commissioner Robbie Bennett
Commissioner Misty Davis
Commissioner Ron French
Commissioner Scott King
Commissioner Staci Martin
Commissioner Earl McMahan
Commissioner Dawn Reagan

Tuesday, June 6, 2023

6:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>
Zoom Meeting ID: 846 7032 4748

ROLL CALL

BE IT REMEMBERED, that a meeting of the Blount County Beer Board was held on Tuesday, June 6, 2023 at 6:00 p.m. in the Blount County Courthouse of Maryville, Tennessee. Blount County Beer Board Vice Chair Rick Carver called the meeting to order. An electronic roll call was taken by Blount County Clerk Gaye Hasty. There were 6 members present, and 3 absent. The Vice Chair declared that a quorum did exist. The following proceedings were held, to wit:

- Present** 6 - Commissioner Richard Carver, Commissioner Ron French, Commissioner Scott King, Commissioner Staci Martin, Commissioner Earl McMahan, and Commissioner Dawn Reagan
- Absent** 3 - Commissioner Robbie Bennett, Commissioner Misty Davis, and Commissioner Steve Mikels

A. SETTING OF AGENDA.

A motion was made by Commissioner French, seconded by Commissioner Martin, that the agenda be set. A voice vote was taken with all voting aye, and none opposed. The Vice Chair declared the motion to have passed.

B. APPROVAL OF MINUTES.

1. [Minutes of Beer Board Meeting on May 18, 2023.](#)

Attachments: [Minutes of Beer Board Meeting 2023-May-18](#)

A motion was made by Commissioner Reagan, seconded by Commissioner French, that the minutes be approved. A voice vote was taken with all voting aye, and none opposed. The Vice Chair declared the motion to have passed.

C. PUBLIC INPUT ON ITEMS ON THE AGENDA.

D. UNFINISHED BUSINESS.**E. NEW BUSINESS.**

1. [Public Hearing of a Request for an Off-Premises Beer Permit for Big 4, LLC d/b/a Lem's Korner at 3553 E. Lamar Alexander Parkway, Maryville, TN 37804.](#)

Attachments: [Lems Korner Off-Premises Beer Application](#)
[Notice Beer Permit Application Lems Korner](#)
[Public Notice of Beer Board Public Hearing 2023-Jul-11](#)
[Notice of Beer Permit Application Big 4 Lems Korner](#)
[Public Meeting Notice of Beer Board Public Hearing](#)

The Vice Chair recognized Beer Board Attorney Craig Garrett to open the public hearing. Attorney Garrett asked if a representative from Big 4, LLC d/b/a Lem's Korner was present. There was no response. With no objection, the Beer Board moved onto the next beer permit applicant. Upon returning to this applicant, there was still no one present representing Big 4, LLC d/b/a Lem's Korner. Attorney Garrett closed the public hearing and recommended that this beer permit request be deferred until the next meeting of the Beer Board. A motion was made by Commissioner French, seconded by Commissioner Reagan, that the beer permit request be deferred until the next Beer Board meeting. A voice vote was taken with all voting aye, and none opposed. The Vice Chair declared the motion to have passed.

2. [Public Hearing of a Request for an On- and Off-Premises Beer Permit for Dragon Mountain RV Resort, LLC, 7304 Old Railroad Bed Rd., Maryville, 37801](#)

Attachments: [Dragon Moutnain RV Resort On-Off-Premises Beer Application](#)
[Notice of Beer Permit Application Dragon Mtn RV Resort](#)
[Public Meeting Notice of Beer Board Public Hearing](#)

Beer Board Attorney Craig Garrett opened the public hearing. He administered the oath to Owner Lisa Demar. Ms. Demar affirmed that the request was for both an on and off premises beer permit, and that the information was true and correct to the best of her knowledge. According to the Blount County Sheriff's Office there are no churches, schools or other places of public gathering within 1,000 feet of the establishment, nor any residents within 300 feet of the business. Attorney Garrett asked the if there was anyone from the public that had any questions for the applicant. There was none. He asked the board if they had any questions. There was none. Attorney Garrett closed the public hearing and advised the board that the applicant having met the criteria for the issuance of a beer permit be approved.

A motion was made by Commissioner French, seconded by Commissioner Martin, that the request for an on and off premises beer permit be approved. A voice vote was taken with all voting aye, and none opposed. The Vice Chair declared the motion to have passed.

3. [Setting of the Next Beer Board Meeting.](#)

There was no action taken.

F. ANNOUNCEMENTS AND STATEMENTS.

G. ADJOURNMENT.

A motion was made by Commissioner French, seconded by Commissioner King, that the meeting be adjourned. The Vice Chair declared the meeting to be adjourned. The Blount County Beer Board adjourned on Tuesday, June 6, 2023, at 6:06 p.m.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes

Budget Committee

Mayor Ed Mitchell, Chairperson
Commissioner Jared Anderson
Commissioner Nick Bright
Commissioner Mike Caylor
Committee Member Sharon Hannum

Tuesday, July 11, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 882 1048 8149

A. ROLL CALL

Present 4 - Commissioner Jared Anderson, Commissioner Nick Bright, Committee Member Sharon Hannum, and Chairperson Ed Mitchell
Absent 1 - Commissioner Mike Caylor

B. EMERGENCY ANNOUNCEMENTS

C. PUBLIC INPUT ON ITEMS ON THE AGENDA

D. APPROVAL OF MINUTES

1 [June 5, 2023 Minutes](#)

Attachments: [June 5, 2023 Meeting Minutes](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Report be acted on as follows. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

E. FINANCE - TRANSFERS, INCREASES, DECREASES

- 1 [Resolution No. 23-07-001. Budget Transfer - FY 23-24 County Wide Compensation Adjustment - \\$5,193,197.00 \(Re-appropriate funds to the proper pay and benefit lines for the FY23-24 Budget Year\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Compensation Adjustment 24](#)
[Amendment Compensation Adjustment](#)
[Memo Compensation Appropriation](#)
[Exhibit A](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 2 [Resolution No. 23-07-002. Budget Transfer - Schools - \\$2,124,200.00 \(Transfer to cut fund 141 appropriations to balance with FY23-24 Commission adopted budget\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution 141-Various Balance Cuts with Adopted 7-11-23](#)
[Amendment and memo School 141 Budget Transfer to Balance FY24](#)

A motion was made by Commissioner Bright, seconded by Committee Member Hannum, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 3 [Resolution No. 23-07-003. Budget Increase - Schools - \\$215,000.00 \(Appropriate funds for occupational and physical therapy services for special education students\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution school fund 141-PT and OT](#)
[Amendment & Memo schools Fund 141 PT and OT](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 4 [Resolution No. 23-07-004. Budget Increase - Schools - \\$4,218,000.00 \(Appropriate funds for synthetic turf athletic fields at both Heritage and William Blount High Schools\). Referred to full commission with a favorable recommendation by the Budget Committee \(3-1\).](#)

Attachments: [Resolution school turf for WBHS HHS](#)
[Amendment & memo school turf for WBHS HHS](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 3 - Anderson, Bright, and Mitchell

No: 1 - Hannum

Absent: 1 - Caylor

Abstain: 0

- 5 [Resolution No. 23-07-005. Budget Increase - Highway - \\$120,483.00 \(Appropriate funds for salary and benefits for an Assistant Highway Engineer\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Hwy Assistant Engineer](#)
[Amendment Hwy Assistant Engineer \(2\)](#)
[Memo Hwy Assistant Engineer](#)

A motion was made by Commissioner Bright, seconded by Committee Member Hannum, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 6** [Resolution No. 23-07-006. Budget Increase - Library - \\$76,319.99 \(Re-appropriate capital equipment funds donated from the Foundation to purchase the Automatic Materials Handler\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Library Automation Handler.docx](#)
[Amendment and Memo Library Automation Handler \(1\)](#)

A motion was made by Committee Member Hannum, seconded by Commissioner Anderson, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 7** [Resolution No. 23-07-007. Budget Increase - Library - \\$5,400.00 \(Re-appropriate capital building improvement funds donated from the Foundation for architectural drawings for Automatic Handler design project\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Library Architect](#)
[Amendment and Memo Library Architect \(2\)](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 8 [Resolution No. 23-07-008. Budget Increase - General Administration - \\$200,000.00 \(Receive insurance recovery payment of \\$200,000.00 for the loss of fire truck and appropriate funds to the Blount County Fire Protection District\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [Resolution Insurance Recovery](#)
[Amendment Request Insurance Recovery](#)
[Memo Insurance Recovery](#)

A motion was made by Commissioner Anderson, seconded by Commissioner Bright, that the Resolution be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

F. DISCUSSION/POSSIBLE ACTION

- 1 [Request Approval for BCSO Grant Application - \\$25,000.00, No Match \(To apply for non-inmate Emergency Mental Health Transport Program Funds\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [MHT Grant Information Worksheet 2023-2024](#)
[Memo- Purpose and Eligibility of MHT grant](#)
[FY24 MHT Solicitation Grant](#)
[MHT solicitation PPT 2024](#)

A motion was made by Commissioner Bright, seconded by Commissioner Anderson, that the Request be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

- 2 [Request Approval for BCSO Grant Application - \\$22,147.00, No Match \(To apply for Edward Byrne Memorial Grant; to fund Motorola Interoperable radios, software, hardware and programming\). Referred to full commission with a favorable recommendation by the Budget Committee \(4-0\).](#)

Attachments: [BCSO Grant Information Worksheet JAG](#)
[Memo-email detailing JAG grant](#)
[jag-program-fact-sheet](#)
[fy23-jag-local-allocations-TN \\$22,147](#)
[JAG grant solicitation O-BJA-2023-171790](#)

A motion was made by Commissioner Bright, seconded by Committee Member Hannum, that the Request be forwarded to full commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Bright, Hannum, and Mitchell

No: 0

Absent: 1 - Caylor

Abstain: 0

G. FINANCIAL REPORTS

- 1 [June 2023 Financial Reports. \(Information Only\)](#)

Attachments: [ARPA Utility Project Update June 2023](#)
[ARPA Tracking 6.30.23](#)
[FY23.24 Capital Exhibit](#)
[June 2023 Expense Report](#)
[June 2023 Revenue Report](#)
[YTD Expense Report as of June 30 2023](#)
[YTD Revenue Report as of June 30 2023](#)
[US BANK REPORT JUNE 2023](#)

H. ADJOURNMENT

Meeting was adjourned at 5:22pm



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, June 6, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 867 4992 6500

ROLL CALL.

The Human Resources Committee met on Tuesday, June 6, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

Present 12 - Chairperson Jared Anderson, Sheriff Jim Berrong, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Sheriff Berrong to set the agenda. A voice vote was taken with all voting aye and none opposed.

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES.

1. [Human Resources Committee Minutes 11/15/2022](#)

Attachments: [HRCommittee_MeetingMinutes_15-Nov-2022](#)

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick to approve the November 15, 2022 HR Committee Minutes as published. A voice vote was taken with all voting aye and none opposed.

D. REPORTS (INFORMATION ONLY).

1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR_Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Employee Summary Report - April 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Classification and Compensation Study](#)

Attachments: [Classification and Compensation Study Memo.pdf](#)

[DRAFT RESOLUTION ACCEPTING THE FINAL REPORT ON THE CLASSIFICATION AND COMPENSATION STUDY .pdf](#)
[Blount County Report 5-24-23.pdf](#)

A motion was made by Mayor Mitchell, seconded by Commissioner Giles to approve the final report on the classification and compensation study by Management Advisory Group and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 12 - Anderson, Berrong, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Insurance Committee

Chairperson Jared Anderson
Commissioner Richard Carver
Commissioner John Giles
Commissioner Tom Stinnett
Commissioner David Wells

Tuesday, November 15, 2022

5:15 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 879 1265 4326

ROLL CALL.

The Insurance Committee met on Tuesday, November 15, 2022 at 5:15pm in the Blount County Courthouse of Maryville, TN. Blount County Clerk Hasty called the meeting to order. A roll call was taken with the following present. The Blount County Clerk declared that a quorum did exist.

- Present** 3 - Chairperson Jared Anderson, Commissioner Richard Carver, and Commissioner John Giles
- Absent** 2 - Commissioner Tom Stinnett, and Commissioner David Wells

ELECTION OF CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Chairman of the Insurance Committee. A motion was made by Commissioner Carver, seconded by Commissioner Giles, to nominate Commissioner Anderson as Chairman of the Insurance Committee. Commissioner Giles made the motion to cease nominations. With no objections, the nominations ceased. A voice vote was taken with all voting aye, none opposed, and Commissioner Anderson abstaining.

The County Clerk declared Commissioner Anderson as the Chairman of the Insurance Committee.

ELECTION OF VICE CHAIRMAN.

Blount County Clerk Hasty opened the floor for nominations for a member to serve as the Vice Chairman of the Insurance Committee. A motion was made by Commissioner Giles, seconded by Commissioner Anderson, to nominate Commissioner Carver as Vice Chairman of the Insurance Committee. Clerk Hasty asked if there were any objections to ceasing nominations. With no objections, the nominations ceased. A voice vote was taken with all voting aye, none opposed, and Commissioner Carver abstaining.

The County Clerk declared Commissioner Carver as the Vice Chairman of the Insurance Committee.

The Insurance Committee recessed to open the HR Committee back up.

A. SETTING OF AGENDA.

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to set the agenda. A roll call vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 3 - Anderson, Carver, and Giles

No: 0

Absent: 2 - Stinnett, and Wells

Abstain: 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES.1. [Insurance Committee Meeting Minutes 7/19/2022](#)

Attachments: [Insurance Committee 22-07-19 Meeting Minutes](#)

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the July 19, 2022 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 3 - Anderson, Carver, and Giles

No: 0

Absent: 2 - Stinnett, and Wells

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.1. [2023 Stop-Loss Carrier](#)

Attachments: [DRAFT RESOLUTION APPROVING AN AGREEMENT FOR THE STOP LOSS INSURANCE CARRIER FOR BLOUNT COUNTY, TN CBIZ Presentation](#)

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the stop loss carrier for 2023 and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 3 - Anderson, Carver, and Giles

No: 0

Absent: 2 - Stinnett, and Wells

Abstain: 0

2. [Group Organ & Tissue Transplant Insurance](#)

Attachments: [DRAFT RESOLUTION APPROVING AN AGREEMENT FOR GROUP ORGAN & TISSUE TRANSPLANT INSURANCE FOR BLOUNT COUNTY, TN](#)
[CBIZ Presentation](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve Group Organ & Transplant Insurance for 2023 and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 3 - Anderson, Carver, and Giles

No: 0

Absent: 2 - Stinnett, and Wells

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes

Planning Commission

Thursday, June 22, 2023

5:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 836 1558 6922

I. CALL TO ORDER: Chairman

II. ROLL CALL: Secretary

- Present** 9 - Commissioner Dyran Bledsoe, Commissioner Nick Bright, Commissioner John Giles, Commissioner Geneva Harrison, Commissioner Tom Hodge, Commissioner Bruce McClellan, Commissioner Darrell Tipton, Commissioner Clifford Walker, and Commissioner David Wells
- Absent** 3 - Commissioner Roy Gamble, Commissioner Jessica Hannah, and Commissioner Ed Stucky

III. APPROVAL OF MINUTES:

[Draft - BCPC Minutes 05.25.23](#)

Attachments: [Draft - BCPC Minutes 5.25.23](#)

A motion was made by Commissioner Harrison, seconded by Commissioner Walker, that the minutes from the May 25, 2023 meeting be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Bledsoe, Bright, Giles, Harrison, Hodge, McClellan, Tipton, Walker, and Wells

No: 0

Absent: 3 - Gamble, Hannah, and Stucky

Abstain: 0

IV. PUBLIC HEARINGS:

V. PUBLIC INPUT ON ITEMS ON THE AGENDA.

VI. SITE PLAN:

[Site plan review for Shawn Willocks at 725 Ridge Road, Maryville, TN.](#)

- Attachments:** [1. MEMO - 725 Ridge Road](#)
[2. Zoning Map - 725 Ridge Road](#)
[3. Site Plan - 725 Ridge Road](#)

A motion was made by Commissioner Bright, seconded by Commissioner Walker, to approve the site plan for Shawn Willocks at 725 Ridge Road subject to applicable permits. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Bledsoe, Bright, Giles, Harrison, Hodge, McClellan, Tipton, Walker, and Wells

No: 0

Absent: 3 - Gamble, Hannah, and Stucky

Abstain: 0

VII. HEARINGS:

A. Concept Plans:

B. Preliminary Plats - Major Subdivisions:

1. Hunter Ridge Lots 1-9 off Disco Loop Road and Gregg Road by Equestrian Properties Group: 8 lots to be served off the existing county road with a remainder great than five acres.

Attachments: [B1 Staff Memo 06.22.23 - Hunter Ridge Lots 1-9 Preliminary Plat](#)
[B1 Plat 06.22.23 - Hunter Ridge Lots 1-9 Preliminary Plat](#)

Commissioner Hannah arrived at the meeting.

A motion was made by Commissioner Walker, seconded by Commissioner Bright, to approve the preliminary plat for Hunter Ridge Lots 1-9 off Disco Loop Road and Gregg Road subject to the completion of the outstanding items.

Outstanding Items to Be Completed:

1. Sight distance for all proposed lots will be evaluated once all of the lots are marked by the surveyor and driveway access restrictions may be added to the future final plat. A sight distance easement may be added to the final plat along the county road as needed.

2. All instructions in this staff analysis including the Developer Notice. Any post office requirement for a cluster mailbox to be shown on the future final plat.

3. Preliminary platting fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Bledsoe, Bright, Giles, Harrison, Hannah, Hodge, McClellan, Tipton, Walker, and Wells

No: 0

Absent: 2 - Gamble, and Stucky

Abstain: 0

C. Final Plats - Major Subdivisions:

1. Franklin Manor Phase 1 Subdivision off Morganton Road by Chris Franklin: 80 lots, 73 residential lots off proposed new county road sections with 7 common area lots.

- Attachments:** [C1 Staff Memo 06.22.23 - Franklin Manor Subdivision Phase 1 Final Plat](#)
[C1 Plat 06.22.23 - Franklin Manor Subdivision Phase 1 Final Plat Sheet 1](#)
[C1 Plat 06.22.23 - Franklin Manor Subdivision Phase 1 Final Plat Sheet 2](#)
[C1 Plat 06.22.23 - Franklin Manor Subdivision Phase 1 Final Plat Sheet 3](#)

A motion was made by Commissioner Walker, seconded by Commissioner Hodge, to approve the final plat for Franklin Manor Subdivision Phase I off Morganton Road subject to the completion of the outstanding items.

Outstanding Items to be completed:

1. Erosion controls shall be managed and remain in place until the site is revegetated.
2. The developer shall supply documentation for a Property Owner’s Association for Franklin Manor Phase 1 inclusive of the Instructions for Property Owner’s Association and shared ownership of common area lots: contained above in the staff analysis.
3. Completion of all on-site punch list items and a certification letter and as-builts from the project engineer.
4. Signature plats including electric, water and the Environmental Health Department.
5. Environmental Health Department fee and Final plat fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 10 - Bledsoe, Bright, Giles, Harrison, Hannah, Hodge, McClellan, Tipton, Walker, and Wells
- No:** 0
- Absent:** 2 - Gamble, and Stucky
- Abstain:** 0

[2. Whaley Farms Subdivision off Jeffries Hollow Road by Taylor Kagley: 10 lots, 6 with county road frontage and 4 served off a proposed 25' common driveway easement.](#)

Attachments: [C2 Staff Memo 06.22.23 - Whaley Farms Subdivision Final Plat](#)
[C2 Plat 06.22.23 - Whaley Farms Subdivision Final Plat](#)

A motion was made by Commissioner Bright, seconded by Commissioner Giles, to approve the final plat for Whaley Farms Subdivision off Jeffries Hollow Road subject to the completion of the outstanding items.

Outstanding Items to be Completed:

1. Copy of signed and notarized maintenance agreement to be supplied to staff. The original to be recorded with the final plat.
2. Signature plats with all certifications including utilities and the Environmental Health Department.
3. Environmental Health Department review fee and final plat fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Bledsoe, Bright, Giles, Harrison, Hannah, Hodge, McClellan, Tipton, Walker, and Wells

No: 0

Absent: 2 - Gamble, and Stucky

Abstain: 0

D. Preliminary and Final Plats - Major Subdivisions:

E. Preliminary and Final Plats - Minor Subdivisions:

1. Doris Crowe Property Lots 1 and 2 off Honeysuckle Road and Lot Line Adjustment with James Crowe off William Blount Drive: 2 lots and lot line adjustment off the county road.

Attachments: [E1 Staff Memo 06.22.23 - Doris Crowe Property Lots 1-2 Preliminary & Final Plat](#)
[E1 Plat 06.22.23 - Doris Crowe Property Lots 1-2 Preliminary & Final Plat](#)

A motion was made by Commissioner Wells, seconded by Commissioner Walker, to approve the preliminary and final plat for the Doris Crowe Property Lots 1 and 2 off Honeysuckle Road and lot line adjustment with James Crowe off Willam Blount Drive subject to the completion of the outstanding items.

Outstanding items to be completed:

1. Signature plats with all certifications including the Environmental Health Department, electric and water utilities.
2. Environmental health department and platting fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Bledsoe, Bright, Giles, Harrison, Hannah, Hodge, McClellan, Tipton, Walker, and Wells

No: 0

Absent: 2 - Gamble, and Stucky

Abstain: 0

VIII. MISCELLANEOUS ITEMS:

IX. LONG RANGE PLANNING:

1. Staff Reports.

X. REPORTS OF OFFICERS AND COMMITTEES:

XI. UNFINISHED BUSINESS:

XII. OTHER NEW BUSINESS:

XIII. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

XIV. ADJOURNMENT.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes

Planning Commission

Thursday, May 25, 2023

5:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 826 2474 8637

I. CALL TO ORDER: Chairman

II. ROLL CALL: Secretary

- Present** 8 - Commissioner Dyran Bledsoe, Commissioner Nick Bright, Commissioner John Giles, Commissioner Geneva Harrison, Commissioner Bruce McClellan, Commissioner Ed Stucky, Commissioner Darrell Tipton, and Commissioner David Wells
- Absent** 4 - Commissioner Roy Gamble, Commissioner Jessica Hannah, Commissioner Tom Hodge, and Commissioner Clifford Walker

III. APPROVAL OF MINUTES:

[Draft - BCPC Minutes 04.27.23](#)

Attachments: [Draft BCPC Minutes 04.27.23](#)

A motion was made by Commissioner Bright, seconded by Commissioner Giles, that the minutes from the April 27, 2023 meeting be approved. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, Harrison, McClellan, Stucky, Tipton, and Wells

No: 0

Absent: 4 - Gamble, Hannah, Hodge, and Walker

Abstain: 0

IV. PUBLIC HEARINGS:

Jessica Hannah arrived at the meeting.

V. PUBLIC INPUT ON ITEMS ON THE AGENDA.

Caleb Hazelbaker spoke regarding cluster developments.

No one else spoke.

VI. SITE PLAN:

[Site plan review for Axis Fabrication in Stock Creek Industrial Park \(Map 009 and Parcel 027.29\)](#)

- Attachments:**
- [1. MEMO Axis Fabrication](#)
 - [2. Zoning Map - Axis Fabrication Dunavant Dr](#)
 - [3. Site Layout Plan Axis Fabrication](#)
 - [4. Site Grading & Drainage Plan Axis Fabrication](#)
 - [5. Site Utilities Plan Axis Fabrication](#)
 - [6. Building Elevations Axis Fabrication](#)

A motion was made by Commissioner Wells, seconded by Commissioner Bledsoe, to approve the site plan for Axis Fabrication in Stock Creek Industrial Park subject to applicable permits. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Bledsoe, Bright, Giles, Harrison, Hannah, McClellan, Stucky, Tipton, and Wells

No: 0

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 0

VII. HEARINGS:

A. Concept Plans:

B. Preliminary Plats - Major Subdivisions:

[1. Abbie's Place Subdivision Lots 1-87 off S. Odell Road by Harmony Investments LLC: 85 residential lots to be served off new proposed county road sections and the existing county road with 2 common area/drainage basin lots.](#)

Attachments: [B1 Staff Memo 05.25.23 - Abbie's Place Subdivision Preliminary Plat](#)
[B1 Plat 05.25.23 - Abbie's Place Subdivision Preliminary Plat](#)

A motion was made by Commissioner Wells, seconded by Commissioner Bright, to approve the preliminary plat for Abbie's Place Subdivision Lots 1-87 off S Odell Road subject to the completion of the outstanding items.

Outstanding Items to Be Completed:

1. Road grade modifications for Road D will be required prior to the preconstruction meeting and revised plans shall be supplied in advance of meeting.

2. It is the owner's responsibility to contact the Post Office and Highway Department to make arrangement for postal service. The developer may have to modify the plat to include common area lots to accommodate off street parking and cluster mailboxes. All postal service plans need to be approved by the county engineer prior to a preconstruction meeting being requested by the developer and shown on revised engineering plans and revised preliminary plat.

3. TDOT will require a left-hand turn lane be installed by the developer in the ROW of William Blount Drive at the intersection of S. Odell Road. The developer is responsible for supplying all correspondence of required TDOT documentation including engineering plans, cost estimates and any and all permits to the county engineer as this project progresses. The developer shall coordinate with TDOT to have a permit/contract in place before requesting a preconstruction meeting. All off-site improvements must be fully installed, inspected and approved by TDOT prior to a final plat for any phase being placed on an upcoming agenda to the Blount County Planning Commission.

4. All instructions in this staff analysis including the Developer Notice, utility information, SWPPP permit/Notice of Coverage, preconstruction meeting and construction of all improvements including road, drainage and utilities.

5. The developer shall supply documentation for a Property Owner's Association for Abbie's Place Subdivision for staff review prior to final plat being released inclusive of drainage facility maintenance, ownership of the common area lots 86 and 87 and a sight distance easement on lots 1 and 27-34 along S. Odell Road, driveway access restrictions for lots 1 and 27-34 to have driveway access only of the new internal roads and no driveways off of S. Odell Road, for maintenance of any required common area lots for postal service and parking. Additionally, all 85 residential lot owners will be required to have an equal share in ownership of the detention basin/common area lots 86 and 87 and any cluster mailbox and parking/common area lots. Also, the future final plat shall contain a note that lots 4-12 and lots 47, 66, 67 and 85 and 87 shall comply with TVA's Transmission System Right of Way Easements guidelines and restrictions. All of the above shall be noted on any

phased future final plat, shall be noted in any restrictions and covenants, and shall be noted on each deed for lots within the development.

6. Preliminary platting fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Bledsoe, Bright, Giles, Harrison, Hannah, McClellan, Stucky, Tipton, and Wells

No: 0

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 0

C. Final Plats - Major Subdivisions:

[1. Creekbridge Subdivision Phase II Lots 41 and 52-177 off Heritage Crossing Drive by Greenleaf Properties Development LLC: 121 residential lots served by proposed new county road sections with existing and new drainage facilities on 5 common area lots and future development lot 41.](#)

Attachments: [C1 Staff Memo 05.25.23 - Creekbridge Phase 2 Final Plat](#)
[C1 Plat 05.25.23 - Creekbridge Phase 2 Final Plat](#)

A motion was made by Commissioner Bledsoe, seconded by Commissioner Wells, to approve the final plat for Creekbridge Subdivision Phase II Lots 41 and 52-177 of Heritage Crossing Drive subject to the completion of the outstanding items.

Outstanding Items to be completed:

1. Erosion controls shall be repaired including seeding and straw or matting added to all exposed areas to be managed and remain in place until the site is revegetated.
2. Final plat corrections as identified in the staff analysis.
3. The developer shall supply documentation for a Property Owner's Association for Creekbridge Subdivision Phase 2 inclusive of the Instructions for Property Owner's Association and shared ownership of common area lots: contained above in the staff analysis.
4. Completion of all on-site items and a certification letter and as-builts from the project engineer.
5. Signature plats including electric, water and sanitary sewer.
6. Final plat fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, Harrison, Hannah, Stucky, Tipton, and Wells

No: 1 - McClellan

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 0

D. Preliminary and Final Plats - Major Subdivisions:

E. Preliminary and Final Plats - Minor Subdivisions:

[1. Earl Brown Property Lots 3 and 4 off Rudd Hollow Road by Earl and Robbin Brown:
2 lots and a remainder along the county road.](#)

Attachments: [E1 Staff Memo 05.25.23 - Earl Brown Property Lots 3 and 4 Preliminary and Final Plat](#)
[E1 Plat 05.25.23 - Earl Brown Property Lots 3 and 4 Preliminary and Final Plat](#)

A motion was made by Commissioner Bright, seconded by Commissioner Giles, to approve the preliminary and final plat for the Earl Brown Property Lots 3 and 4 off Rudd Hollow Road subject to the completion of the outstanding items.

Outstanding items to be completed:

- 1. Signature plats with all certifications including the Environmental Health Department and electric and a well note to be added to plat.**
- 2. Environmental health department and platting fee.**

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, Harrison, Hannah, Stucky, Tipton, and Wells

No: 0

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 1 - McClellan

[2. Lambert Land Company LP Property Lots 1-4 off Peterson Lane: 4 lots, 3 along the county road, 1 served by an easement.](#)

Attachments: [E2 Staff Memo 05.25.23 - Lambert Land Company LP Property Lots 1-4 Preliminary and Final Plat](#)
[E2 Plat 05.25.23 - Lambert Land Company LP Property Lots 1-4 Preliminary and Final Plat](#)

A motion was made by Commissioner Bright, seconded by Commissioner Giles, to approve the preliminary and final plat for Lambert Land Company LP Property Lots 1-4 off Peterson Lane subject to the completion of the outstanding items.

Outstanding items to be completed:

1. Driveway access for lot 1 will be restricted to 25' from the southeast property corner between lots 1 and 2 and noted on the plat.
2. Signature plats with all certifications including the Environmental Health Department, electric and water utilities.
3. Environmental health department review fee and platting fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 9 - Bledsoe, Bright, Giles, Harrison, Hannah, McClellan, Stucky, Tipton, and Wells

No: 0

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 0

VIII. MISCELLANEOUS ITEMS:

[1. Subdivision of the Lamb Property off Alfred McCammon Road by Earl & Suzanne Lamb - Variance request.](#)

Attachments: [Misc 1. Staff Memo 05.25.23 - Lamb Property - Variance Request](#)
[Misc 1. Plat 05.25.23 - Lamb Property - Variance Request](#)

A motion was made by Commissioner Giles, seconded by Commissioner Bright, to approve the Subdivision of the Lamb Property off Alfred McCammon Road subject to the completion of the outstanding items.

Outstanding items to be completed:

1. Consideration of variance to minimum lot sizes by the Planning Commission.
2. Add encroachment note for the carport to plat.
3. Signature plats with all required certifications, environmental health department review fee, platting fee and variance request fee.

An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, Harrison, Hannah, McClellan, Stucky, and Wells

No: 1 - Tipton

Absent: 3 - Gamble, Hodge, and Walker

Abstain: 0

IX. LONG RANGE PLANNING:

1. Staff Reports.

Director Lloyd gave an update on the comprehensive growth plan.

Director Lloyd also stated the County Commission passed two resolutions at the May 18th meeting, Resolution 23-05-014 and Resolution 22-11-016.

Regarding Resolution 22-11-016, Director Lloyd suggested the Planning Commission authorize staff to schedule a Public Hearing for changes to subdivision regulations. The Planning Commission agreed with the request to schedule a Public Hearing.

X. REPORTS OF OFFICERS AND COMMITTEES:

XI. UNFINISHED BUSINESS:

XII. OTHER NEW BUSINESS:

XIII. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.

XIV. ADJOURNMENT.

PERISHABLES

April 1, 2023 – June 30, 2023

COCA-COLA BOTTLING CO. CONSOLIDATED

VENDOR #840

CONTRACT: 2017-2478 CARBONATED BEVERAGES

PO No.	PO Date	Department	Description	PO Total
20233880	3/6/23	BLOUNT COUNTY SCHOOLS - FOOD SERVICE	Carbonated Beverages for ECCA, HHS, WBHS	\$ 10,000.00
20234028	3/13/23	BLOUNT COUNTY PUBLIC LIBRARY	Carbonated Beverages BCPL Café	\$ 1,500.00
TOTAL				\$ 11,500.00

FLOWERS BAKING COMPANY OF MORRISTOWN

(BREAD PRODUCTS)

VENDOR #1027

PO No.	PO Date	Department	Description	PO Total
20234348	4/5/23	BLOUNT COUNTY JAIL	BREAD FOR INMATE MEALS	4,000.00
TOTAL				\$ 4,000.00

KROGER MARKETPLACE - MARYVILLE

VENDOR # 1831

PO No.	PO Date	Department	Description	PO Total
20231852	10/5/22	VETERANS SERVICES	Veterans Food Pantry	\$ 1,000.00
TOTAL				\$ 1,000.00

TRACTOR SUPPLY

VENDOR #1893

PO No.	PO Date	Department	Description	PO Total
20235116	6/5/23	BLOUNT COUNTY SHERIFF'S OFFICE	HORSE FEED	607.13
TOTAL				\$ 607.13

VIENNA COFFEE COMPANY, LLC

VENDOR # 1959

PO No.	PO Date	Department	Description	PO Total
20233505	2/7/23	BLOUNT COUNTY PUBLIC LIBRARY	Quarterly Coffee for Café	1,500.00
20233823	3/1/23	BLOUNT COUNTY PUBLIC LIBRARY	Quarterly Coffee for Café	1,500.00

20234818	5/10/23	BLOUNT COUNTY PUBLIC LIBRARY	Quarterly Coffee for Café	600.00
20235105	6/2/23	BLOUNT COUNTY PUBLIC LIBRARY	Quarterly Coffee for Café	600.00
TOTAL				\$ 4,200.00

FOOD CITY - ALCOA

VENDOR # 2615

PO No.	PO Date	Department	Description	PO Total
20230093	6/29/22	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Café	500.00
20231227	8/23/22	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Cafe	500.00
20232003	10/17/22	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Cafe	500.00
20232258	11/1/22	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Cafe	500.00
20232601	12/1/22	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Cafe	500.00
20234364	4/5/23	BLOUNT COUNTY PUBLIC LIBRARY	Groceries for Cafe	500.00
TOTAL				\$ 3,000.00

ALDI - ALCOA

VENDOR # 2624

PO No.	PO Date	Department	Description	PO Total
20230094	6/29/22	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20230571	7/13/22	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20231475	9/12/22	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20232102	10/24/22	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20232733	12/12/22	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20233506	2/7/23	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20233798	2/28/23	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20234562	4/24/23	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	600.00
20235104	6/1/23	BLOUNT COUNTY PUBLIC LIBRARY	Monthly Groceries for Café	\$ 600.00
TOTAL				\$ 5,400.00

BORDEN DAIRY COMPANY OF KENTUCKY LLC

(MILK PRODUCTS)
VENDOR #3494

PO No.	PO Date	Department	Description	PO Total
20234347	4/5/23	BLOUNT COUNTY JAIL	MILK FOR INMATE MEALS - PERISHAB	\$ 11,000.00
TOTAL				\$11,000.00

PERFORMANCE FOOD

VENDOR # 3951

MULTIPLE CONTRACTS- USER GROUP SPECIFIC

PO No.	PO Date	Department	Description	PO Total
20234064	3/16/23	BLOUNT COUNTY PUBLIC LIBRARY	Quarterly request for Reinhart	2,000.00
20234349	4/5/23	BLOUNT COUNTY JAIL	FOOD FOR INMATE MEALS ON CONTRAC	86,000.00
20234558	4/24/23	(56500) LIBRARIES	Quarterly request for Performanc	2,000.00
20234596	4/25/23	BLOUNT COUNTY SCHOOLS - EXTENDED SCHOOL PROGRAM	Snacks for Friends	\$ 2,000.00
20235037	5/25/23	BLOUNT COUNTY SCHOOLS - EXTENDED SCHOOL PROGRAM	Snacks for Friends.	\$ 5,000.00
TOTAL				\$ 97,000.00

DAIRY FARMERS OF AMERICA, INC. (MAYFIELD DAIRY)

VENDOR # 4147

MULTIPLE CONTRACTS- COMMODITY SPECIFIC

PO No.	PO Date	Department	Description	PO Total
20234904	5/17/23	BLOUNT COUNTY SCHOOLS - EXTENDED SCHOOL PROGRAM	MILK FOR FRIENDS PROGRAMS	700.00
TOTAL				\$ 700.00

PETSMART

VENDOR # 4241

PO No.	PO Date	Department	Description	PO Total
20234655	4/27/23	BLOUNT COUNTY ANIMAL CENTER	ANIMAL FOOD	388.95
TOTAL				\$ 388.95

TOTAL VALUE

\$138,796.08

INFORMATION ONLY

Blount County Chancery Court
Annual Financial Report
 For The Year Ended June 30, 2023

Acct #	Description	Beginning Balance	Adjustments	Receipts	Disbursements	Commission Transfers	Ending Balance
Fund: 905 Clerk And Master							
23000 Due To State Of Tennessee							
23111	Litigation Tax	0.00	-336.50	38,720.49	-35,793.05	-2,590.94	0.00
	Totals:	0.00	-336.50	38,720.49	-35,793.05	-2,590.94	0.00
24000 Due To County Trustee							
24140	Litigation Tax - General	0.00	-280.50	31,752.26	-29,347.37	-2,124.39	0.00
24150	Litigation Tax - Special Purpose	0.00	-336.00	38,442.25	-35,534.08	-2,572.17	0.00
24160	Delinquent Taxes	0.00	3,073.93	508,151.78	-485,664.42	-25,561.29	0.00
24360	Officers Costs	0.00	-323.50	11,637.75	-10,748.52	-565.73	0.00
24490	Other Collections	0.00	0.00	124.00	-117.80	-6.20	0.00
	Totals:	0.00	2,133.93	590,108.04	-561,412.19	-30,829.78	0.00
25000 Due To Cities							
25110	City Delinquent Taxes	0.00	-702.36	271,986.54	-257,719.96	-13,564.22	0.00
	Totals:	0.00	-702.36	271,986.54	-257,719.96	-13,564.22	0.00
26000 Due To Litigants, Heirs And Others							
26100	Court Funds And Costs	2,832,294.42	-1,600,359.46	5,637,616.70	-3,638,089.84	-6.63	3,231,455.19
26200	Officers' Costs - Non-County	2,559.00	210.00	3,462.00	-3,035.50	0.00	3,195.50
26300	Alimony/child Support	9,836.16	0.00	8,674.32	-8,674.32	0.00	9,836.16
26310	Publications	83,566.77	1,345.50	10,000.00	-20,188.35	0.00	74,723.92
26400	Deposits	177,354.28	-28,363.96	161.69	0.00	0.00	149,152.01
26510	Attorney Fees - Delinquent Tax	0.00	-155.60	95,721.53	-95,565.93	0.00	0.00
26700	Cash Bonds	5,200.00	-20,650.85	31,552.85	-1,000.00	0.00	15,102.00
	Totals:	3,110,810.63	-1,647,974.37	5,787,189.09	-3,766,553.94	-6.63	3,483,464.78
28000 Other Credits							
29900	Fee/commission Account	0.00	10,381.61	381,203.75	-438,576.93	46,991.57	0.00
	Totals:	0.00	10,381.61	381,203.75	-438,576.93	46,991.57	0.00
Fund Totals:		3,110,810.63	-1,636,497.69	7,069,207.91	-5,060,056.07	0.00	\$3,483,464.78

Summary of Assets:

Cash In Bank	\$2,932,556.35	\$3,333,412.77
Cash On Hand	\$900.00	\$900.00
Investments	\$177,354.28	\$149,152.01
Totals:	\$3,110,810.63	\$3,483,464.78

This report is submitted in accordance with requirements of Section 5-8-505 and/or 67-5-1902, Tennessee Code Annotated, and to the best of my knowledge and belief accurately reflects transactions of this office for the year ended June 30, 2023.

Stephen A. Cyle
(Signature)

Robert Clerk + master
(Title)

7-14-23
(Date)

Blount County Trustee Scott Graves



Trustee's Monthly Report
July 2023

Contents

- | | |
|--------------------|---|
| Section I | Property Tax Collections Report for the Month |
| Section II | Report of Property Tax Paid Under Protest |
| Section III | Report of Local Option Sales Tax to Date |
| Section IV | Financial Summary |
| Section V | Trustee's Investment Portfolio |
| Section VI | Trustee's Interest Earned Report |
| Section VII | Trustee's Commission Report |

Report Date / Time
07/01/23

Blount County Trustee
Receipts Employee Balance Report

Bracket	# Transactions	Cash	Check	Credit	eCheck	Direct	Adjust	Total
Property Tax	159	\$18,100.10	\$257,104.95	\$18,451.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTALS	159	\$18,100.10	\$257,104.95	\$18,451.00	\$0.00	\$0.00	\$0.00	\$293,656.05

Bracket	# Transactions	Cash	Check	Credit	eCheck	Direct	Adjust	Total
Blount County	159	\$18,100.10	\$257,104.95	\$18,451.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTALS	159	\$18,100.10	\$257,104.95	\$18,451.00	\$0.00	\$0.00	\$0.00	\$293,656.05

Tax Year	Region	Account	Credits	Section
2023	BLOUNT	40110	\$636.00	
2023			\$636.00	2023 Total
2022	BLOUNT	40110	\$1,320.00	
2022	BLOUNT	40140	\$20,620.50	
2022	BLOUNT	40120	\$269,760.50	
2022	BLOUNT	40125	\$49.05	
2022			\$291,750.05	2022 Total
2021	BLOUNT	40120	\$1,051.00	
2021	BLOUNT	40140	\$167.00	
2021			\$1,218.00	2021 Total
2020	BLOUNT	40120	\$22.00	
2020	BLOUNT	40140	\$10.00	
2020			\$32.00	2020 Total
2015	BLOUNT	40120	\$15.00	
2015	BLOUNT	40140	\$5.00	
2015			\$20.00	2015 Total
		GRAND TOTALS	\$293,656.05	
		---	\$	---
			\$293,656.05	less tax relief of: \$ 0.00

The following view filters were applied to this report.

From date - 07/01/23, To Date - 07/31/23, Module - propertytax, Hide Receipt List - 1, Hide Receipt Tax Relief List - 1

Blount County Trustee
Scott Graves

Property Tax Paid Under Protest
FY 2023-2024

Month	Year	Name Listed	Bill #	Parcel ID	Property Description
<u>Paid</u> JULY	2023	NONE TO REPORT			
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					

**Blount County Trustee
Scott Graves**

**Annual Report of Local Option Sales Tax Distribution
FY 2023-2024**

<u>Month Received</u>	<u>Month of Sale</u>	<u>Total Received</u>	<u>County Schools</u>	<u>Alcoa Schools</u>	<u>Maryville Schools</u>	<u>Highway Dept.</u>	<u>County Debt</u>	<u>City of Alcoa</u>	<u>City of Maryville</u>	<u>City of Friendsville</u>	<u>City of Louisville</u>	<u>City of Rockford</u>	<u>City of Townsend</u>
July	May	\$7,453,638.54	2,093,816.52	450,374.93	1,182,627.84	741,023.06	164,671.79	1,238,117.83	1,378,407.09	23,768.18	61,376.27	33,078.07	86,376.96
August	June	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	July	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	Aug.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	Sept.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	Oct.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
January	Nov.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	Dec.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	Jan.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	Feb.	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	March	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	April	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROSS TOTAL		\$7,453,638.54	\$2,093,816.52	\$450,374.93	\$1,182,627.84	\$741,023.06	\$164,671.79	\$1,238,117.83	\$1,378,407.09	\$23,768.18	\$61,376.27	\$33,078.07	\$86,376.96
LESS COMMISSION		\$74,536.39	\$20,938.17	\$4,503.75	\$11,826.28	\$7,410.24	\$1,646.72	\$12,381.18	\$13,784.08	\$237.69	\$613.77	\$330.79	\$863.77
NET TOTAL		\$7,379,102.15	\$2,072,878.35	\$445,871.18	\$1,170,801.56	\$733,612.82	\$163,025.07	\$1,225,736.65	\$1,364,623.01	\$23,530.49	\$60,762.50	\$32,747.28	\$85,513.19

Blount County Trustee's Office Fund Report

Financial Summary Report - July 01, 2023 to July 31, 2023

Fund	Name	Starting Balance	Receipts	Disbursements	Transfers In	Transfers Out	Commission adjustment	Commission	Ending Balance
101	GENERAL FUND	49,609,077.28	2,311,807.46	6,138,394.91	7,559.52	0.00	(23.25)	11,017.09	45,779,055.51
112	COURTHOUSE & JAIL MAINTENANCE	567,347.64	16,019.49	31,461.15	0.00	0.00	0.00	160.19	551,745.79
114	LAW LIBRARY	49,189.26	801.86	808.00	0.00	0.00	0.00	8.02	49,175.10
115	PUBLIC LIBRARY	1,411,520.04	26,414.20	182,007.50	365,501.98	0.00	0.00	141.49	1,621,287.23
122	DRUG CONTROL	2,356,338.60	25,145.14	4,019.33	0.00	0.00	0.00	251.45	2,377,212.96
127	AMERICAN RESCUE PLAN ACT	26,426,878.57	111,544.27	6,148.04	0.00	0.00	0.00	0.00	26,532,274.80
131	HIGHWAY/PUBLIC WORKS	3,735,648.71	1,530,144.87	644,405.35	8.91	0.00	0.00	14,482.12	4,606,915.02
141	GENERAL PURPOSE SCHOOL	13,627,076.90	3,817,113.61	9,613,611.71	878,737.42	0.00	(13.35)	33,876.97	8,675,452.60
142	SCHOOL FEDERAL PROJECTS	239,563.12	41,127.76	1,714,578.91	0.00	0.00	0.00	0.00	(1,433,888.03)
143	CAFETERIA	3,551,048.07	81,454.55	154,533.99	0.00	0.00	0.00	0.00	3,477,968.63
146	EXTENDED DAYCARE	2,555,712.79	144,837.11	274,337.86	0.00	0.00	0.00	1,360.32	2,424,851.72
151	GENERAL DEBT SERVICE	13,768,469.62	401,785.43	138,157.74	0.00	0.00	(8.08)	4,414.87	14,027,690.52
176	HIGHWAY CAPITAL PROJECTS	7,943,601.07	0.00	157,882.80	0.00	0.00	0.00	0.00	7,785,718.27
177	EDUCATION CAPITAL PROJECTS	10,814,275.33	114,120.93	1,400,909.81	0.00	0.00	(3.32)	1,303.75	9,526,186.02
189	GENERAL CONSTRUCTION PROJECTS	3,457,233.69	394,075.40	15,403.61	0.00	0.00	(0.71)	72.08	3,835,834.11
263	GENERAL LIABILITY	2,411,356.46	11,247.64	101,797.00	0.00	0.00	0.00	0.00	2,320,807.10
264	EMPLOYEE HEALTH INSURANCE	12,594,642.15	2,458,718.12	1,610,243.79	0.00	0.00	0.00	0.00	13,443,116.48
266	WORKERS COMPENSATION	3,996,254.67	17,551.68	245,108.00	0.00	0.00	0.00	0.00	3,768,698.35
333	CHILDRENS HOME/ELLIS TRUST	485,402.97	2,125.22	0.00	0.00	0.00	0.00	0.00	487,528.19
336	TAX TRUST FUND	1,475.23	4,080.00	0.00	0.00	0.00	0.00	0.00	5,555.23
337	TRUST - CONTRACTOR DEP	0.00	25,010.42	0.00	0.00	0.00	0.00	0.00	25,010.42
351	CITIES - SALES TAX	0.00	2,821,124.40	2,792,913.16	0.00	0.00	0.00	28,211.24	0.00
355	ALCOA SCHOOLS	0.00	506,563.92	501,371.82	0.00	0.00	(2.72)	5,194.82	0.00
356	MARYVILLE SCHOOLS	0.00	1,330,175.37	1,316,535.07	0.00	0.00	(7.19)	13,647.49	0.00
363	DRUG TASK FORCE	779,117.79	77,161.71	30,483.69	0.00	0.00	0.00	133.82	825,661.99
364	DISTRICT ATTORNEY	229,955.02	1,911.30	0.00	0.00	0.00	0.00	19.12	231,847.20
365	SMOKY MTN TOURISM BOARD	0.00	396,735.00	392,767.65	0.00	0.00	0.00	3,967.35	0.00
28310	UNDISTRIBUTED TAXES	0.00	0.00	0.00	(2,783.00)	(2,783.00)	0.00	0.00	0.00
29900	FEE/COMMISSION	0.00	118,262.19	0.00	0.00	118,262.19	0.00	(118,262.19)	0.00
		160,611,184.98	16,787,059.05	27,467,880.89	1,249,024.83	115,479.19	(58.62)	0.00	150,945,705.21

Blount County Trustee
 Scott Graves

Trustee's Investment Portfolio

July 31, 2023

BANK NAME	MAIN ACCOUNT	Interest Rate	TAX PAY ACCOUNTS	Interest Rate	CDs / ICS	Interest Rate	Maturity Date	OTHER INVESTMENTS					
CBBC			\$68,047.78	3.80%	\$5,400,000.00	4.75%	ICS *	LGIP (TN Local Government Investment Pool)					
First Century			\$140,466.09	3.50%	\$1,000,000.00	3.50%	ICS *	\$235,578.71	5.06%				
First Horizon	\$63,567,976.64	5.45%	\$44,167.17	5.45%	\$26,534,134.61	5.45%	ARPA *	LGIP - DOT					
Home Federal			\$478,598.10	0.80%				\$216,104.15	5.06%				
Pinnacle Bank			\$48,175.13	1.51%	\$2,000,000.00	3.00%	9-26-24	LGIP - Retainage					
					\$5,200,000.00	5.50%	ICS *	\$42,156.01	5.06%				
Renasant			\$474,609.59	0.12%				LGIP TOTAL					
Simmons Bank			\$669,769.56	0.05%				\$493,838.87					
SmartBank			\$635,207.69	4.77%	\$41,500,000.00	5.45%	ICS *	Other Investments					
					\$485,402.97	5.45%	ICS *				TYPE	AMOUNT	MATURITY
					\$550,000.00	0.42%	3-7-24						
TnBank			\$450,934.51	0.05%	\$1,000,000.00	1.00%	8-11-23		\$0.00				
United Community			\$384,535.42	0.14%				TOTAL	\$0.00				
US Bank			\$354,471.99	0.25%				LGIP+OTHER INVESTMENTS					
Account Totals	\$63,567,976.64		\$3,748,983.03		\$83,669,537.58			\$493,838.87					

GRAND TOTAL

\$151,480,336.12

NOTE: \$550,000 CD held jointly with State Commissioner of Commerce & Insurance (W.C.)

NOTE: \$485,402.97 ICS held per Ellis Trust

Blount County Trustee
Scott Graves

Interest Earned Report
JULY 2023

Date	Financial Institution	Account Type	Interest
JULY 2023	CBBC	Money Market	\$37.34
JULY 2023	CBBC	ICS	\$5,994.59
JULY 2023	First Century	Money Market	\$425.35
JULY 2023	First Century	ICS	\$2,881.82
JULY 2023	First Horizon	Money Market	\$200.76
JULY 2023	First Horizon	Main Account	\$307,831.27
JULY 2023	First Horizon	Clearing Account	\$10,190.54
JULY 2023	First Horizon	Payroll Account	\$5,279.22
JULY 2023	First Horizon	Medical/Dental	\$529.63
JULY 2023	First Horizon	General Liability	\$702.47
JULY 2023	First Horizon	Worker's Comp.	\$586.04
JULY 2023	First Horizon	ARPA	\$116,517.58
JULY 2023	Home Federal	Money Market	\$406.64
JULY 2023	LGIP (State)	Investment Pool	\$947.07
JULY 2023	Pinnacle Bank	Money Market	\$20.90
JULY 2023	Pinnacle Bank	CDARS	\$5,102.23
JULY 2023	Pinnacle Bank	ICS	\$0.00
JULY 2023	Renasant	Money Market	\$48.37
JULY 2023	Simmons Bank	Money Market	\$26.60
JULY 2023	SmartBank	Money Market	\$3,509.14
JULY 2023	SmartBank	ICS	\$177,761.58
JULY 2023	SmartBank (Children's Home)	ICS	\$2,079.17
JULY 2023	SmartBank (W.C.)	CD	\$189.87
JULY 2023	TnBank	Money Market	\$19.18
JULY 2023	TnBank	CD	\$821.94
JULY 2023	United Community	Money Market	\$163.30
JULY 2023	US Bank	Money Market	\$75.27

TOTAL INTEREST EARNED THIS MONTH **\$642,347.87**

FISCAL YEAR TO DATE INTEREST EARNED **\$642,347.87**

Report Date / Time
08/08/2023 1:31 PM

Blount County Trustee
Account Analysis of Posted Transactions
All Modules All Payments
07/01/2023 to 07/31/2023
Month is not Closed

101-45610 TRUSTEE

Jrnl Date	Rcpt/Ck Trns	User	Description	Debit	Credit	Balance
			Starting Balance			\$ 0.00
C 7/31/2023	1101838	KC	TRANSFER TRUSTEE COMMISSION	\$ 0.00	\$ 118,203.57	\$ 118,203.57
			Period Balance	\$ 0.00	\$ 118,203.57	\$ 118,203.57
			Fiscal Year To Date	\$ 0.00	\$ 118,203.57	\$ 118,203.57

Blount County Trustee Scott Graves



Trustee's Annual Report
for
FY 2022-2023

Contents

- Section I** Introduction Letter
- Section II** Property Tax Collections by Tax Year and Month
- Section III** Property Tax Allocation
- Section IV** Report of Delinquent Taxes
- Section V** Report of Pickups, Rollbacks, Releases, Refunds
- Section VI** Annual Report of Local Option Sales Tax Distribution
- Section VII** Sales Tax Collections History
- Section VIII** Annual Report of Interest Earned
- Section IX** Report of Trustee's Commission Collected
- Section X** Trustee's Investment Portfolio (as of June 30, 2023)
- Section XI** Financial Summary Report



Blount County Trustee
SCOTT GRAVES




347 Court Street
Maryville, Tennessee 37804
Office (865) 273-5900 Fax (865) 273-5910

MEMO

DATE: July 14, 2023

TO: Honorable Blount County Board of Commissioners
Honorable Ed Mitchell, County Mayor
Honorable Gaye Hasty, County Clerk

FROM: Scott Graves, County Trustee 

SUBJECT: Annual Financial Report of the Blount County Trustee

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In compliance with Section 67-5-1902, *Tennessee Code Annotated*, I respectfully submit the Annual Financial Report of the Blount County Trustee for the Fiscal Year ended June 30, 2023.

For your convenience, the preceding page is a table of contents. As always if you have questions or desire more information, please do not hesitate to contact me. Thank you for your continued support of this Office, and I hope that you find this report thorough and informative.

**Blount County Trustee
Scott Graves**

Property Tax Collections by Tax Year and Month

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
July	223,904	241,091	167,961	188,725	188,359	175,982	386,260	244,319	128,387	104,860
August	217,063	569,743	276,417	454,637	600,027	756,790	881,911	399,606	484,182	535,587
September	555,134	5,302,233	3,176,016	7,433,071	5,012,727	8,577,708	10,527,430	11,577,735	14,925,452	12,793,438
October	40,163,844	42,202,333	50,282,611	48,758,092	54,178,646	52,550,418	57,759,420	61,229,957	58,837,640	62,856,784
November	9,239,598	4,237,747	8,163,806	7,873,005	7,378,727	6,422,753	7,671,355	7,344,003	8,008,414	9,055,841
December	2,753,518	2,798,191	2,760,414	3,034,838	2,731,490	2,263,626	3,157,978	2,912,449	2,944,605	2,655,755
January	1,922,090	2,031,073	2,704,590	2,865,207	2,617,011	2,987,925	2,777,439	3,082,018	3,008,123	2,968,835
February	7,515,721	5,657,988	10,772,502	10,109,490	7,551,797	8,737,326	10,554,151	8,450,785	7,846,308	8,954,923
March	3,435,315	6,223,731	3,195,301	3,430,783	4,239,881	3,083,872	2,791,460	4,231,517	3,028,904	2,827,665
April	613,617	807,575	580,261	744,469	814,752	580,447	516,240	587,001	587,463	497,325
May	276,283	340,108	409,862	380,390	348,982	287,548	310,700	311,546	256,744	425,652
June	<u>2,944,847</u>	<u>242,718</u>	<u>215,349</u>	<u>191,324</u>	<u>378,226</u>	<u>221,895</u>	<u>346,707</u>	<u>237,519</u>	<u>142,371</u>	<u>179,926</u>
TOTALS	69,860,934	70,654,531	82,705,090	85,464,031	86,040,625	86,646,290	97,681,051	100,608,455	100,198,593	103,856,591
Tax Rate	\$2.15	\$2.15	\$2.47 reappraisal	\$2.47	\$2.47	\$2.47	\$2.47 reappraisal	\$2.47	\$2.47	\$2.47

* Totals above include collection of prior year taxes *

**Blount County Trustee
Scott Graves**

Blount County Property Tax Allocation

April 28, 2023

<u>Fund</u> <u>Fund Name</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	FINAL <u>2022-2023</u>
101 General County	35.6275%	35.6275%	35.6275%	35.6275%	35.6275%	35.6275%	35.6275%	39.6761%
141 General Purpose School	26.3377%	25.8176%	25.5455%	25.4106%	23.0889%	22.8972%	22.7685%	22.2910%
151 Debt Service	19.4333%	19.4333%	19.4333%	19.4333%	17.8137%	17.8138%	17.8139%	13.7652%
177 Education Capital Projects	1.6194%	1.6194%	1.6194%	1.6194%	5.6680%	5.6680%	5.6680%	5.6680%
189 General Capital Projects	0.0000%	0.0000%	0.0000%	0.0000%	1.2146%	1.2146%	1.2146%	1.2146%
355 City of Alcoa Schools	4.5605%	4.7363%	4.7612%	4.9120%	4.5407%	4.6127%	4.6333%	4.7947%
356 City of Maryville Schools	<u>12.4216%</u>	<u>12.7659%</u>	<u>13.0131%</u>	<u>12.9972%</u>	<u>12.0466%</u>	<u>12.1662%</u>	<u>12.2742%</u>	<u>12.5904%</u>
	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%

Property Tax Rate in Dollars

General County	\$0.88	\$0.88	\$0.88	\$0.88	\$0.88	\$0.88	\$0.88	\$0.98
Education	\$1.07	\$1.07	\$1.07	\$1.07	\$0.98	\$0.98	\$0.98	\$0.98
Debt Service	\$0.48	\$0.48	\$0.48	\$0.48	\$0.44	\$0.44	\$0.44	\$0.34
Education Capital Projects	\$0.04	\$0.04	\$0.04	\$0.04	\$0.14	\$0.14	\$0.14	\$0.14
General Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$0.03</u>	<u>\$0.03</u>	<u>\$0.03</u>	<u>\$0.03</u>
Total Property Tax Rate	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>	<u>\$2.47</u>

**Blount County Trustee
Scott Graves**

**REPORT OF DELINQUENT TAXES
As of June 30, 2023**

2022

The following taxes are payable to the Trustee Office as of June 30, 2023:

2022 Real Property Taxes	\$ 1,845,285.78
2022 Personal Property Taxes	271,276.00
2022 Public Utility Taxes	27,882.00

2021

2021 Public Utility Taxes	26,725 .00
2021 Personal Property Taxes	25,425.00

According to State law, the following taxes were turned over to the Clerk & Master's Office for collection on April 1, 2023 (amended May 1, 2023):

2021 Real Property Taxes	\$ 401,021.00
2021 Percent Collected as of May 1, 2023	99.56%

Blount County Trustee
Scott Graves

Annual Report of Pick-Ups/Rollbacks/Releases/Refunds – Property Tax FY 2022 - 2023

**TO: The Honorable Blount County Mayor
The Honorable Members of the Blount County Board of Commissioners**

Your County Trustee respectfully presents this report of Pick-Ups, Rollbacks, Releases, and Refunds of Real and Personal Property, asking for considerations which are fully set forth in exhibits submitted as follows. This report covers the period from July 1, 2022 to June 30, 2023. Records are available for review in the Trustee's Office.

Pick-Ups & Rollbacks

Real & Personal Property & Rollback Tax added by the Property Assessor's Office from July 1, 2022 to June 30, 2023.

2022 Pick-Ups	\$	447,190.00
2022 Rollbacks		190,058.00
2021 Pick-Ups		.00
2021 Rollbacks		<u>.00</u>
Total Pick-Ups & Rollbacks	\$	637,248.00

Releases

Real & Personal Property, Public Utility, & Rollback Tax double assessed or otherwise in error released by the Property Assessor's Office or State (Public Utility).

2022 Real Property	\$	157,457.00
2022 Personal Property		310,510.79
2022 Public Utility		.00
2021 Real Property		56,491.11
2021 Personal Property		<u>46,683.00</u>
Total Releases	\$	571,141.90

Refunds

Property Taxes refunded due to corrections in assessments by the Property Assessor's Office or State (Public Utility).

2022 Refunds	\$	132,108.00
2021 Refunds		<u>52,636.00</u>
Total Refunds	\$	184,744.00

Scott Graves, Trustee

**Blount County Trustee
Scott Graves**

**Annual Report of Local Option Sales Tax Distribution
FY 2022-2023**

<u>Month Received</u>	<u>Month of Sale</u>	<u>Total Received</u>	<u>County Schools</u>	<u>Alcoa Schools</u>	<u>Maryville Schools</u>	<u>Highway Dept.</u>	<u>County Debt</u>	<u>City of Alcoa</u>	<u>City of Maryville</u>	<u>City of Friendsville</u>	<u>City of Louisville</u>	<u>City of Rockford</u>	<u>City of Townsend</u>
July	May	\$7,579,517.13	2,174,790.86	442,564.22	1,172,403.50	920,892.04	204,642.67	1,096,510.76	1,359,180.01	21,998.54	60,211.47	44,175.11	82,147.95
August	June	\$7,384,897.88	2,118,948.75	431,200.50	1,142,299.70	756,109.54	168,024.34	1,151,954.42	1,402,616.60	22,957.46	55,791.65	35,770.35	99,224.57
September	July	\$7,094,430.95	2,035,605.09	414,240.28	1,097,370.14	760,952.80	169,100.62	1,089,942.38	1,302,540.82	21,642.36	56,455.72	42,156.48	104,424.26
October	Aug.	\$6,743,125.46	1,934,805.00	393,727.73	1,043,030.02	772,483.84	171,663.07	1,018,731.49	1,211,628.16	22,994.92	59,874.73	43,758.25	70,428.25
November	Sept.	\$7,043,364.17	2,020,952.49	411,258.52	1,089,471.10	753,148.79	167,366.40	1,113,857.57	1,301,223.06	20,831.32	52,376.30	28,777.50	84,101.12
December	Oct.	\$7,209,907.74	2,068,738.84	420,982.91	1,115,232.14	768,526.72	170,783.72	1,132,234.59	1,332,439.67	20,063.19	48,338.53	26,813.87	105,753.56
January	Nov.	\$7,104,100.01	2,038,379.43	414,804.85	1,098,865.75	795,411.70	176,758.15	1,066,234.06	1,327,839.44	26,980.72	56,942.59	24,876.89	77,006.43
February	Dec.	\$8,422,445.96	2,416,652.43	491,782.41	1,302,788.16	934,312.26	207,624.95	1,235,936.15	1,640,796.03	23,517.89	69,917.42	25,943.75	73,174.51
March	Jan.	\$6,421,856.75	1,842,623.37	374,969.01	993,336.02	608,943.06	135,320.68	1,025,650.26	1,284,825.49	21,338.22	66,610.52	26,578.51	41,661.61
April	Feb.	\$6,117,785.15	1,755,376.10	357,214.42	946,302.07	589,539.69	131,008.82	1,022,082.69	1,177,447.98	18,291.50	51,362.92	27,190.64	41,968.32
May	March	\$7,539,050.34	2,117,809.72	455,535.81	1,196,179.66	851,518.48	189,226.33	1,171,170.42	1,367,663.42	23,327.02	62,045.61	29,544.89	75,028.98
June	April	\$7,176,459.82	2,015,953.70	433,626.82	1,138,649.42	716,326.54	159,183.68	1,161,940.30	1,352,933.72	23,276.31	64,659.46	28,963.76	80,946.11
GROSS TOTAL		\$85,836,941.36	\$24,540,635.78	\$5,041,907.48	\$13,335,927.68	\$9,228,165.46	\$2,050,703.43	\$13,286,245.09	\$16,061,134.40	\$267,219.45	\$704,586.92	\$384,550.00	\$935,865.67
LESS COMMISSION		\$858,369.42	\$245,406.36	\$50,419.08	\$133,359.28	\$92,281.66	\$20,507.04	\$132,862.46	\$160,611.35	\$2,672.20	\$7,045.87	\$3,845.50	\$9,358.66
NET TOTAL		\$84,978,571.94	\$24,295,229.42	\$4,991,488.40	\$13,202,568.40	\$9,135,883.80	\$2,030,196.39	\$13,153,382.63	\$15,900,523.05	\$264,547.25	\$697,541.05	\$380,704.50	\$926,507.01

**Blount County Trustee
Scott Graves**

Sales Tax Collections History

As of June 30, 2023

Fiscal Year	TOTAL	July	August	September	October	November	December	January	February	March	April	May	June
2007-08	\$33,809,454	2,884,510	3,014,587	2,730,371	2,825,096	2,817,720	2,898,826	2,793,922	3,465,790	2,395,386	2,473,949	2,839,727	2,669,570
2008-09	\$32,013,060	2,725,485	3,042,124	2,723,034	2,726,121	2,759,635	2,583,856	2,571,741	3,283,590	2,185,793	2,223,589	2,578,657	2,609,435
2009-10	\$30,286,461	2,579,415	2,754,380	2,587,101	2,457,701	2,513,862	2,450,000	2,452,997	3,075,646	2,056,255	2,190,430	2,612,804	2,555,870
2010-11	\$31,294,400	2,504,334	2,776,616	2,626,125	2,564,967	2,639,214	2,575,138	2,498,841	3,190,405	2,222,353	2,247,089	2,798,190	2,651,128
2011-12	\$34,184,247	2,746,530	2,882,117	2,976,932	2,874,942	2,903,076	2,881,058	2,814,620	3,474,705	2,481,246	2,577,496	3,032,838	2,538,687
2012-13	\$33,246,798	2,919,049	2,178,494	2,787,153	2,850,293	2,817,679	2,743,716	2,718,059	3,418,805	2,533,783	2,481,244	2,933,385	2,865,138
2013-14	\$34,839,107	2,893,152	3,032,817	2,952,129	2,903,197	2,919,473	2,883,851	2,818,848	3,528,983	2,428,746	2,650,238	3,016,010	2,811,663
2014-15	\$37,784,429	3,056,141	3,196,714	3,141,892	3,146,063	3,235,263	3,158,918	3,124,382	3,940,287	2,710,497	2,598,034	3,165,983	3,310,255
2015-16	\$46,618,469	3,439,873	3,479,851	3,957,500	3,822,856	3,893,940	3,915,141	3,878,543	5,202,602	3,417,253	3,468,807	4,137,430	4,004,673
2016-17	\$49,991,869	4,065,100	4,397,614	4,150,343	4,058,096	4,250,203	4,084,909	4,113,453	5,335,831	3,653,950	3,480,131	4,174,429	4,227,810
2017-18	\$51,933,248	4,297,394	4,450,223	4,191,056	4,217,469	4,381,422	4,228,431	4,346,225	5,486,710	3,750,488	3,712,609	4,513,644	4,357,577
2018-19	\$55,692,922	4,519,277	4,656,422	4,714,358	4,598,404	4,402,238	4,891,367	4,801,723	5,931,960	3,943,318	3,938,085	4,646,915	4,648,855
2019-20	\$58,157,470	4,951,008	4,922,442	5,017,277	4,788,401	5,002,604	4,947,369	4,928,126	6,322,209	4,579,130	4,221,065	4,666,703	3,811,136
2020-21	\$66,373,491	4,828,122	5,383,224	5,290,029	5,077,677	5,235,584	5,524,334	5,422,074	7,407,898	4,586,993	4,767,807	6,512,391	6,337,358
2021-22	\$79,784,942	6,464,542	6,316,163	6,505,502	6,561,499	6,627,393	6,548,123	6,779,591	8,263,655	5,997,619	5,316,719	7,209,118	7,195,018
2022-23	\$85,836,941	7,579,517	7,384,898	7,094,431	6,743,125	7,043,364	7,209,908	7,104,100	8,422,446	6,421,857	6,117,785	7,539,050	7,176,460

Blount County Trustee
Scott Graves

Annual Report of Interest Earned
FY 2022-2023

<u>Type of Account</u>	<u>Interest Earned</u>
Main Checking Account	\$4,951,767.90
Local Government Investment Pool	\$8,335.28
Certificates of Deposit/ICS	\$1,370,017.32
Money Market Accounts	<u>\$164,504.34</u>
Total Fiscal Year Interest Earned	<u>\$6,494,624.84</u>

Blount County Trustee
Account Analysis of Posted Transactions
All Modules All Payments
07/01/2022 to 06/30/2023
Month is Closed

101-45610 TRUSTEE

Jrnl Date	Rcpt/Ck	Trns	User	Description	Debit	Credit	Balance
				Starting Balance			0.00
T	7/29/2022	983982	KC	TRUSTEE COMMISSION TRANSFER	\$ 0.00	\$ 109,534.46	\$ 109,534.46
T	8/31/2022	986630	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 112,023.00	\$ 221,557.46
T	9/30/2022	1010632	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 358,876.69	\$ 580,434.15
T	10/31/2022	1081530	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 1,378,337.45	\$ 1,958,771.60
T	11/30/2022	1086684	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 309,283.70	\$ 2,268,055.30
T	12/31/2022	1089031	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 154,622.64	\$ 2,422,677.94
T	1/31/2023	1091814	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 169,337.36	\$ 2,592,015.30
T	2/28/2023	1096229	KC	TRUSTEE TRANSFER COMMISSION	\$ 0.00	\$ 294,626.29	\$ 2,886,641.59
T	3/31/2023	1098569	KC	TRANSFER TRUSTEE COMMISSION	\$ 0.00	\$ 151,877.32	\$ 3,038,518.91
C	4/28/2023	1099582	KC	TRANSFER TRUSTEE COMMISSION	\$ 0.00	\$ 106,054.68	\$ 3,144,573.59
C	5/31/2023	1100523	KC	TRANSFER TRUSTEE COMMISSION	\$ 0.00	\$ 131,345.13	\$ 3,275,918.72
C	6/30/2023	1101057	KC	TRANSFER TRUSTEE COMMISSION	\$ 0.00	\$ 122,637.97	\$ 3,398,556.69
				Period Balance	\$ 0.00	\$ 3,398,556.69	\$ 3,398,556.69
				Fiscal Year To Date	\$ 0.00	\$ 3,398,556.69	\$ 3,398,556.69

Blount County Trustee
Scott Graves

Trustee's Investment Portfolio

June 30, 2023

BANK NAME	MAIN ACCOUNT	Interest Rate	TAX PAY ACCOUNTS	Interest Rate	CDs / ICS	Interest Rate	Maturity Date	OTHER INVESTMENTS
CBBC			\$56,267.37	3.75%	\$5,400,000.00	4.50%	ICS *	<u>LGIP (TN Local Government Investment Pool)</u>
First Century			\$136,482.64	3.50%	\$1,000,000.00	3.50%	ICS *	\$234,626.62 4.71%
First Horizon	\$73,598,338.42	5.20%	\$43,395.27	5.20%	\$26,556,363.35	5.20%	ARPA *	<u>LGIP - DOT</u>
Home Federal			\$478,204.90	0.80%				\$215,209.12 4.71%
Pinnacle Bank			\$43,211.67	1.51%	\$2,000,000.00	3.00%	9-26-24	<u>LGIP - Retainage</u>
					\$5,200,000.00	5.25%	ICS *	\$39,672.17 4.71%
Renasant			\$474,562.78	0.12%				<u>LGIP TOTAL</u>
Simmons Bank			\$669,737.32	0.05%				\$489,507.91
SmartBank			\$448,558.48	4.77%	\$41,500,000.00	5.20%	ICS *	<u>Other Investments</u>
					\$485,402.97	5.20%	ICS *	<u>TYPE AMOUNT MATURITY</u>
					\$550,000.00	0.42%	3-7-24	
TnBank			\$450,066.67	0.05%	\$1,000,000.00	1.00%	8-11-23	\$0.00
United Community			\$384,377.46	0.14%				TOTAL \$0.00
US Bank			\$354,399.17	0.25%				<u>LGIP+OTHER INVESTMENTS</u>
Account Totals	<u>\$73,598,338.42</u>		<u>\$3,539,263.73</u>		<u>\$83,691,766.32</u>			<u>\$489,507.91</u>

GRAND TOTAL

\$161,318,876.38

NOTE: \$550,000 CD held jointly with State Commissioner of Commerce & Insurance (W.C.)

NOTE: \$485,402.97 ICS held per Ellis Trust

Blount County Trustee's Office Fund Report

Financial Summary Report - July 01, 2022 to June 30, 2023

Fund	Name	Starting Balance	Receipts	Disbursements	Transfers In	Transfers Out	Commission adjustment	Commission	Ending Balance
101	GENERAL FUND	44,911,210.80	74,240,405.66	70,604,834.37	2,042,165.68	0.00	(5,014.18)	984,884.67	49,609,077.28
112	COURTHOUSE & JAIL MAINTENANCE	546,071.61	166,819.78	143,875.55	0.00	0.00	0.00	1,668.20	567,347.64
114	LAW LIBRARY	50,497.92	8,455.90	9,680.00	0.00	0.00	0.00	84.56	49,189.26
115	PUBLIC LIBRARY	1,237,550.57	1,434,460.95	2,646,335.93	1,386,854.07	0.00	0.00	1,009.62	1,411,520.04
122	DRUG CONTROL	2,714,874.37	360,009.79	715,458.20	0.00	0.00	0.00	3,087.36	2,356,338.60
127	AMERICAN RESCUE PLAN ACT	12,929,570.78	13,775,589.77	278,281.98	0.00	0.00	0.00	0.00	26,426,878.57
131	HIGHWAY/PUBLIC WORKS	10,121,516.61	13,785,699.39	20,033,048.30	1,935.37	0.00	0.00	140,454.36	3,735,648.71
141	GENERAL PURPOSE SCHOOL	18,493,191.85	104,338,591.15	122,295,281.47	13,944,088.29	0.00	(17,614.03)	871,126.95	13,627,076.90
142	SCHOOL FEDERAL PROJECTS	115,558.10	16,972,631.55	17,620,790.70	772,164.17	0.00	0.00	0.00	239,563.12
143	CAFETERIA	3,836,254.17	6,358,650.22	6,643,856.32	0.00	0.00	0.00	0.00	3,551,048.07
146	EXTENDED DAYCARE	2,407,548.75	2,530,790.16	2,366,884.71	1,335.98	0.00	0.00	17,077.39	2,555,712.79
151	GENERAL DEBT SERVICE	22,387,109.18	19,436,814.04	29,667,181.37	1,939,021.89	0.00	(2,330.94)	329,625.06	13,768,469.62
176	HIGHWAY CAPITAL PROJECTS	2,938,948.31	4,279,448.90	4,185,161.14	4,910,365.00	0.00	0.00	0.00	7,943,601.07
177	EDUCATION CAPITAL PROJECTS	5,327,217.07	18,689,579.34	13,316,488.61	239,153.11	0.00	(533.85)	125,719.43	10,814,275.33
189	GENERAL CONSTRUCTION PROJECTS	3,970,235.72	1,325,650.04	1,812,889.31	(221.62)	0.00	(94.27)	25,635.41	3,457,233.69
263	GENERAL LIABILITY	1,831,865.26	1,401,589.79	822,098.59	0.00	0.00	0.00	0.00	2,411,356.46
264	EMPLOYEE HEALTH INSURANCE	10,149,939.57	27,045,079.37	24,603,376.79	3,000.00	0.00	0.00	0.00	12,594,642.15
266	WORKERS COMPENSATION	3,531,873.47	1,209,821.20	745,440.00	0.00	0.00	0.00	0.00	3,996,254.67
333	CHILDRENS HOME/ELLIS TRUST	485,402.97	13,178.69	13,178.69	0.00	0.00	0.00	0.00	485,402.97
336	TAX TRUST FUND	1,811.50	2,040.71	2,376.98	0.00	0.00	0.00	0.00	1,475.23
337	TRUST - CONTRACTOR DEP	25,068.75	(25,068.75)	0.00	0.00	0.00	0.00	0.00	0.00
351	CITIES - SALES TAX	0.00	31,639,601.53	31,323,205.51	0.00	0.00	0.00	316,396.02	0.00
355	ALCOA SCHOOLS	0.00	10,533,590.35	10,377,212.32	0.00	0.00	(630.35)	157,008.38	0.00
356	MARYVILLE SCHOOLS	0.00	27,245,374.12	26,838,876.91	0.00	0.00	(1,689.00)	408,186.21	0.00
363	DRUG TASK FORCE	645,147.94	341,657.06	205,989.27	0.00	0.00	0.00	1,697.94	779,117.79
364	DISTRICT ATTORNEY	214,367.45	16,531.90	779.00	0.00	0.00	0.00	165.33	229,955.02
365	SMOKY MTN TOURISM BOARD	0.00	4,247,155.95	4,204,684.40	0.00	0.00	0.00	42,471.55	0.00
999	TRUSTEE'S OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	50,196.64	(50,196.64)
22200	OVERPAYMENTS	0.00	50,196.64	0.00	0.00	0.00	0.00	0.00	50,196.64
28310	UNDISTRIBUTED TAXES	0.00	0.00	0.00	(98,471.00)	(98,471.00)	0.00	0.00	0.00
29900	FEE/COMMISSION	0.00	3,412,904.11	0.00	0.00	3,412,904.11	0.00	(3,412,904.11)	0.00
		148,872,832.72	384,837,249.31	391,477,266.42	25,141,390.94	3,314,433.11	(27,906.62)	63,590.97	160,611,184.98

<i>Summary of Assets Beginning Balances</i>		<i>Debits / Credits</i>		<i>Summary of Assets Ending Balances</i>	
INVESTMENT ACCOUNTS	45,275,702.92	12,144,817.70 (+)	10,818.86 (-)	INVESTMENT ACCOUNTS	57,409,701.76
CASH	3,800.00	100,523,654.56 (+)	100,523,654.56 (-)	CASH	3,800.00
BANK ACCOUNTS	103,593,229.80	597,511,349.34 (+)	597,906,938.92 (-)	BANK ACCOUNTS	103,197,640.22
ACCOUNTS RECEIVABLE	0.00	0.00 (+)	0.00 (-)	ACCOUNTS RECEIVABLE	0.00
BAD CHECKS	100.00	2,214.54 (+)	2,271.54 (-)	BAD CHECKS	43.00
CREDIT CARD FEES	0.00	0.00 (+)	0.00 (-)	CREDIT CARD FEES	0.00
Total	148,872,832.72	710,182,036.14 (+)	698,443,683.88 (-)	Total	160,611,184.98

Property Tax Summary

	Debits (-)	Credits (+)	Total
Current Year	103,060,435.23	103,060,435.23	0.00
Prior Year	1,834,521.51	1,834,521.51	0.00
Bankruptcy	423,863.43	423,863.43	0.00
Interest	294,630.54	294,630.54	0.00

This report is submitted in accordance with requirements of section 5-8-505 and 67-5-1902 Tennessee Code, annotated and to the best of my knowledge and belief, accurately reflects transactions of this office July 01, 2022 through June 30, 2023.

Signature: _____ Title: _____

July 12, 2023



Legislation Details (With Text)

File #: 23-226 **Version:** 1 **Name:**

Type: Report **Status:** Agenda Ready

File created: 8/1/2023 **In control:** Board of Commissioners

On agenda: 8/17/2023 **Final action:**

Title: July 2023 Financial Reports. (Information Only)

Sponsors:

Indexes:

Code sections:

Attachments: [ARPA Utility Project Update July 2023](#)
[ARPA Tracking 7.31.23](#)
[FY23.24 Capital Exhibit](#)
[July 2023 Expense Report](#)
[July 2023 Revenue Report](#)
[YTD Expense Report as of July 31 2023](#)
[YTD Revenue Report as of July 31 2023](#)
[US BANK REPORT JULY 2023](#)

Date	Ver.	Action By	Action	Result
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July 2023 Financial Reports. (Information Only)

ARPA Utility Projects Monthly Update – July 2023

- The contract with the Tennessee Department of Environment and Conservation (TDEC) has been finalized and signed by both the State and the County effective July 28, 2023.
- The Tuckaleechee Utility District (TUD) Water System project remains on schedule. The design report is complete and they are proceeding with the construction document phase. This project is funded by the County's direct ARPA allocation.
- The South Blount County Utility District (SBCUD) Blockhouse 3 construction project is scheduled to bid in early September. Work continues on the construction document phase for the Blockhouse 4 project. These projects are funded by the County's direct ARPA allocation.
- The contracts for the remaining projects with the City of Friendsville, South Blount Utility District and Knox Chapman Utility District have been signed and, with the TDEC contract in place, the utilities have been notified to proceed with their projects.

Blount County ARPA Fund Tracking

Item	Funds Authorized	Funds Received - YTD	Total Project Need	Funds Previously Appropriated	Balance
1 Original ARPA Fund Allocation	\$25,850,784	\$25,850,784			
2 Tennessee Department of Environmental Control Allocation (includes Friendsville)	\$7,249,412				
3 Blount County Utility Projects					
3a. South Blount Utility District ARPA			\$6,770,733	\$6,770,733	\$0
3b. Knox Chapman Utility District ARPA			\$2,800,000	\$2,800,000	\$0
3c. Tuckaleechee Utility District (ARPA)			\$6,750,000	\$6,750,000	\$0
3d. City of Friendsville (ARPA)			\$3,785,000	\$3,785,000	\$0
4 Eagleton Community Ballpark Renovation			\$9,340,219	\$0	\$9,340,219
5 Health & Public Safety			\$2,585,078	\$0	\$2,585,078
6 Administration (Digitization, Grant & Procurement)			\$1,069,166	\$1,069,166	\$0
7 Totals	\$33,100,196	\$25,850,784	\$33,100,196	\$21,174,899	\$11,925,297
<hr/>					
Fund Balance After Project Need	\$0				
<hr/>					
Fund Balance After Appropriation	\$11,925,297				
<hr/>					
Fund Balance After Appropriation and Current Request	\$0				
<hr/>					

** Eagleton and Health/Public Safety Estimated

CAPITAL EXHIBIT

Category Definitions	A: Items already funded to remain funded until complete
	B: New items to fund as part of the FY 2023-24
	C: Prioritized capital items not yet supported by current funding levels
	D: Identified capital items that need to be prioritized

*highlighted areas are updates from July 2023

	Department	Fund	Capital Item	Target FY	Dept. Request	Recommended	Actual	Category
1	BCSO	101	Axon Body and In car Cameras	FY 22/26	\$ 572,000.00	\$ 572,000.00	\$ 232,908.30	A
2	BCSO	101	Motorola/communications	FY 22/23	\$ 219,050.00	\$ 219,050.00		A
3	Industrial Development Board	101	Project Eagle Sewer Connections	FY 22/23	\$ 1,320,000.00	\$ 1,320,000.00	\$ 1,320,000.00	A
4	Industrial Development Board	101	Regional Greenway system (Amazon Connection)	FY 22/23	\$ 800,000.00	\$ 800,000.00	\$ 800,000.00	A
5	Industrial Development Board	101	Project Eagle Natural Gas Connections	FY 22/23	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	A
6	Industrial Development Board	101	Project Eagle Water Connections	FY 22/23	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	A
7	Industrial Development Board	101	Project Eagle Greenway Engineering	FY 22/23	\$ 104,400.00	\$ 104,400.00	\$ 104,400.00	A
8	Industrial Development Board	101	Sky City Initiative Renewal	FY 22/23	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	A
9	Maintenance	101	HVAC removal at Probation/Recovery Court	FY 22/23	\$ 18,000.00	\$ 18,000.00		A
10	Recycle	101	Recycling Compactor (replacement)	FY 22/23	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	A
11	Maintenance	112	Replace Jail Locks	FY 22/23	\$ 145,000.00	\$ 145,000.00		A
12	Maintenance	112	Replace 6 air handlers at Justice Center	FY 22/23	\$ 70,000.00	\$ 70,000.00		A
13	Maintenance	112	Seal Coat and Stripe parking lot at Justice Center	FY 22/23	\$ 25,000.00	\$ 25,000.00	\$ 17,130.00	A
14	Highway	131	Hwy Bridges repairs	FY 22/23	\$ 2,120,000.00	\$ 2,120,000.00		A
15	Schools 141	141	Miscellaneous HVAC equipment & parts	FY 22/23	\$ 100,000.00	\$ 100,000.00	various	A
16	Schools 141	141	New doors, hardware, and locks for school buildings	FY 22/23	\$ 65,000.00	\$ 65,000.00		A
17	Schools 141	141	MES & Montvale - new gym floors	FY 22/23	\$ 55,000.00	\$ 55,000.00		A
18	Schools 141	141	Montvale - new gym bleachers	FY 22/23	\$ 55,000.00	\$ 55,000.00	\$ 51,253.95	A
19	Schools 141	141	Custodial equipment (Floor scrubbers, vacuums, etc)	FY 22/23	\$ 50,000.00	\$ 50,000.00	\$ 7,870.20	A
20	Schools 141	141	ECCA grade 11 classroom renovations	FY 22/23	\$ 50,000.00	\$ 50,000.00		A
21	Schools 141	141	Maintenance equipment (Heavy equip attachments, etc)	FY 22/23	\$ 48,000.00	\$ 48,000.00		A
22	Schools 141	141	Maintenance truck	FY 22/23	\$ 45,000.00	\$ 45,000.00	\$ 45,020.00	A
23	Schools 141	141	ECCA - new classroom furniture for Grade 11	FY 22/23	\$ 30,000.00	\$ 30,000.00		A
24	Schools 141	141	Linville Powell HHS Commons area improvements	FY 22/23	\$ 10,000.00	\$ 10,000.00		A
25	Schools	142	ESSER 3 capital- HVAC systems/carpet flooring replacements districtwide	FY 22/23	\$ 2,461,000.00	\$ 2,461,000.00	\$ 179,995.00	A
26	Highway	176	Operations Center Building Grounding and Generator	FY 22/23	\$ 810,000.00	\$ -		A
27	Highway	176	Stock Creek Infrastructure	FY 22/23	\$ 500,000.00	\$ 500,000.00	\$ 117,334.00	A
28	Highway	176	Qu. 3 Mowing Tractors (replacement)	FY 22/23	\$ 375,000.00	\$ 375,000.00	\$ 372,677.43	A
29	Highway	176	Longarm Tractor (replacement)	FY 22/23	\$ 175,000.00	\$ 175,000.00	\$ 169,959.64	A
30	Highway	176	Brush Truck (addition)	FY 22/23	\$ 140,000.00	\$ 140,000.00	\$ 204,810.00	A
31	Highway	176	Skid Steer (addition)	FY 22/23	\$ 120,000.00	\$ 120,000.00	\$ 95,330.90	A
32	Highway	176	Facility Fire Line Installation	FY 22/23	\$ 100,000.00	\$ 100,000.00	\$ 41,879.79	A
33	Highway	176	Qu. 2 Salt Box Inserts on Tri Axles (addition)	FY 22/23	\$ 70,000.00	\$ 70,000.00	\$ 65,156.00	A
34	Highway	176	Scissor Lift (addition)	FY 22/23	\$ 60,000.00	\$ 60,000.00	\$ 81,349.00	A
35	Highway	176	Sign Shop Printer (addition)	FY 22/23	\$ 46,000.00	\$ 46,000.00	\$ 44,845.00	A
36	Highway	176	Road Widener (addition)	FY 22/23	\$ 40,000.00	\$ 40,000.00	\$ 67,567.00	A
37	Highway	176	Facility Electrical Upgrades	FY 22/23	\$ 40,000.00	\$ 40,000.00		A
38	Highway	176	Lidar Camera (addition)	FY 22/23	\$ 13,000.00	\$ 13,000.00		A
39	Highway	176	Qu. 2 Drones (addition)	FY 22/23	\$ 10,000.00	\$ 10,000.00	\$ 19,098.00	A
40	Highway	176	Inventory System for Parts Department	FY 22/23	\$ 6,000.00	\$ 6,000.00		A
41	Schools	177	HHS - new turf football field & track	FY 22/23	\$ 1,932,135.00	\$ 1,932,135.00		A
42	Schools	177	WBHS - new turf football field & track	FY 22/23	\$ 1,932,135.00	\$ 1,932,135.00		A
43	Schools	177	Fairview - roof replacement	FY 22/23	\$ 1,595,000.00	\$ 1,595,000.00	\$ 1,595,000.00	A
44	Schools	177	HHS new lights for soccer, baseball, & softball fields	FY 22/23	\$ 192,000.00	\$ -		A
45	Schools	177	HMS - roof replacement	FY 22/23	\$ 173,500.00	\$ 172,500.00	\$ 165,244.00	A
46	Schools	177	HHS - new secure main entrance	FY 22/23	\$ 149,579.00	\$ 149,579.00		A
47	Schools	177	Roof Replacement FES/Awning CMS	FY 22/23		\$ 40,000.00	\$ 40,000.00	A
48	Schools	177	HHS - renovations to classrooms in main building	FY 22/23				A
49	Library	189	Roof Replacement	FY 22/23	\$ 850,000.00	\$ -		A
50	Library	189	Library Clock Tower Repair	FY 22/23	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	A
51	Maintenance	189	Upgrade HVAC control software system	FY 22/23	\$ 350,000.00	\$ 350,000.00		A
52	Maintenance	189	Replace HVAC Units for Courthouse	FY 22/23	\$ 50,000.00	\$ 50,000.00		A
53	Maintenance	189	Replace Boiler for Courthouse	FY 22/23	\$ 25,000.00	\$ 25,000.00		A
54	Parks & Rec	189	Everett Senior Center (County Contribution)	FY 22/23	\$ 420,000.00	\$ -		A
55	Parks & Rec	189	Everett Senior Center (State Contribution)	FY 22/23	\$ 300,000.00	\$ -	\$ 300,000.00	A
56	Schools	141	HMS - practice baseball field	FY 21/22	\$ 175,000.00	\$ -	\$ 16,500.00	A
57	Schools	141	WBHS - new concession & bathroom facility for softball	FY 21/22	\$ 90,000.00	\$ -	\$ 59,300.00	A
58	Schools	141	WBHS - Baseball Fence Replacement	FY 21/22	\$ 75,000.00	\$ -	\$ 74,960.00	A
59	Highway	176	Qu. 2 Tri Axle Dump Trucks (addition)	FY 21/22	\$ 340,000.00	\$ 340,000.00	\$ 453,240.00	A

60	Highway	176	Excavator (replacement)	FY 21/22	\$ 280,000.00	\$ 280,000.00	\$ 284,088.00	A
61	Highway	176	Low Boy Trailer (replacement)	FY 21/22	\$ 140,000.00	\$ 140,000.00	\$ 135,759.00	A
62	Highway	176	Bucket Truck (Ford F550)	FY 21/22	\$ 130,000.00	\$ 130,000.00	\$ 204,961.54	A
63	Highway	176	County Traffic Signal Modernization - Phase 1	FY 21/22	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00	A
64	Maintenance	189	Justice Center ADA Bathrooms	FY 24/25	\$ 150,000.00	\$ -		B
65	BCSO	101	Smartphones for Deputies	FY 23/24	\$ 52,500.00	\$ -		B
66	Industrial Development Board	101	Project Eagle Greenway	FY 23/24	\$ 1,304,400.00			B
67	Maintenance	112	Jail Lock	FY 23/24	\$ 145,000.00			B
68	Maintenance	112	Jail Medical Toilets	FY 23/24	\$ 65,000.00	\$ -		B
69	Schools	141	HHS CTE, WBHS CTE, Rockford - Classroom Furniture	FY 23/24	\$ 802,500.00	\$ -		B
70	Schools	141	ECCA - Classroom Equipment, CTE, 12th Grade Classroom Renovations, Sound System, Technology, Fieldhouse, Pressbox	FY 23/24	\$ 450,500.00	\$ -		B
71	Schools	141	All Schools - Technology Equipment, Copiers	FY 23/24	\$ 292,500.00	\$ -		B
72	Schools	141	Maintenance & Custodial Equipment, Utility Vehicle	FY 23/24	\$ 275,000.00	\$ -		B
73	Schools	141	Various Schools - Facilities Improvements, Building & Bathroom Renovations	FY 23/24	\$ 235,000.00	\$ -		B
74	Schools	141	Montvale, Townsend - Gymnasium Improvements - Flooring, Bleachers	FY 23/24	\$ 180,000.00	\$ 180,000.00	\$ 181,322.27	B
75	Schools	141	Various Schools - Small Equipment - Portable stages, Athletic Equipment, Print Copiers	FY 23/24	\$ 175,500.00	\$ -		B
76	Schools	141	Various Schools - HVAC Replacements	FY 23/24	\$ 150,000.00	\$ -		B
77	Schools	141	Contingency	FY 23/24	\$ 100,000.00	\$ -		B
78	Schools	141	HHS, WBHS, SE Various - Classroom Equipment - Music Instruments, SE Equipment	FY 23/24	\$ 55,000.00	\$ -		B
79	Schools	141	Middlesettlements & Montvale - New Secure Entrance	FY 23/24	\$ 25,000.00	\$ -		B
80	Schools	141	Architect/Engineering Fees	FY 23/24	\$ 23,000.00	\$ -		B
81	Schools	142	ESSER 3 Capital - ECCA HVAC Replacements	FY 23/24	\$ 400,000.00	\$ -		B
82	Schools	142	ESSER 3 Capital - Various Schools, Remove Carpet & Replace with LVP	FY 23/24	\$ 400,000.00	\$ -		B
83	Schools	142	ESSER 3 Capital - Lanier Steam Boiler Replacment	FY 23/24	\$ 350,000.00	\$ -		B
84	Schools	142	ESSER 3 Capital - Various Schools, Change Distribution Pumps to VFD	FY 23/24	\$ 200,000.00	\$ -		B
85	Highway	176	Salt Facility	FY 23/24	\$ 1,200,000.00	\$ -		B
86	Highway	176	Tack Truck	FY 23/24	\$ 320,000.00	\$ -		B
87	Highway	176	Asphalt Zipper	FY 23/24	\$ 255,270.00	\$ 255,270.00	\$ 255,270.00	B
88	Highway	176	Backhoe	FY 23/24	\$ 209,623.00	\$ 209,623.00	\$ 192,000.00	B
89	Highway	176	Lg Roller	FY 23/24	\$ 181,848.00	\$ 181,848.00	\$ 177,328.65	B
90	Highway	176	4 Ford F150	FY 23/24	\$ 171,188.00	\$ -		B
91	Highway	176	F550 Shop Truck	FY 23/24	\$ 79,470.00	\$ -		B
92	Highway	176	Sm Roller	FY 23/24	\$ 61,894.00	\$ -		B
93	Highway	176	Lg Asphalt Grinder	FY 23/24	\$ 45,623.00	\$ 45,623.00	\$ 35,263.00	B
94	Highway	176	GPR	FY 23/24	\$ 18,000.00	\$ -		B
95	Highway	176	Radius Grinder Tool	FY 23/24	\$ 12,000.00	\$ -		B
96	Schools	177	WBHS - Renovations for CTE classrooms & building	FY 23/24	\$ 4,300,000.00	\$ -		B
97	Schools	177	WBHS - Roof Repair/Replacement	FY 23/24	\$ 1,047,000.00	\$ -		B
98	Schools	177	Waland Gym - Roof Repair/Replacement	FY 23/24	\$ 500,000.00	\$ -		B
99	Schools	177	Various Schools - HVAC Controls	FY 23/24	\$ 350,000.00	\$ -		B
100	Schools	177	Contingency	FY 23/24	\$ 300,000.00	\$ -		B
101	Schools	177	Friendsville Gym - Roof Repair/Replacement	FY 23/24	\$ 150,000.00	\$ -		B
102	Schools	177	Middlesettlements - Secure Entry	FY 23/24	\$ 100,000.00	\$ -		B
103	Schools	177	Architect & Engineering Fees	FY 23/24	\$ 100,000.00	\$ -		B
104	Schools	177	Heritage High - Classroom Renovations, Wing 2 Upstairs	FY 23/24	\$ -	\$ -		B
105	Schools	177	William Blount - Classroom Renivations, Upstairs	FY 23/24	\$ -	\$ -		B
106	Information Technology	189	New Dell Server and Storage Stack, replacing old stack	FY 23/24	\$ 110,000.00	\$ -		B
107	Maintenance	189	Courthouse 1976 Elevator Update ADA	FY 23/24	\$ 200,000.00	\$ -		B
108	Maintenance	189	Animal Center New Roof	FY 23/24	\$ 88,400.00	\$ -		B
109	Maintenance	189	Animal Center Kennel Heat Replacement	FY 23/24	\$ 51,049.00	\$ -		B
110	Maintenance	189	Courthouse HVAC Units 5	FY 23/24	\$ 50,000.00	\$ -		B
111	Maintenance	189	Courthouse Replace 2nd Floor Fire Escape	FY 23/24	\$ 47,000.00	\$ -		B
112	Maintenance	189	Courthouse Replace Handrails ADA	FY 23/24	\$ 26,300.00	\$ -		B
113	Maintenance	189	Justice Center Garage New Roof	FY 23/24	\$ 24,050.00	\$ -		B
114	Maintenance	189	Health Dept Roof Screws Replaced	FY 23/24	\$ 6,500.00	\$ -		B
115	Highway	176	Facility commercial kitchen, offices	FY 22/23	\$ 600,000.00	\$ 600,000.00		B
116	Highway	176	Qu. 4 Single Axle Dump Trucks (replacements)	FY 22/23	\$ 560,000.00	\$ 560,000.00		B
117	Highway	176	Sign Shop/Repair Ford F550 (addition)	FY 22/23	\$ 100,000.00	\$ 100,000.00		B
118	Highway	176	Tack Truck (replacement)	FY 22/23	\$ 100,000.00	\$ 100,000.00		B
119	Highway	176	Four Post Vehicle Lift	FY 22/23	\$ 52,000.00	\$ 52,000.00		B
120	Highway	176	Water Truck (replacement)	FY 22/23	\$ 50,000.00	\$ 50,000.00		B
121	Highway	176	Facility Air Curtain Housing	FY 22/23	\$ 40,000.00	\$ 40,000.00		B
122	Information Technology	189	Substation Wi-Fi Services	FY 22/23	\$ 26,600.00	\$ 26,600.00		B
123	Animal Center BCAC Expansion - Phase 2	Fundrais ing	Garage Expansion/New Storage	TBD	\$ 242,920.00	\$ -		C
124	Animal Center BCAC Expansion - Phase 3	Fundrais ing	Kennel Expansion	TBD	\$ 188,352.00	\$ -		C
125	Animal Center BCAC Expansion - Phase 4	Fundrais ing	Office and Quarantine Expansion	TBD	\$ 166,785.00	\$ -		C
126	Library/Maintenance	189	Library Carpet Replace	FY 24/25	\$ 350,000.00	\$ -		C

127	Library	N/A	Replace and Repair masonry	FY 24/25	N/A	\$ -		C
128	Library	N/A	Lower Level of Library	FY 24/25	N/A	\$ -		C
129	BCSO	101	New desks and furniture - 24 yr old equip	FY 23/24	\$ 50,000.00	\$ -		C
130	BCSO	101	Tables, Chairs, Filing Cabinets for Roll Call Room	FY 23/24	\$ 25,000.00	\$ -		C
131	BCSO	101	Tire Balancer for Garage	FY 23/24	\$ 22,000.00	\$ -		C
132	BCSO	101	Computer Room Door Controls	FY 23/24	\$ 15,000.00	\$ -		C
133	Highway	176	Expansion	FY 23/24	\$ 300,000.00	\$ -		C
134	Highway	176	4 Ford Explorers	FY 23/24	\$ 154,952.00	\$ -		C
135	Highway	176	Vocera Security System	FY 23/24	\$ 49,961.00	\$ -		C
136	Highway	176	Trench Roller	FY 23/24	\$ 39,000.00	\$ -		C
137	BCSO	189	Security system upgrades for juvenile	FY 23/24	\$ 150,000.00	\$ -		C
138	Maintenance	189	Health Dept Facia Repair/Replace	FY 23/24	\$ 55,250.00	\$ -		C
139	Maintenance	189	Health Department HVAC Change Outs	FY 23/24	\$ 50,000.00	\$ -		C
140	Parks & Rec	189	Everett Football Field	FY 23/24	\$ 220,000.00	\$ -		C
141	Planning & Dev	189	6 Ford F-150 CC 4 Trucks	FY 23/24	\$ 295,460.00	\$ -		C
142	Information Technology	112	Justice Center Network Upgrades	FY 22/23	\$ 90,000.00	\$ -		C
143	Information Technology	127	Justice Center Fiber Loop	FY 22/23	Unknown	\$ -		C
144	Animal Center BCAC Expansion - Phase 1	Fundrais ing	Expanded Cat Room and Lobby	FY 22/23	\$ 233,533.00	\$ -		C
145	BCSO	101	Angel Armor-protective armor for vehicles	FY 24/25	\$ 50,000.00	\$ -		D
146	Maintenance	112	Update elevator controls Justice Center	FY 24/25	\$ 36,200.00			D
147	Maintenance	189	Rekey Courthouse	FY 24/25	\$ 260,000.00			D
148	Maintenance	189	Replace Door Hardware at Justice Center	FY 24/25	\$ 150,000.00			D
149	BCSO	122	Track extension	FY 23/24	Unknown	\$ -		D
150	Highway	176	County Traffic Signal Modernization-Ebroadway/DefoeCir	FY 23/24	Unknown	\$ -		D
151	Highway	176	County Traffic Signal Modernization-WB/Big Springs	FY 23/24	Unknown	\$ -		D
152	Highway	176	County Traffic Signal Modernization-WB/Morganton	FY 23/24	Unknown	\$ -		D
153	Highway	176	Facility Wash Bay and Salt Bin	FY 23/24	\$ 1,500,000.00	\$ -		D
154	Schools	177	CMS - new lights for baseball & softball fields	FY 23/24	Unknown	Unknown		D
155	Schools	177	Parking lot resurfacing	FY 23/24	Unknown	Unknown		D
156	Schools	177	UGMS - new lights for baseball & softball fields	FY 23/24	Unknown	Unknown		D
157	Schools	177	WBHS - CTE classroom furniture	FY 23/24	Unknown	Unknown		D
158	Schools	177	WBHS - Renovations for CTE classrooms & building	FY 23/24	Unknown	Unknown		D
159	Schools	177	WBHS - roof replacements	FY 23/24	Unknown	Unknown		D
160	Maintenance	189	Replace roof on Probation/Recovery Court Building	FY 23/24	\$ 550,000.00			D
161	Maintenance	189	Replumb 1954 side of Courthouse	FY 23/24	\$ 313,000.00			D
162	Maintenance	189	Replace Door Hardware at Justice Center	FY 23/24	\$ 115,000.00	\$ -		D
163	Library	BCPL Capital Budget	Window Tint for three Skylights	FY 23/24	\$ 8,000.00	\$ -		D
164	Library	Funding bodies	Building Envelope repairs	FY 23/24	\$ 1,000,000.00	\$ -		D
165	Library	Funding bodies	Curtain Wall Glass Replacement	FY 23/24	\$ 250,000.00	\$ -		D
166	Library	N/A	Design and replace flooring across the library	FY 23/24	N/A	\$ -		D
167	BCSO	101	SWAT vests (replacement)	FY 22/23	\$ 108,000.00	\$ -		D
168	BCSO	101	Cold weather gear for Special Teams	FY 22/23	\$ 40,000.00	\$ -		D
169	BCSO	101	Smartphones for Special Teams	FY 22/23	\$ 25,000.00	\$ -		D
170	BCSO	101	Fire Suppression Tool (FST) \$1000*22	FY 22/23	\$ 22,000.00	\$ -		D
171	BCSO	101	Advanced Tactical Equipment(cameras & gear)	FY 22/23	\$ 20,000.00	\$ -		D
172	BCSO	101	BSORT replacement equipment	FY 22/23	\$ 10,000.00	\$ -		D
173	BCSO	101	Crime Scene Equipment	FY 22/23	\$ 10,000.00	\$ -		D
174	BCSO	101	Traffic Investigation Equipment	FY 22/23	\$ 6,000.00	\$ -		D
175	Library	115	Window Tint for three Skylights	FY 22/23	\$ 8,000.00	\$ -		D
176	Library	115	Replace all electrical floor box covers	FY 22/23	\$ 4,368.00	\$ -		D
177	Library	115	Replace Learning Lab Door w/Push Bar	FY 22/23	\$ 2,000.00	\$ -		D
178	Library	115	Sun Screen Fabric Inserts for High Windows	FY 22/23	\$ 1,800.00	\$ -		D
179	BCSO	122	Range updates	FY 22/23	Unknown	\$ -		D
180	Highway	176	County Traffic Signal Modernization-Fairview/ONFerry	FY 22/23	Unknown	\$ -		D
181	Highway	176	County Traffic Signal Modernization-WB/County Farm	FY 22/23	Unknown	\$ -		D
182	Schools	177	CMS - roof replacement	FY 22/23	Unknown	Unknown		D
183	Schools	177	Parking lot resurfacing	FY 22/23	Unknown	Unknown		D
184	Schools	177	WBHS Academy - roof replacement	FY 22/23	Unknown	Unknown		D

185	BCSO	189	Security upgrades for jail/juvenile	FY 22/23	\$ 40,000.00	\$ -		D
186	Information Technology	189	Townsend Fiber Internet Services	FY 22/23	\$ 15,000.00	\$ -		D
187	Planning & Dev	189	Qu. 4 Ford F-150	FY 22/23	\$ 228,000.00	\$ -	\$ 46,535.00	D
188	Library	Fundraising	Professional Fees for Design Building Repairs	FY 22/23	\$ 100,000.00	\$ -		D
189	Library	Fundraising	Construction Administration for Building Repairs	FY 22/23	\$ 32,000.00	\$ -		D

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52300-510100-00000-000-00000-0000-10-00000 County Official	.00	8,720.46	.00	8,720.46	8,720.46
101-52400-510100-00000-000-00000-0000-10-00000 County Official	.00	8,720.46	.00	8,720.46	8,720.46
101-52500-510100-00000-000-00000-0000-10-00000 County Official	.00	8,720.46	.00	8,720.46	8,720.46
101-53120-510100-00000-000-00000-0000-10-00000 County Official	.00	9,592.50	.00	9,592.50	9,592.50
101-53400-510100-00000-420-00000-0000-10-00000 County Official	.00	8,720.46	.00	8,720.46	8,720.46
101-54110-510100-00000-000-00000-0000-10-00000 County Official	.00	10,551.72	.00	10,551.72	10,551.72
101-54220-510100-00000-000-00000-0000-10-00000 County Official	.00	1,055.14	.00	1,055.14	1,055.14
101-51300-510100-00000-000-00000-0000-10-00000 County Official	.00	13,295.22	.00	13,295.22	13,295.22
101-51500-510100-00000-000-00000-0000-10-00000 County Official	.00	7,848.38	.00	7,848.38	7,848.38
101-51600-510100-00000-000-00000-0000-10-00000 County Official	.00	8,720.46	.00	8,720.46	8,720.46
101-53310-510200-00000-000-00000-0000-10-00000 Judges	.00	59,037.52	.00	59,037.52	59,037.52
101-53120-510300-00000-000-00000-0000-10-00000 Assistant	.00	18,115.72	8,806.72	9,309.00	9,309.00
101-52300-510300-00000-000-00000-0000-10-00000 Assistant	.00	41,289.43	20,102.22	21,187.21	21,187.21
101-54410-510300-00000-000-00000-0000-10-00000 Assistant	.00	2,612.60	1,273.00	1,339.60	1,339.60
101-54110-510300-00000-000-00000-0000-10-00000 Assistant	.00	18,147.01	8,680.71	9,466.30	9,466.30
101-58300-510300-00000-000-00000-0000-10-00000 Assistant	.00	5,459.00	2,656.30	2,802.70	2,802.70
101-52900-510300-00000-000-00000-0000-00-00000 Assistant	.00	9,703.70	4,723.90	4,979.80	4,979.80
101-58300-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	5,865.79	2,854.39	3,011.40	3,011.40
101-57500-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	6,713.70	3,273.69	3,440.01	3,440.01
101-51800-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	3,238.50	1,578.20	1,660.30	1,660.30
101-51900-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,051.40	3,439.40	3,612.00	3,612.00
101-51910-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	4,370.20	2,127.00	2,243.20	2,243.20
101-51710-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,621.70	3,713.00	3,908.70	3,908.70
101-51310-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	7,079.80	3,363.80	3,716.00	3,716.00
101-54110-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	47,790.30	22,614.00	25,176.30	25,176.30
101-54410-510500-00000-000-00000-0000-10-00000 Supervisor/Director	.00	5,686.00	2,764.00	2,922.00	2,922.00
101-55120-510500-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Supervisor/Director	.00	5,950.62	2,893.46	3,057.16	3,057.16
101-52200-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	8,445.65	4,912.95	3,532.70	3,532.70
101-51920-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	6,040.39	2,925.70	3,114.69	3,114.69
101-52100-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	5,603.50	.00	5,603.50	5,603.50
101-52600-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	7,293.00	3,456.50	3,836.50	3,836.50
101-53120-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	5,828.91	2,822.91	3,006.00	3,006.00
101-53200-510500-00000-128-00000-0000-10-00000					
Supervisor/Director	.00	6,386.30	3,115.90	3,270.40	3,270.40
101-53910-510500-00000-000-00000-0000-10-00000					
Supervisor/Director	.00	6,576.30	3,193.80	3,382.50	3,382.50
101-54240-510600-00000-000-00000-0000-10-00000					
Deputies	.00	80,382.39	33,212.95	47,169.44	47,169.44
101-54210-510600-00000-000-00000-0000-10-00000					
Deputies	.00	336,708.69	141,363.30	195,345.39	195,345.39
101-54110-510600-00000-000-00000-0000-10-00000					
Deputies	.00	383,160.90	163,695.28	219,465.62	219,465.62
101-54113-510600-00000-000-00000-0000-00-00000					
Deputies	.00	10,427.32	4,337.31	6,090.01	6,090.01
101-54110-510800-00000-000-00000-0000-10-00000					
Investigators	.00	101,044.77	46,017.59	55,027.18	55,027.18
101-54210-510800-00000-000-00000-0000-10-00000					
Investigators	.00	8,200.00	3,705.10	4,494.90	4,494.90
101-54210-510900-00000-000-00000-0000-10-00000					
Captain	.00	6,667.60	3,115.90	3,551.70	3,551.70
101-54240-510900-00000-000-00000-0000-10-00000					
Captain	.00	6,591.59	3,039.90	3,551.69	3,551.69
101-54110-510900-00000-000-00000-0000-10-00000					
Captain	.00	20,822.00	9,788.90	11,033.10	11,033.10
101-54110-511000-00000-000-00000-0000-10-00000					
Lieutenants	.00	64,700.19	30,028.99	34,671.20	34,671.20
101-54240-511000-00000-000-00000-0000-10-00000					
Lieutenants	.00	5,542.40	2,630.80	2,911.60	2,911.60
101-54210-511000-00000-000-00000-0000-10-00000					
Lieutenants	.00	29,673.33	13,408.53	16,264.80	16,264.80
101-53910-511100-00000-000-00000-0000-10-00000					
Probation Officer	.00	21,836.52	10,574.31	11,262.21	11,262.21
101-53200-511100-00000-128-00000-0000-10-00000					
Probation Officer	.00	27,999.22	13,529.61	14,469.61	14,469.61
101-53500-511200-00000-000-00000-0000-10-00000					
Youth Service Officers	.00	15,061.20	7,276.80	7,784.40	7,784.40
101-54210-511500-00000-000-00000-0000-10-00000					
Sergeants	.00	23,582.59	12,370.28	11,212.31	11,212.31
101-54240-511500-00000-000-00000-0000-10-00000					
Sergeants	.00	13,880.20	4,793.33	9,086.87	9,086.87
101-54110-511500-00000-000-00000-0000-10-00000					
Sergeants	.00	46,456.10	21,251.07	25,205.03	25,205.03
101-53910-511900-00000-000-00000-0000-10-00000					
Accountants and Bookkeepers	.00	3,721.00	1,806.79	1,914.21	1,914.21

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52100-511900-00000-000-00000-10-00000 Accountants and Bookkeepers	.00	29,421.85	14,376.25	15,045.60	15,045.60
101-54110-512000-00000-000-00000-10-00000 Computer Programmers	.00	23,636.90	11,460.90	12,176.00	12,176.00
101-52600-512100-00000-000-00000-10-00000 Data Processing Personnel	.00	17,919.93	8,742.47	9,177.46	9,177.46
101-52200-512200-00000-000-00000-10-00000 Purchasing Personnel	.00	18,118.38	8,429.92	9,688.46	9,688.46
101-54210-513000-00000-000-00000-10-00000 Social Workers	.00	3,992.50	1,927.00	2,065.50	2,065.50
101-55110-513100-00000-511-00000-10-00000 Medical Personnel	.00	27,034.18	13,275.79	13,758.39	13,758.39
101-55120-513100-00000-512-00000-10-00000 Medical Personnel	.00	7,244.80	3,401.40	3,843.40	3,843.40
101-55110-513100-00000-000-00000-00-00000 Medical Personnel	.00	2,048.43	1,057.60	990.83	990.83
101-54240-514000-00000-000-00000-10-00000 Salary Supplements	.00	1,055.12	.00	1,055.12	1,055.12
101-54210-514000-00000-000-00000-10-00000 Salary Supplements	.00	.00	2,425.00	-2,425.00	-2,425.00
101-54110-514000-00000-000-00000-10-00000 Salary Supplements	.00	52,625.00	52,125.00	500.00	500.00
101-53500-514000-00000-647-00000-10-00000 Salary Supplements	.00	1,327.04	.00	1,327.04	1,327.04
101-51710-514100-00000-000-00000-10-00000 Foreman	.00	12,038.00	5,853.30	6,184.70	6,184.70
101-54110-514200-00000-000-00000-10-00000 Mechanics	.00	7,000.80	3,408.40	3,592.40	3,592.40
101-53910-516100-00000-000-00000-10-00000 Secretary	.00	2,911.70	1,414.50	1,497.20	1,497.20
101-53500-516100-00000-000-00000-10-00000 Secretary	.00	3,156.10	1,534.80	1,621.30	1,621.30
101-53200-516100-00000-128-00000-10-00000 Secretary	.00	7,009.40	3,414.80	3,594.60	3,594.60
101-53310-516100-00000-000-00000-10-00000 Secretary	.00	11,772.10	5,726.50	6,045.60	6,045.60
101-51710-516100-00000-000-00000-10-00000 Secretary	.00	5,865.91	2,696.01	3,169.90	3,169.90
101-51300-516100-00000-000-00000-10-00000 Secretary	.00	5,436.20	2,611.10	2,825.10	2,825.10
101-51300-516200-00000-000-00000-10-00000 Clerical Personnel	.00	2,772.14	1,342.79	1,429.35	1,429.35
101-51500-516200-00000-000-00000-10-00000 Clerical Personnel	.00	9,672.84	4,690.80	4,982.04	4,982.04
101-51310-516200-00000-000-00000-10-00000 Clerical Personnel	.00	16,343.13	7,894.99	8,448.14	8,448.14
101-51600-516200-00000-000-00000-10-00000 Clerical Personnel	.00	30,224.38	14,651.58	15,572.80	15,572.80
101-53400-516200-00000-420-00000-10-00000 Clerical Personnel	.00	20,645.26	10,245.21	10,400.05	10,400.05
101-53110-516200-00000-000-00000-10-00000 Clerical Personnel	.00	1,374.14	945.47	428.67	428.67
101-53120-516200-00000-000-00000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Clerical Personnel	.00	121,692.45	58,043.84	63,648.61	63,648.61
101-53610-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	3,408.28	.00	3,408.28	3,408.28
101-53700-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	14,585.46	6,370.43	8,215.03	8,215.03
101-58300-516200-00000-000-00000-0000-00-00000					
Clerical Personnel	.00	4,033.30	1,960.40	2,072.90	2,072.90
101-52500-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	67,982.16	33,110.31	34,871.85	34,871.85
101-52400-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	24,357.03	11,512.62	12,844.41	12,844.41
101-52300-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	16,387.20	7,970.71	8,416.49	8,416.49
101-54110-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	27,934.89	13,280.97	14,653.92	14,653.92
101-54210-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	16,836.61	7,848.30	8,988.31	8,988.31
101-55110-516200-00000-000-00000-0000-10-00000					
Clerical Personnel	.00	3,495.59	1,400.66	2,094.93	2,094.93
101-57500-516300-00000-000-00000-0000-10-00000					
Educational Assistant	.00	5,880.10	2,822.90	3,057.20	3,057.20
101-64000-516400-00000-000-00000-0000-10-00000					
Attendants	.00	4,206.00	1,838.10	2,367.90	2,367.90
101-54110-516400-00000-000-00000-0000-10-00000					
Attendants	.00	3,156.10	1,534.80	1,621.30	1,621.30
101-51800-516600-00000-000-00000-0000-10-00000					
Custodial Personnel	.00	15,877.59	7,375.88	8,501.71	8,501.71
101-51800-516700-00000-000-00000-0000-10-00000					
Maintenance Personnel	.00	18,205.79	8,876.90	9,328.89	9,328.89
101-51500-516800-00000-000-00000-0000-10-00000					
Temporary Personnel	.00	85.40	.00	85.40	85.40
101-53120-516800-00000-000-00000-0000-10-00000					
Temporary Personnel	.00	1,524.55	872.71	651.84	651.84
101-53120-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	1,030.72	589.32	441.40	441.40
101-52500-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	1,275.70	826.54	449.16	449.16
101-54110-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	18,384.39	9,020.92	9,363.47	9,363.47
101-55110-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	2,934.50	1,949.33	985.17	985.17
101-55110-516900-00000-511-00000-0000-10-00000					
Part time Personnel	.00	710.40	355.20	355.20	355.20
101-54210-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	2,932.73	1,233.46	1,699.27	1,699.27
101-55120-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	3,540.76	1,636.48	1,904.28	1,904.28
101-51800-516900-00000-000-00000-0000-10-00000					
Part time Personnel	.00	5,436.17	2,613.76	2,822.41	2,822.41
101-51800-518700-00000-000-00000-0000-10-00000					
Overtime Pay	.00	1,412.61	366.86	1,045.75	1,045.75
101-55120-518700-00000-000-00000-0000-10-00000					
Overtime Pay	.00	1,479.69	930.57	549.12	549.12

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-54210-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	7,782.01	2,585.11	5,196.90	5,196.90
101-54240-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	262.43	262.43	.00	.00
101-54110-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	55,849.63	39,392.72	16,456.91	16,456.91
101-52200-518700-00000-000-00000-0000-10-00000 Overtime Pay	.00	13.48	13.48	.00	.00
101-51920-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	4,108.60	1,994.40	2,114.20	2,114.20
101-53500-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	13,577.50	6,495.40	7,082.10	7,082.10
101-55120-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	24,438.75	11,230.42	13,208.33	13,208.33
101-51910-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	2,404.00	1,172.30	1,231.70	1,231.70
101-51710-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	38,395.51	17,557.32	20,838.19	20,838.19
101-52900-518900-00000-000-00000-0000-10-00000 Other Salaries and Wages	.00	5,344.70	5,344.70	.00	.00
101-51210-519100-00000-000-00000-0000-10-00000 Board and Committee Members	.00	3,150.00	3,150.00	.00	.00
101-51100-519100-00000-000-00000-0000-10-00000 Board and Committee Members	.00	8,505.00	.00	8,505.00	8,505.00
101-51500-519200-00000-000-00000-0000-10-00000 Election Commission	.00	1,938.50	.00	1,938.50	1,938.50
101-53110-519400-00000-000-00000-0000-10-00000 Jury and Witness Wages	.00	910.00	.00	910.00	910.00
101-53110-520100-00000-000-00000-0000-10-00000 Social Security	.00	85.20	58.62	26.58	26.58
101-53120-520100-00000-000-00000-0000-10-00000 Social Security	.00	9,192.44	4,124.12	5,068.32	5,068.32
101-53310-520100-00000-000-00000-0000-10-00000 Social Security	.00	4,196.71	335.81	3,860.90	3,860.90
101-53200-520100-00000-128-00000-0000-10-00000 Social Security	.00	2,481.13	1,201.07	1,280.06	1,280.06
101-53610-520100-00000-000-00000-0000-10-00000 Social Security	.00	211.31	.00	211.31	211.31
101-53400-520100-00000-420-00000-0000-10-00000 Social Security	.00	1,621.06	536.66	1,084.40	1,084.40
101-53500-520100-00000-000-00000-0000-10-00000 Social Security	.00	1,905.62	916.77	988.85	988.85
101-53700-520100-00000-000-00000-0000-10-00000 Social Security	.00	897.00	391.44	505.56	505.56
101-53910-520100-00000-000-00000-0000-10-00000 Social Security	.00	2,025.97	979.91	1,046.06	1,046.06
101-51920-520100-00000-000-00000-0000-10-00000 Social Security	.00	586.43	282.00	304.43	304.43
101-52200-520100-00000-000-00000-0000-10-00000 Social Security	.00	1,587.57	778.03	809.54	809.54
101-52100-520100-00000-000-00000-0000-10-00000 Social Security	.00	2,099.51	860.71	1,238.80	1,238.80
101-52300-520100-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Social Security	.00	3,911.42	1,638.45	2,272.97	2,272.97
101-52500-520100-00000-000-00000-0000-10-00000					
Social Security	.00	4,433.89	1,912.06	2,521.83	2,521.83
101-52400-520100-00000-000-00000-0000-10-00000					
Social Security	.00	1,973.18	687.28	1,285.90	1,285.90
101-55120-520100-00000-512-00000-0000-00-00000					
Social Security	.00	448.30	210.45	237.85	237.85
101-52600-520100-00000-000-00000-0000-10-00000					
Social Security	.00	1,492.69	721.09	771.60	771.60
101-51100-520100-00000-000-00000-0000-10-00000					
Social Security	.00	527.31	.00	527.31	527.31
101-55120-520100-00000-000-00000-0000-10-00000					
Social Security	.00	2,115.28	994.29	1,120.99	1,120.99
101-54240-520100-00000-000-00000-0000-10-00000					
Social Security	.00	6,292.30	2,550.53	3,741.77	3,741.77
101-54210-520100-00000-000-00000-0000-10-00000					
Social Security	.00	25,739.40	11,000.74	14,738.66	14,738.66
101-54220-520100-00000-000-00000-0000-10-00000					
Social Security	.00	65.00	.00	65.00	65.00
101-55110-520100-00000-511-00000-0000-10-00000					
Social Security	.00	1,635.25	802.44	832.81	832.81
101-55110-520100-00000-000-00000-0000-10-00000					
Social Security	.00	467.70	218.17	249.53	249.53
101-54410-520100-00000-000-00000-0000-10-00000					
Social Security	.00	502.51	227.87	274.64	274.64
101-54110-520100-00000-000-00000-0000-10-00000					
Social Security	.00	48,041.30	21,897.29	26,144.01	26,144.01
101-51600-520100-00000-000-00000-0000-10-00000					
Social Security	.00	2,291.47	855.85	1,435.62	1,435.62
101-51710-520100-00000-000-00000-0000-10-00000					
Social Security	.00	3,854.56	1,780.92	2,073.64	2,073.64
101-51210-520100-00000-000-00000-0000-10-00000					
Social Security	.00	195.30	195.30	.00	.00
101-51300-520100-00000-000-00000-0000-10-00000					
Social Security	.00	1,271.64	224.37	1,047.27	1,047.27
101-51310-520100-00000-000-00000-0000-10-00000					
Social Security	.00	1,368.94	656.40	712.54	712.54
101-51500-520100-00000-000-00000-0000-10-00000					
Social Security	.00	1,181.06	336.90	844.16	844.16
101-51910-520100-00000-000-00000-0000-10-00000					
Social Security	.00	409.03	199.06	209.97	209.97
101-51900-520100-00000-000-00000-0000-10-00000					
Social Security	.00	410.98	198.50	212.48	212.48
101-51800-520100-00000-000-00000-0000-10-00000					
Social Security	.00	2,533.33	1,188.93	1,344.40	1,344.40
101-58300-520100-00000-000-00000-0000-10-00000					
Social Security	.00	911.70	441.19	470.51	470.51
101-64000-520100-00000-000-00000-0000-10-00000					
Social Security	.00	249.54	108.27	141.27	141.27
101-57500-520100-00000-000-00000-0000-10-00000					
Social Security	.00	756.66	365.91	390.75	390.75
101-54113-520100-00000-000-00000-0000-00-00000					
Social Security	.00	631.07	262.59	368.48	368.48

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52900-520100-00000-000-00000-0000-00-00000 Social Security	.00	890.77	597.74	293.03	293.03
101-53500-520100-00000-647-00000-0000-10-00000 Social Security	.00	79.42	.00	79.42	79.42
101-53500-520400-00000-647-00000-0000-10-00000 State Retirement	.00	68.70	.00	68.70	68.70
101-52900-520400-00000-000-00000-0000-00-00000 State Retirement	.00	1,038.34	694.73	343.61	343.61
101-54113-520400-00000-000-00000-0000-00-00000 Pensions	.00	722.97	294.97	428.00	428.00
101-57500-520400-00000-000-00000-0000-10-00000 State Retirement	.00	868.97	420.66	448.31	448.31
101-58300-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,059.71	513.53	546.18	546.18
101-64000-520400-00000-000-00000-0000-10-00000 State Retirement	.00	290.22	126.83	163.39	163.39
101-51800-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,669.61	1,269.04	1,400.57	1,400.57
101-55120-520400-00000-512-00000-0000-10-00000 State Retirement	.00	499.89	234.70	265.19	265.19
101-51900-520400-00000-000-00000-0000-10-00000 State Retirement	.00	486.55	234.95	251.60	251.60
101-51500-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,208.96	323.66	885.30	885.30
101-51310-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,616.18	776.86	839.32	839.32
101-51300-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,483.75	272.82	1,210.93	1,210.93
101-51710-520400-00000-000-00000-0000-10-00000 State Retirement	.00	4,255.89	2,041.64	2,214.25	2,214.25
101-51600-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,503.83	922.54	1,581.29	1,581.29
101-54110-520400-00000-000-00000-0000-10-00000 State Retirement	.00	80,130.96	36,596.75	43,534.21	43,534.21
101-54410-520400-00000-000-00000-0000-10-00000 State Retirement	.00	572.61	259.96	312.65	312.65
101-55110-520400-00000-000-00000-0000-10-00000 State Retirement	.00	141.34	72.97	68.37	68.37
101-54220-520400-00000-000-00000-0000-10-00000 State Retirement	.00	109.74	.00	109.74	109.74
101-54240-520400-00000-000-00000-0000-10-00000 State Retirement	.00	7,992.80	3,236.28	4,756.52	4,756.52
101-54210-520400-00000-000-00000-0000-10-00000 State Retirement	.00	32,985.84	14,366.49	18,619.35	18,619.35
101-55110-520400-00000-511-00000-0000-10-00000 State Retirement	.00	1,865.36	915.78	949.58	949.58
101-55120-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,825.38	871.84	953.54	953.54
101-52600-520400-00000-000-00000-0000-10-00000 State Retirement	.00	1,459.63	704.12	755.51	755.51
101-52400-520400-00000-000-00000-0000-10-00000 State Retirement	.00	2,115.41	794.37	1,321.04	1,321.04
101-52500-520400-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
State Retirement	.00	4,940.74	2,127.09	2,813.65	2,813.65
101-52300-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	4,581.39	1,937.01	2,644.38	2,644.38
101-52100-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	2,082.89	828.74	1,254.15	1,254.15
101-52200-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	1,276.01	675.25	600.76	600.76
101-51910-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	467.42	227.65	239.77	239.77
101-51920-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	700.27	337.46	362.81	362.81
101-53700-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	585.89	337.60	248.29	248.29
101-53500-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	1,488.19	718.46	769.73	769.73
101-53910-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	2,418.14	1,172.26	1,245.88	1,245.88
101-53310-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	4,885.87	395.12	4,490.75	4,490.75
101-53200-520400-00000-128-00000-0000-10-00000					
State Retirement	.00	2,856.26	1,384.19	1,472.07	1,472.07
101-53400-520400-00000-420-00000-0000-10-00000					
State Retirement	.00	1,549.63	456.08	1,093.55	1,093.55
101-53120-520400-00000-000-00000-0000-10-00000					
State Retirement	.00	10,078.81	4,563.63	5,515.18	5,515.18
101-53120-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	171.08	82.88	88.20	88.20
101-53200-520600-00000-128-00000-0000-10-00000					
Life Insurance ER Cost	.00	46.78	23.39	23.39	23.39
101-53400-520600-00000-420-00000-0000-10-00000					
Life Insurance ER Cost	.00	25.76	10.40	15.36	15.36
101-53310-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	34.22	7.19	27.03	27.03
101-53910-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	40.14	20.07	20.07	20.07
101-53500-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	26.32	13.14	13.18	13.18
101-53700-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	10.75	6.34	4.41	4.41
101-51920-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	9.92	4.94	4.98	4.98
101-51910-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	6.54	3.27	3.27	3.27
101-52200-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	21.72	12.10	9.62	9.62
101-52100-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	30.84	14.18	16.66	16.66
101-52300-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	72.66	33.85	38.81	38.81
101-52500-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	84.15	39.84	44.31	44.31
101-52400-520600-00000-000-00000-0000-10-00000					
Life Insurance ER Cost	.00	29.45	12.00	17.45	17.45

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-52600-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	19.24	9.62	9.62	9.62
101-55120-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	31.70	15.11	16.59	16.59
101-55110-520600-00000-511-00000-0000-10-00000 Life Insurance ER Cost	.00	24.98	12.36	12.62	12.62
101-54210-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	453.92	218.18	235.74	235.74
101-54240-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	111.46	51.37	60.09	60.09
101-55110-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	2.78	1.39	1.39	1.39
101-54410-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	7.29	3.30	3.99	3.99
101-54110-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	782.88	380.60	402.28	402.28
101-51600-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	41.90	18.47	23.43	23.43
101-51710-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	61.28	30.42	30.86	30.86
101-51300-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	13.42	4.23	9.19	9.19
101-51310-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	21.52	10.76	10.76	10.76
101-51500-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	17.14	6.09	11.05	11.05
101-51900-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	4.96	2.46	2.50	2.50
101-55120-520600-00000-512-00000-0000-10-00000 Life Insurance ER Cost	.00	4.96	2.48	2.48	2.48
101-51800-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	46.02	22.93	23.09	23.09
101-64000-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	4.26	2.16	2.10	2.10
101-58300-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	14.88	7.42	7.46	7.46
101-57500-520600-00000-000-00000-0000-10-00000 Life Insurance ER Cost	.00	9.92	4.96	4.96	4.96
101-54113-520600-00000-000-00000-0000-00-00000 Life Insurance ER Cost	.00	11.81	5.63	6.18	6.18
101-52900-520600-00000-000-00000-0000-00-00000 Life Insurance ER Cost	.00	7.44	4.96	2.48	2.48
101-53500-520600-00000-647-00000-0000-10-00000 Life Insurance ER Cost	.00	1.54	.00	1.54	1.54
101-53500-520700-00000-647-00000-0000-10-00000 Health Insurance ER Cost	.00	155.88	.00	155.88	155.88
101-52900-520700-00000-000-00000-0000-00-00000 Health Insurance ER Cost	.00	2,045.50	.00	2,045.50	2,045.50
101-54113-520700-00000-000-00000-0000-00-00000 Health Insurance ER Cost	.00	1,383.00	.00	1,383.00	1,383.00
101-57500-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	1,973.00	.00	1,973.00	1,973.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Health Insurance ER Cost 101-64000-520700-00000-000-00000-0000-10-00000	.00	1,967.00	.00	1,967.00	1,967.00
Health Insurance ER Cost 101-51800-520700-00000-000-00000-0000-10-00000	.00	528.19	.00	528.19	528.19
Health Insurance ER Cost 101-51900-520700-00000-000-00000-0000-10-00000	.00	9,550.45	.00	9,550.45	9,550.45
Health Insurance ER Cost 101-51910-520700-00000-000-00000-0000-10-00000	.00	1,383.00	.00	1,383.00	1,383.00
Health Insurance ER Cost 101-51500-520700-00000-000-00000-0000-10-00000	.00	602.00	.00	602.00	602.00
Health Insurance ER Cost 101-51300-520700-00000-000-00000-0000-10-00000	.00	1,973.00	.00	1,973.00	1,973.00
Health Insurance ER Cost 101-51310-520700-00000-000-00000-0000-10-00000	.00	3,900.61	.00	3,900.61	3,900.61
Health Insurance ER Cost 101-51710-520700-00000-000-00000-0000-10-00000	.00	5,273.00	.00	5,273.00	5,273.00
Health Insurance ER Cost 101-51600-520700-00000-000-00000-0000-10-00000	.00	10,359.00	.00	10,359.00	10,359.00
Health Insurance ER Cost 101-54110-520700-00000-000-00000-0000-10-00000	.00	7,516.87	.00	7,516.87	7,516.87
Health Insurance ER Cost 101-54410-520700-00000-000-00000-0000-10-00000	.00	160,940.26	.00	160,940.26	160,940.26
Health Insurance ER Cost 101-54240-520700-00000-000-00000-0000-10-00000	.00	596.00	.00	596.00	596.00
Health Insurance ER Cost 101-54210-520700-00000-000-00000-0000-10-00000	.00	19,802.68	.00	19,802.68	19,802.68
Health Insurance ER Cost 101-55110-520700-00000-511-00000-0000-10-00000	.00	78,663.81	.00	78,663.81	78,663.81
Health Insurance ER Cost 101-55120-520700-00000-000-00000-0000-10-00000	.00	3,917.00	.00	3,917.00	3,917.00
Health Insurance ER Cost 101-52600-520700-00000-000-00000-0000-10-00000	.00	5,080.00	.00	5,080.00	5,080.00
Health Insurance ER Cost 101-52400-520700-00000-000-00000-0000-10-00000	.00	2,731.00	.00	2,731.00	2,731.00
Health Insurance ER Cost 101-52500-520700-00000-000-00000-0000-10-00000	.00	5,115.00	.00	5,115.00	5,115.00
Health Insurance ER Cost 101-52300-520700-00000-000-00000-0000-10-00000	.00	20,873.00	.00	20,873.00	20,873.00
Health Insurance ER Cost 101-52200-520700-00000-000-00000-0000-10-00000	.00	15,315.00	.00	15,315.00	15,315.00
Health Insurance ER Cost 101-52100-520700-00000-000-00000-0000-10-00000	.00	1,877.00	.00	1,877.00	1,877.00
Health Insurance ER Cost 101-51920-520700-00000-000-00000-0000-10-00000	.00	5,204.50	.00	5,204.50	5,204.50
Health Insurance ER Cost 101-53910-520700-00000-000-00000-0000-10-00000	.00	1,979.00	.00	1,979.00	1,979.00
Health Insurance ER Cost 101-53700-520700-00000-000-00000-0000-10-00000	.00	9,341.00	.00	9,341.00	9,341.00
Health Insurance ER Cost 101-53500-520700-00000-000-00000-0000-10-00000	.00	590.00	.00	590.00	590.00
Health Insurance ER Cost 101-53310-520700-00000-000-00000-0000-10-00000	.00	3,711.12	.00	3,711.12	3,711.12
Health Insurance ER Cost	.00	7,252.00	.00	7,252.00	7,252.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-53400-520700-00000-420-00000-0000-10-00000 Health Insurance ER Cost	.00	4,683.00	.00	4,683.00	4,683.00
101-53200-520700-00000-128-00000-0000-10-00000 Health Insurance ER Cost	.00	6,216.00	.00	6,216.00	6,216.00
101-53120-520700-00000-000-00000-0000-10-00000 Health Insurance ER Cost	.00	35,171.00	.00	35,171.00	35,171.00
101-53120-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	817.60	.00	817.60	817.60
101-53400-520800-00000-420-00000-0000-10-00000 Dental Insurance ER Cost	.00	116.80	.00	116.80	116.80
101-53310-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	163.52	.00	163.52	163.52
101-53200-520800-00000-128-00000-0000-10-00000 Dental Insurance ER Cost	.00	233.60	.00	233.60	233.60
101-53500-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	89.69	.00	89.69	89.69
101-53700-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-53910-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	186.88	.00	186.88	186.88
101-51910-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-52100-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	105.12	.00	105.12	105.12
101-51920-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
101-52300-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	280.32	.00	280.32	280.32
101-52200-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	81.76	.00	81.76	81.76
101-52400-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	140.16	.00	140.16	140.16
101-52500-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	420.48	.00	420.48	420.48
101-52600-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
101-55120-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	186.88	.00	186.88	186.88
101-54210-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	1,906.29	.00	1,906.29	1,906.29
101-54240-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	527.56	.00	527.56	527.56
101-54410-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-55110-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
101-55110-520800-00000-511-00000-0000-10-00000 Dental Insurance ER Cost	.00	93.44	.00	93.44	93.44
101-54110-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	3,397.92	.00	3,397.92	3,397.92
101-51710-520800-00000-000-00000-0000-10-00000 Dental Insurance ER Cost	.00	256.96	.00	256.96	256.96
101-51600-520800-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Dental Insurance ER Cost 101-51300-520800-00000-000-00000-0000-10-00000	.00	210.24	.00	210.24	210.24
Dental Insurance ER Cost 101-51500-520800-00000-000-00000-0000-10-00000	.00	66.80	.00	66.80	66.80
Dental Insurance ER Cost 101-51310-520800-00000-000-00000-0000-10-00000	.00	46.72	.00	46.72	46.72
Dental Insurance ER Cost 101-55120-520800-00000-512-00000-0000-10-00000	.00	116.80	.00	116.80	116.80
Dental Insurance ER Cost 101-51800-520800-00000-000-00000-0000-10-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 101-51900-520800-00000-000-00000-0000-10-00000	.00	224.20	.00	224.20	224.20
Dental Insurance ER Cost 101-57500-520800-00000-000-00000-0000-10-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 101-58300-520800-00000-000-00000-0000-10-00000	.00	46.72	.00	46.72	46.72
Dental Insurance ER Cost 101-54113-520800-00000-000-00000-0000-00-00000	.00	70.08	.00	70.08	70.08
Dental Insurance ER Cost 101-64000-520800-00000-000-00000-0000-10-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 101-52900-520800-00000-000-00000-0000-00-00000	.00	20.91	.00	20.91	20.91
Dental Insurance ER Cost 101-53500-520800-00000-647-00000-0000-10-00000	.00	35.04	.00	35.04	35.04
Dental Insurance ER Cost 101-51210-521000-00000-000-00000-0000-00-00000	.00	3.75	.00	3.75	3.75
Unemployment Compensation 101-51800-521000-00000-000-00000-0000-10-00000	.00	1.80	1.80	.00	.00
Unemployment Compensation 101-51500-521000-00000-000-00000-0000-10-00000	.00	14.44	7.19	7.25	7.25
Unemployment Compensation 101-51710-521000-00000-000-00000-0000-10-00000	.00	2.46	1.10	1.36	1.36
Unemployment Compensation 101-55110-521000-00000-000-00000-0000-10-00000	.00	6.73	.00	6.73	6.73
Unemployment Compensation 101-54210-521000-00000-000-00000-0000-10-00000	.00	13.02	6.73	6.29	6.29
Unemployment Compensation 101-55120-521000-00000-000-00000-0000-10-00000	.00	23.79	8.32	15.47	15.47
Unemployment Compensation 101-55110-521000-00000-511-00000-0000-10-00000	.00	4.67	1.99	2.68	2.68
Unemployment Compensation 101-53400-521000-00000-420-00000-0000-00-00000	.00	2.14	1.07	1.07	1.07
Unemployment Compensation 101-52500-521000-00000-000-00000-0000-10-00000	.00	11.08	6.74	4.34	4.34
Unemployment Compensation 101-52600-521000-00000-000-00000-0000-10-00000	.00	5.28	4.59	.69	.69
Unemployment Compensation 101-52200-521000-00000-000-00000-0000-10-00000	.00	12.17	5.98	6.19	6.19
Unemployment Compensation 101-53700-521000-00000-000-00000-0000-10-00000	.00	13.87	6.69	7.18	7.18
Unemployment Compensation 101-53610-521000-00000-000-00000-0000-10-00000	.00	13.37	3.17	10.20	10.20
Unemployment Compensation	.00	1.19	.00	1.19	1.19

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-54110-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	17.05	8.48	8.57	8.57
101-53110-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	4.13	2.84	1.29	1.29
101-53120-521000-00000-000-00000-0000-10-00000 Unemployment Compensation	.00	13.28	4.39	8.89	8.89
101-53120-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	2,149.82	964.51	1,185.31	1,185.31
101-53200-521200-00000-128-00000-0000-10-00000 Employer Medicare Cost	.00	580.26	280.89	299.37	299.37
101-53310-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	981.47	78.52	902.95	902.95
101-53400-521200-00000-420-00000-0000-10-00000 Employer Medicare Cost	.00	403.59	140.87	262.72	262.72
101-53610-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	49.42	.00	49.42	49.42
101-53500-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	445.65	214.40	231.25	231.25
101-53700-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	209.78	91.54	118.24	118.24
101-53910-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	473.81	229.17	244.64	244.64
101-52300-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	914.78	383.20	531.58	531.58
101-52200-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	371.28	181.97	189.31	189.31
101-52100-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	491.01	201.29	289.72	289.72
101-51910-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	95.65	46.55	49.10	49.10
101-51920-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	137.15	65.96	71.19	71.19
101-52500-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	1,051.70	455.38	596.32	596.32
101-52400-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	461.46	160.72	300.74	300.74
101-52600-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	349.10	168.65	180.45	180.45
101-53110-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	19.92	13.71	6.21	6.21
101-55120-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	494.70	232.56	262.14	262.14
101-51100-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	123.27	.00	123.27	123.27
101-51210-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	45.68	45.68	.00	.00
101-54210-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	6,027.01	2,576.27	3,450.74	3,450.74
101-54240-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	1,471.56	596.48	875.08	875.08
101-54220-521200-00000-000-00000-0000-10-00000 Employer Medicare Cost	.00	15.20	.00	15.20	15.20
101-55110-521200-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Employer Medicare Cost 101-55110-521200-00000-511-00000-0000-10-00000	.00	121.59	63.24	58.35	58.35
Employer Medicare Cost 101-54410-521200-00000-000-00000-0000-10-00000	.00	382.44	187.67	194.77	194.77
Employer Medicare Cost 101-54110-521200-00000-000-00000-0000-10-00000	.00	117.53	53.29	64.24	64.24
Employer Medicare Cost 101-51600-521200-00000-000-00000-0000-10-00000	.00	11,334.51	5,167.12	6,167.39	6,167.39
Employer Medicare Cost 101-51710-521200-00000-000-00000-0000-10-00000	.00	535.90	200.16	335.74	335.74
Employer Medicare Cost 101-51310-521200-00000-000-00000-0000-10-00000	.00	901.45	416.49	484.96	484.96
Employer Medicare Cost 101-51500-521200-00000-000-00000-0000-10-00000	.00	320.16	153.52	166.64	166.64
Employer Medicare Cost 101-51300-521200-00000-000-00000-0000-10-00000	.00	276.18	78.79	197.39	197.39
Employer Medicare Cost 101-51900-521200-00000-000-00000-0000-10-00000	.00	297.40	52.48	244.92	244.92
Employer Medicare Cost 101-51800-521200-00000-000-00000-0000-10-00000	.00	96.12	46.42	49.70	49.70
Employer Medicare Cost 101-55120-521200-00000-512-00000-0000-10-00000	.00	613.72	288.36	325.36	325.36
Employer Medicare Cost 101-58300-521200-00000-000-00000-0000-10-00000	.00	104.85	49.22	55.63	55.63
Employer Medicare Cost 101-57500-521200-00000-000-00000-0000-10-00000	.00	213.22	103.18	110.04	110.04
Employer Medicare Cost 101-64000-521200-00000-000-00000-0000-10-00000	.00	176.97	85.58	91.39	91.39
Employer Medicare Cost 101-54113-521200-00000-000-00000-0000-00-00000	.00	58.36	25.32	33.04	33.04
Employer Medicare Cost 101-53500-521200-00000-647-00000-0000-10-00000	.00	147.59	61.41	86.18	86.18
Employer Medicare Cost 101-52900-521200-00000-000-00000-0000-00-00000	.00	18.58	.00	18.58	18.58
Employer Medicare Cost 101-53500-530700-00000-647-00000-0000-10-00000	.00	208.32	139.79	68.53	68.53
Communication 101-58300-530700-00000-000-00000-0000-10-00000	.00	57.50	.00	57.50	57.50
Communication 101-57500-530700-00000-000-00000-0000-10-00000	.00	250.83	.00	250.83	250.83
Communication 101-51900-530700-00000-000-00000-0000-10-00000	.00	154.25	.00	154.25	154.25
Communication 101-51910-530700-00000-000-00000-0000-10-00000	.00	55.66	.00	55.66	55.66
Communication 101-57100-530700-00000-000-00000-0000-10-00000	.00	174.57	.00	174.57	174.57
Communication 101-51310-530700-00000-000-00000-0000-10-00000	.00	262.19	.00	262.19	262.19
Communication 101-51300-530700-00000-000-00000-0000-10-00000	.00	165.67	.00	165.67	165.67
Communication 101-51500-530700-00000-000-00000-0000-10-00000	.00	142.89	.00	142.89	142.89
Communication	.00	306.60	29.47	277.13	277.13

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-51600-530700-00000-000-00000-0000-10-00000 Communication	.00	322.82	.00	322.82	322.82
101-51710-530700-00000-000-00000-0000-10-00000 Communication	.00	1,447.65	.00	1,447.65	1,447.65
101-51800-530700-00000-000-00000-0000-10-00000 Communication	.00	399.95	.00	399.95	399.95
101-54410-530700-00000-000-00000-0000-10-00000 Communication	.00	613.09	.00	613.09	613.09
101-55110-530700-00000-000-00000-0000-10-00000 Communication	.00	1,704.59	.00	1,704.59	1,704.59
101-51100-530700-00000-000-00000-0000-10-00000 Communication	.00	54.94	.00	54.94	54.94
101-55120-530700-00000-000-00000-0000-10-00000 Communication	.00	316.55	.00	316.55	316.55
101-53110-530700-00000-000-00000-0000-10-00000 Communication	.00	163.84	.00	163.84	163.84
101-52500-530700-00000-000-00000-0000-10-00000 Communication	.00	492.01	.00	492.01	492.01
101-52400-530700-00000-000-00000-0000-10-00000 Communication	.00	249.70	.00	249.70	249.70
101-52600-530700-00000-000-00000-0000-10-00000 Communication	.00	5,738.06	775.05	4,963.01	4,963.01
101-51920-530700-00000-000-00000-0000-10-00000 Communication	.00	111.12	.00	111.12	111.12
101-52100-530700-00000-000-00000-0000-10-00000 Communication	.00	240.31	.00	240.31	240.31
101-52220-530700-00000-000-00000-0000-10-00000 Communication	.00	712.25	104.09	608.16	608.16
101-52200-530700-00000-000-00000-0000-10-00000 Communication	.00	237.91	.00	237.91	237.91
101-52300-530700-00000-000-00000-0000-10-00000 Communication	.00	597.26	.00	597.26	597.26
101-53700-530700-00000-000-00000-0000-10-00000 Communication	.00	120.84	.00	120.84	120.84
101-53500-530700-00000-000-00000-0000-10-00000 Communication	.00	527.86	.00	527.86	527.86
101-54110-530700-00000-000-00000-0000-10-00000 Communication	.00	21,119.51	.00	21,119.51	21,119.51
101-53910-530700-00000-000-00000-0000-10-00000 Communication	.00	641.07	.00	641.07	641.07
101-53400-530700-00000-420-00000-0000-10-00000 Communication	.00	627.79	.00	627.79	627.79
101-53310-530700-00000-000-00000-0000-10-00000 Communication	.00	357.68	.00	357.68	357.68
101-53200-530700-00000-128-00000-0000-10-00000 Communication	.00	348.56	.00	348.56	348.56
101-53120-530700-00000-000-00000-0000-10-00000 Communication	.00	1,722.15	.00	1,722.15	1,722.15
101-53910-530900-00000-000-00000-0000-10-00000 Contracts with Government Agen	.00	2,362.50	.00	2,362.50	2,362.50
101-52220-530900-00000-000-00000-0000-10-00000 Contracts with Govt Agencies	.00	50,000.00	.00	50,000.00	50,000.00
101-54490-530900-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Contracts with Government Agen	.00	115,998.50	.00	115,998.50	115,998.50
101-56700-530900-00000-000-00000-0000-10-00000					
Contracts with Government Agen	.00	408,325.28	.00	408,325.28	408,325.28
101-51310-531200-00000-000-00000-0000-10-00000					
Contracts with Private Agencie	.00	260.03	.00	260.03	260.03
101-54210-531200-00000-000-00000-0000-10-00000					
Contracts with Private Agencie	.00	5,210.00	.00	5,210.00	5,210.00
101-52200-531200-00000-000-00000-0000-00-00000					
Contracts with Private Agencie	.00	15,750.00	.00	15,750.00	15,750.00
101-58500-531600-00000-000-00000-0000-00-00000					
Contributions	.00	12,500.00	.00	12,500.00	12,500.00
101-52600-531700-00000-000-00000-0000-10-00000					
Data Processing Services	.00	130,553.14	.00	130,553.14	130,553.14
101-54410-531700-00000-000-00000-0000-10-00000					
Data Processing Services	.00	6,467.85	.00	6,467.85	6,467.85
101-51100-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	2,200.00	.00	2,200.00	2,200.00
101-52500-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	950.00	.00	950.00	950.00
101-52400-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	1,135.00	.00	1,135.00	1,135.00
101-52220-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	31,821.88	.00	31,821.88	31,821.88
101-52300-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	5,917.00	.00	5,917.00	5,917.00
101-51920-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	100.00	.00	100.00	100.00
101-54110-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	3,000.00	.00	3,000.00	3,000.00
101-53500-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	630.47	400.00	230.47	230.47
101-53120-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	1,150.00	.00	1,150.00	1,150.00
101-53400-532000-00000-420-00000-0000-10-00000					
Dues and Memberships	.00	1,215.00	.00	1,215.00	1,215.00
101-51600-532000-00000-000-00000-0000-10-00000					
Dues and Memberships	.00	415.00	.00	415.00	415.00
101-51600-533000-00000-000-00000-0000-10-00000					
Lease Payments	.00	287.93	.00	287.93	287.93
101-51800-533000-00000-000-00000-0000-10-00000					
Lease Payments	.00	855.00	.00	855.00	855.00
101-51310-533000-00000-000-00000-0000-10-00000					
Lease Payments	.00	14.51	.00	14.51	14.51
101-58300-533000-00000-000-00000-0000-10-00000					
Lease Payments	.00	7.71	.00	7.71	7.71
101-57500-533000-00000-000-00000-0000-10-00000					
Lease Payments	.00	95.15	.00	95.15	95.15
101-91130-533000-00000-000-00000-0000-00-00000					
Lease Payments	.00	203,813.30	.00	203,813.30	203,813.30
101-53400-533000-00000-410-00000-0000-10-00000					
Lease Payments	.00	33.66	.00	33.66	33.66
101-53200-533000-00000-128-00000-0000-10-00000					
Lease Payments	.00	27.80	.00	27.80	27.80

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-53120-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	340.93	.00	340.93	340.93
101-53500-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	14.24	.00	14.24	14.24
101-54110-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	20,071.33	.00	20,071.33	20,071.33
101-51920-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	374.99	.00	374.99	374.99
101-52100-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	144.26	.00	144.26	144.26
101-52300-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	836.58	.00	836.58	836.58
101-52200-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	40.46	.00	40.46	40.46
101-52500-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	500.00	.00	500.00	500.00
101-53400-533000-00000-420-00000-0000-00-00000 Lease Payments	.00	122.83	.00	122.83	122.83
101-55120-533000-00000-000-00000-0000-10-00000 Lease Payments	.00	1,076.95	.00	1,076.95	1,076.95
101-52220-533200-00000-519-00000-0000-10-00000 Legal Notices and Recording Co	.00	1,799.00	.00	1,799.00	1,799.00
101-53110-533300-00000-000-00000-0000-10-00000 Licenses	.00	71.00	.00	71.00	71.00
101-52600-533300-00000-000-00000-0000-10-00000 Licenses	.00	24,125.55	.00	24,125.55	24,125.55
101-53910-533300-00000-000-00000-0000-10-00000 Licenses	.00	900.00	.00	900.00	900.00
101-54110-533300-00000-000-00000-0000-10-00000 Licenses	.00	18.12	9.06	9.06	9.06
101-55120-533300-00000-000-00000-0000-10-00000 Licenses	.00	60.00	.00	60.00	60.00
101-51500-533300-00000-000-00000-0000-10-00000 Licenses	.00	12,903.00	.00	12,903.00	12,903.00
101-51800-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	969.06	.00	969.06	969.06
101-55751-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	2,282.00	.00	2,282.00	2,282.00
101-54160-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	25,000.00	.00	25,000.00	25,000.00
101-54110-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	79,374.32	.00	79,374.32	79,374.32
101-53120-533400-00000-000-00000-0000-10-00000 Maintenance Agreements	.00	60,777.85	.00	60,777.85	60,777.85
101-51800-533500-00000-000-00000-0000-10-00000 Maint. And Repair Svc - Buildi	.00	4,538.27	.00	4,538.27	4,538.27
101-51800-533600-00000-000-00000-0000-10-00000 Maint. And Repair Svc - Equipm	.00	4,297.15	.00	4,297.15	4,297.15
101-54110-533600-00000-000-00000-0000-10-00000 Maint. And Repair Svc - Equipm	.00	450.00	5.27	444.73	444.73
101-54210-533600-00000-000-00000-0000-10-00000 Maint. And Repair Svc - Equipm	.00	846.10	.00	846.10	846.10
101-54110-533800-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Maint. And Repair Svc - Vehicl	.00	1,063.38	1,828.87	-765.49	-765.49
101-52300-533800-00000-000-00000-0000-10-00000					
Maint. And Repair Svc - Vehicl	.00	22.98	.00	22.98	22.98
101-54110-533900-00000-000-00000-0000-10-00000					
Matching Share - Judicial Task	.00	63,750.00	.00	63,750.00	63,750.00
101-51800-534700-00000-000-00000-0000-10-00000					
Pest Control	.00	516.00	.00	516.00	516.00
101-51500-534800-00000-000-00000-0000-10-00000					
Postal Charges	.00	17.55	.00	17.55	17.55
101-52500-534800-00000-000-00000-0000-10-00000					
Postal Charges	.00	584.05	.00	584.05	584.05
101-52400-534900-00000-000-00000-0000-10-00000					
Printing Stationery and Forms	.00	276.25	.00	276.25	276.25
101-52500-534900-00000-000-00000-0000-10-00000					
Printing Stationery and Forms	.00	1,355.00	.00	1,355.00	1,355.00
101-58300-534900-00000-000-00000-0000-00-00000					
Printing Stationery and Forms	.00	135.00	.00	135.00	135.00
101-52200-534900-00000-000-00000-0000-10-00000					
Printing Stationery and Forms	.00	349.95	.00	349.95	349.95
101-54110-534900-00000-000-00000-0000-10-00000					
Printing Stationery and Forms	.00	554.67	.00	554.67	554.67
101-53400-534900-00000-420-00000-0000-10-00000					
Printing Stationery and Forms	.00	197.10	.00	197.10	197.10
101-54210-534900-00000-000-00000-0000-10-00000					
Printing Stationery and Forms	.00	255.38	.00	255.38	255.38
101-54110-535100-00000-000-00000-0000-10-00000					
Rentals	.00	2,073.70	.00	2,073.70	2,073.70
101-55120-535400-00000-512-00000-0000-00-00000					
Transportation NonStudents	.00	254.83	.00	254.83	254.83
101-55120-535500-00000-512-00000-0000-00-00000					
Travel	.00	347.54	358.00	-10.46	-10.46
101-52500-535500-00000-000-00000-0000-10-00000					
Travel	.00	196.03	65.56	130.47	130.47
101-52300-535500-00000-000-00000-0000-10-00000					
Travel	.00	689.96	.00	689.96	689.96
101-51920-535500-00000-000-00000-0000-10-00000					
Travel	.00	533.89	.00	533.89	533.89
101-52100-535500-00000-000-00000-0000-10-00000					
Travel	.00	533.70	533.70	.00	.00
101-53400-535500-00000-420-00000-0000-10-00000					
Travel	.00	22.01	.00	22.01	22.01
101-53200-535500-00000-128-00000-0000-10-00000					
Travel	.00	6,685.01	1,777.12	4,907.89	4,907.89
101-53120-535500-00000-000-00000-0000-10-00000					
Travel	.00	246.80	246.80	.00	.00
101-53910-535500-00000-000-00000-0000-10-00000					
Travel	.00	797.97	458.11	339.86	339.86
101-54110-535500-00000-000-00000-0000-10-00000					
Travel	.00	9,071.03	3,256.00	5,815.03	5,815.03
101-54240-535500-00000-000-00000-0000-10-00000					
Travel	.00	883.14	.00	883.14	883.14
101-55110-535500-00000-000-00000-0000-10-00000					
Travel	.00	43.55	43.55	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT NAME					
101-54110-535600-00000-000-00000-0000-10-00000					
Tuition	.00	6,363.94	.00	6,363.94	6,363.94
101-53120-535600-00000-000-00000-0000-10-00000					
Tuition	.00	410.00	.00	410.00	410.00
101-51920-535600-00000-000-00000-0000-10-00000					
Tuition	.00	195.00	.00	195.00	195.00
101-52100-535600-00000-000-00000-0000-10-00000					
Tuition	.00	530.00	.00	530.00	530.00
101-52300-535600-00000-000-00000-0000-10-00000					
Tuition	.00	1,090.00	.00	1,090.00	1,090.00
101-52200-535600-00000-000-00000-0000-10-00000					
Tuition	.00	464.00	.00	464.00	464.00
101-52400-535600-00000-000-00000-0000-10-00000					
Tuition	.00	255.00	.00	255.00	255.00
101-57500-535600-00000-000-00000-0000-10-00000					
Tuition	.00	15.00	.00	15.00	15.00
101-58120-536400-00000-000-00000-0000-10-00000					
Contracts for Development	.00	198,875.00	.00	198,875.00	198,875.00
101-51710-539900-00000-000-00000-0000-10-00000					
Other Contracted Services	.00	167.47	.00	167.47	167.47
101-52600-539900-00000-000-00000-0000-10-00000					
Other Contracted Services	.00	27,040.00	.00	27,040.00	27,040.00
101-53120-539900-00000-000-00000-0000-10-00000					
Other Contracted Services	.00	81.31	.00	81.31	81.31
101-53400-539900-00000-420-00000-0000-10-00000					
Other Contracted Services	.00	21,615.00	.00	21,615.00	21,615.00
101-55120-539900-00000-000-00000-0000-10-00000					
Other Contracted Services	.00	15.08	.00	15.08	15.08
101-55120-540100-00000-000-00000-0000-10-00000					
Animal Food and Supplies	.00	794.74	.00	794.74	794.74
101-54210-541000-00000-000-00000-0000-10-00000					
Custodial Supplies	.00	1,889.00	.00	1,889.00	1,889.00
101-51800-541000-00000-000-00000-0000-10-00000					
Custodial Supplies	.00	2,500.00	.91	2,499.09	2,499.09
101-54110-541100-00000-000-00000-0000-10-00000					
Data Processing Supplies	.00	1,590.00	.00	1,590.00	1,590.00
101-53120-541100-00000-000-00000-0000-10-00000					
Data Processing Supplies	.00	999.96	30.09	969.87	969.87
101-52200-541100-00000-000-00000-0000-10-00000					
Data Processing Supplies	.00	1,500.00	.00	1,500.00	1,500.00
101-55120-541300-00000-512-00000-0000-00-00000					
Drugs and Medical Supplies	.00	875.00	.00	875.00	875.00
101-53200-541300-00000-128-00000-0000-10-00000					
Drugs and Medical Supplies	.00	565.45	362.00	203.45	203.45
101-53910-541300-00000-000-00000-0000-10-00000					
Drugs and Medical Supplies	.00	362.00	.00	362.00	362.00
101-54110-541300-00000-000-00000-0000-10-00000					
Drugs and Medical Supplies	.00	415.95	.00	415.95	415.95
101-55120-541300-00000-000-00000-0000-10-00000					
Drugs and Medical Supplies	.00	4,625.74	1,445.00	3,180.74	3,180.74
101-51100-541400-00000-000-00000-0000-10-00000					
Duplicating Supplies	.00	125.70	.00	125.70	125.70
101-53120-541400-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Duplicating Supplies	.00	420.00	.00	420.00	420.00
101-52300-541400-00000-000-00000-0000-10-00000					
Duplicating Supplies	.00	484.00	.00	484.00	484.00
101-54110-541500-00000-000-00000-0000-10-00000					
Electricity	.00	720.12	.00	720.12	720.12
101-52600-541700-00000-000-00000-0000-10-00000					
Equipment Parts Light	.00	426.86	.00	426.86	426.86
101-54110-541800-00000-000-00000-0000-10-00000					
Equipment and Machinery Parts	.00	299.97	.00	299.97	299.97
101-54210-542100-00000-000-00000-0000-10-00000					
Food Preparation Supplies	.00	395.81	.00	395.81	395.81
101-54210-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	50,546.48	.00	50,546.48	50,546.48
101-54240-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	341.55	.00	341.55	341.55
101-54410-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	1,485.65	.00	1,485.65	1,485.65
101-54110-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	336.60	.00	336.60	336.60
101-52200-542200-00000-000-00000-0000-00-00000					
Food Supplies	.00	301.63	.00	301.63	301.63
101-53120-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	34.35	.00	34.35	34.35
101-53500-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	60.55	.00	60.55	60.55
101-51300-542200-00000-000-00000-0000-10-00000					
Food Supplies	.00	87.99	.00	87.99	87.99
101-51710-542500-00000-000-00000-0000-10-00000					
Gasoline	.00	85.83	.00	85.83	85.83
101-51800-542500-00000-000-00000-0000-10-00000					
Gasoline	.00	50.42	.00	50.42	50.42
101-52300-542500-00000-000-00000-0000-10-00000					
Gasoline	.00	44.00	.00	44.00	44.00
101-54410-542500-00000-000-00000-0000-10-00000					
Gasoline	.00	45.04	.00	45.04	45.04
101-55120-542500-00000-000-00000-0000-10-00000					
Gasoline	.00	35.08	.00	35.08	35.08
101-51310-542900-00000-000-00000-0000-00-00000					
Instructional Supplies and Mat	.00	19,974.94	.00	19,974.94	19,974.94
101-54110-543100-00000-000-00000-0000-10-00000					
Law Enforcement Supplies	.00	649.98	46.25	603.73	603.73
101-53310-543200-00000-000-00000-0000-10-00000					
Library Books	.00	226.11	.00	226.11	226.11
101-53500-543200-00000-000-00000-0000-10-00000					
Library Books	.00	577.36	.00	577.36	577.36
101-51800-543400-00000-000-00000-0000-10-00000					
Natural Gas	.00	358.57	.00	358.57	358.57
101-51800-543500-00000-000-00000-0000-10-00000					
Office Supplies	.00	260.05	222.90	37.15	37.15
101-51310-543500-00000-000-00000-0000-10-00000					
Office Supplies	.00	329.93	.00	329.93	329.93
101-53400-543500-00000-420-00000-0000-10-00000					
Office Supplies	.00	151.17	.00	151.17	151.17

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-53310-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	246.62	.00	246.62	246.62
101-53120-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	668.20	.00	668.20	668.20
101-52300-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	70.43	.00	70.43	70.43
101-52200-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	419.00	.00	419.00	419.00
101-52600-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	32.71	.00	32.71	32.71
101-52500-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	6,680.85	.00	6,680.85	6,680.85
101-52400-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	163.78	27.00	136.78	136.78
101-55120-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	163.20	.00	163.20	163.20
101-51100-543500-00000-000-00000-0000-10-00000 Office Supplies	.00	175.03	.00	175.03	175.03
101-54210-544100-00000-000-00000-0000-10-00000 Prisoners Clothing	.00	690.72	.00	690.72	690.72
101-54110-545000-00000-000-00000-0000-10-00000 Tires and Tubes	.00	7,483.38	.00	7,483.38	7,483.38
101-53500-545100-00000-000-00000-0000-10-00000 Uniforms	.00	16.46	16.46	.00	.00
101-51710-545100-00000-000-00000-0000-10-00000 Uniforms	.00	499.34	.00	499.34	499.34
101-51800-545100-00000-000-00000-0000-10-00000 Uniforms	.00	399.90	.00	399.90	399.90
101-51800-545200-00000-000-00000-0000-10-00000 Utilities	.00	21,831.43	.00	21,831.43	21,831.43
101-54110-545300-00000-000-00000-0000-10-00000 Vehicle Parts	.00	1,340.88	.00	1,340.88	1,340.88
101-54210-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	600.00	.00	600.00	600.00
101-51100-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	9.99	.00	9.99	9.99
101-52400-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	31.06	.00	31.06	31.06
101-52200-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	239.00	.00	239.00	239.00
101-52300-549900-00000-000-00000-0000-10-00000 Other Supplies and Materials	.00	209.31	.00	209.31	209.31
101-53120-552400-00000-000-00000-0000-10-00000 Inservice Staff Development	.00	196.87	.00	196.87	196.87
101-99100-559000-00000-000-00000-0000-10-00000 Transfers to Other Funds	.00	365,500.00	.00	365,500.00	365,500.00
101-52600-570900-00000-000-00000-0000-10-00000 Data Processing Equipment	.00	837.00	.00	837.00	837.00
101-51900-571800-00000-000-00000-0000-10-00000 Motor Vehicles Purchased	.00	57.00	57.00	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 112

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
TOTALS FOR FUND 101					
Gen County	.00	5,416,981.63	1,267,842.07	4,149,139.56	4,149,139.56

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 112

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
112 CH/Jail Maintenance					
112-51800-570700-00000-000-00000-0000-20-00000 Building Improvements	.00	250.00	.00	250.00	250.00
TOTALS FOR FUND 112					
CH/Jail Maintenance	.00	250.00	.00	250.00	250.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 115

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
115 Library					
115-56500-510100-00000-000-00000-0000-20-00000					
County Official	.00	8,154.21	3,980.30	4,173.91	4,173.91
115-56500-510500-00000-000-00000-0000-20-00000					
Supervisor/Director	.00	11,004.53	5,333.00	5,671.53	5,671.53
115-56500-512900-00000-000-00000-0000-00-00000					
Librarian	.00	41,924.54	19,639.78	22,284.76	22,284.76
115-56500-513300-00000-000-00000-0000-00-00000					
Paraprofessionals	.00	11,093.33	5,132.03	5,961.30	5,961.30
115-56500-513600-00000-000-00000-0000-00-00000					
Online Services Coordinator	.00	3,203.90	1,530.00	1,673.90	1,673.90
115-56500-516100-00000-000-00000-0000-00-00000					
Secretarys	.00	9,834.66	4,684.29	5,150.37	5,150.37
115-56500-516500-00000-000-00000-0000-00-00000					
Cafeteria Personnel	.00	3,201.30	1,573.10	1,628.20	1,628.20
115-56500-516900-00000-000-00000-0000-20-00000					
Part time Personnel	.00	16,876.12	7,534.19	9,341.93	9,341.93
115-56500-518700-00000-000-00000-0000-00-00000					
Overtime Pay	.00	30.92	.00	30.92	30.92
115-56500-520100-00000-000-00000-0000-20-00000					
Social Security	.00	6,185.64	2,898.54	3,287.10	3,287.10
115-56500-520400-00000-000-00000-0000-20-00000					
State Retirement	.00	6,971.24	3,317.56	3,653.68	3,653.68
115-56500-520600-00000-000-00000-0000-20-00000					
Life Insurance ER Cost	.00	92.88	45.34	47.54	47.54
115-56500-520700-00000-000-00000-0000-20-00000					
Health Insurance ER Cost	.00	16,055.00	.00	16,055.00	16,055.00
115-56500-520800-00000-000-00000-0000-20-00000					
Dental Insurance ER Cost	.00	397.12	.00	397.12	397.12
115-56500-521000-00000-000-00000-0000-20-00000					
Unemployment Compensation	.00	19.11	8.54	10.57	10.57
115-56500-521200-00000-000-00000-0000-20-00000					
Employer Medicare Cost	.00	1,462.98	684.86	778.12	778.12
115-56500-530600-00000-000-00000-0000-20-00000					
Bank Charges	.00	619.90	.00	619.90	619.90
115-56500-530700-00000-000-00000-0000-20-00000					
Communication	.00	1,313.32	.00	1,313.32	1,313.32
115-56500-531700-00000-000-00000-0000-20-00000					
Data Processing Services	.00	10,000.00	.00	10,000.00	10,000.00
115-56500-532000-00000-000-00000-0000-20-00000					
Dues and Memberships	.00	5,327.00	.00	5,327.00	5,327.00
115-56500-533000-00000-000-00000-0000-20-00000					
Lease Payments	.00	224.31	.00	224.31	224.31
115-56500-533300-00000-000-00000-0000-20-00000					
Licenses	.00	3,343.10	.00	3,343.10	3,343.10
115-56500-542100-00000-000-00000-0000-20-00000					
Food Preparation Supplies	.00	194.58	.00	194.58	194.58
115-56500-542200-00000-000-00000-0000-00-00000					
Food Supplies	.00	3,329.44	.00	3,329.44	3,329.44
115-56500-543200-00000-000-00000-0000-20-00000					
Library Books	.00	2,407.55	30.56	2,376.99	2,376.99
115-56500-543500-00000-000-00000-0000-20-00000					
Office Supplies	.00	569.05	.00	569.05	569.05

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 115

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
115-56500-543700-00000-000-00000-0000-20-00000 Periodicals	.00	278.25	.00	278.25	278.25
115-56500-545200-00000-000-00000-0000-20-00000 Utilities	.00	13,106.95	.00	13,106.95	13,106.95
TOTALS FOR FUND 115					
Library	.00	177,220.93	56,392.09	120,828.84	120,828.84

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 122

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
122 Drug Control					
122-54110-539900-00000-000-00000-0000-20-00000					
Other Contracted Services	.00	270.00	.00	270.00	270.00
TOTALS FOR FUND 122					
Drug Control	.00	270.00	.00	270.00	270.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 127

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
127 Other Gen Govt Special Revenue					
127-58831-511900-00000-000-00000-0000-20-00000					
Accountants and Bookkeepers	.00	3,961.59	1,926.99	2,034.60	2,034.60
127-58831-520100-00000-000-00000-0000-20-00000					
Social Security	.00	238.30	115.81	122.49	122.49
127-58831-520400-00000-000-00000-0000-20-00000					
State Retirement	.00	273.35	132.96	140.39	140.39
127-58831-520600-00000-000-00000-0000-20-00000					
Life Insurance ER Cost	.00	4.96	2.48	2.48	2.48
127-58831-520700-00000-000-00000-0000-20-00000					
Health Insurance ER Cost	.00	590.00	.00	590.00	590.00
127-58831-520800-00000-000-00000-0000-20-00000					
Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
127-58831-521200-00000-000-00000-0000-20-00000					
Employer Medicare Cost	.00	55.73	27.09	28.64	28.64
TOTALS FOR FUND 127					
Other Gen Govt Special Revenue	.00	5,147.29	2,205.33	2,941.96	2,941.96

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 131

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131 Highway					
131-61000-510100-00000-000-00000-0000-20-00000					
County Official	.00	12,662.12	.00	12,662.12	12,662.12
131-61000-510300-00000-000-00000-0000-20-00000					
Assistant	.00	8,307.92	3,998.56	4,309.36	4,309.36
131-61000-510500-00000-000-00000-0000-20-00000					
Supervisor/Director	.00	6,743.92	3,285.44	3,458.48	3,458.48
131-62000-510500-00000-000-00000-0000-20-00000					
Supervisor/Director	.00	30,391.59	13,527.93	16,863.66	16,863.66
131-63100-510500-00000-000-00000-0000-20-00000					
Supervisor/Director	.00	6,207.18	2,769.92	3,437.26	3,437.26
131-61000-511900-00000-000-00000-0000-20-00000					
Accountants and Bookkeepers	.00	8,779.83	4,254.40	4,525.43	4,525.43
131-63100-513200-00000-000-00000-0000-20-00000					
Materials Supervisor	.00	3,154.56	1,508.64	1,645.92	1,645.92
131-62000-513500-00000-000-00000-0000-20-00000					
Assessment Personnel	.00	8,755.18	4,180.40	4,574.78	4,574.78
131-61000-514000-00000-000-00000-0000-20-00000					
Salary Supplements	.00	2,110.34	.00	2,110.34	2,110.34
131-62000-514100-00000-000-00000-0000-20-00000					
Foreman	.00	8,141.34	3,660.96	4,480.38	4,480.38
131-63100-514200-00000-000-00000-0000-20-00000					
Mechanics	.00	16,406.64	7,919.12	8,487.52	8,487.52
131-62000-514300-00000-000-00000-0000-20-00000					
Equipment Operators	.00	120,198.13	56,958.73	63,239.40	63,239.40
131-62000-514900-00000-000-00000-0000-20-00000					
Laborers	.00	11,079.31	5,413.16	5,666.15	5,666.15
131-61000-516700-00000-000-00000-0000-20-00000					
Maintenance Personnel	.00	7,345.77	3,454.15	3,891.62	3,891.62
131-62000-518700-00000-000-00000-0000-20-00000					
Overtime Pay	.00	8,506.29	3,429.00	5,077.29	5,077.29
131-63100-518700-00000-000-00000-0000-20-00000					
Overtime Pay	.00	14.97	14.97	.00	.00
131-61000-518700-00000-000-00000-0000-00-00000					
Overtime Pay	.00	227.14	227.14	.00	.00
131-61000-518900-00000-000-00000-0000-20-00000					
Other Salaries and Wages	.00	4,669.68	2,196.64	2,473.04	2,473.04
131-61000-520100-00000-000-00000-0000-20-00000					
Social Security	.00	3,032.53	1,027.08	2,005.45	2,005.45
131-62000-520100-00000-000-00000-0000-20-00000					
Social Security	.00	10,820.46	5,018.11	5,802.35	5,802.35
131-63100-520100-00000-000-00000-0000-20-00000					
Social Security	.00	1,490.05	703.57	786.48	786.48
131-63100-520400-00000-000-00000-0000-20-00000					
State Retirement	.00	1,779.05	842.38	936.67	936.67
131-62000-520400-00000-000-00000-0000-20-00000					
State Retirement	.00	12,717.95	5,922.67	6,795.28	6,795.28
131-61000-520400-00000-000-00000-0000-20-00000					
State Retirement	.00	3,171.78	1,034.17	2,137.61	2,137.61
131-61000-520600-00000-000-00000-0000-20-00000					
Life Insurance ER Cost	.00	35.00	15.00	20.00	20.00
131-62000-520600-00000-000-00000-0000-20-00000					
Life Insurance ER Cost	.00	204.95	101.14	103.81	103.81

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 131

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131-63100-520600-00000-000-00000-0000-20-00000 Life Insurance ER Cost	.00	27.86	13.71	14.15	14.15
131-63100-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	6,700.00	.00	6,700.00	6,700.00
131-62000-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	46,568.00	.00	46,568.00	46,568.00
131-61000-520700-00000-000-00000-0000-20-00000 Health Insurance ER Cost	.00	6,817.00	.00	6,817.00	6,817.00
131-61000-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	163.52	.00	163.52	163.52
131-62000-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	852.64	.00	852.64	852.64
131-63100-520800-00000-000-00000-0000-20-00000 Dental Insurance ER Cost	.00	140.16	.00	140.16	140.16
131-63100-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	348.47	164.53	183.94	183.94
131-62000-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	2,530.62	1,173.56	1,357.06	1,357.06
131-61000-521200-00000-000-00000-0000-20-00000 Employer Medicare Cost	.00	709.20	240.18	469.02	469.02
131-61000-530700-00000-000-00000-0000-20-00000 Communication	.00	5,657.66	.00	5,657.66	5,657.66
131-61000-532000-00000-000-00000-0000-20-00000 Dues and Memberships	.00	250.00	.00	250.00	250.00
131-61000-533300-00000-000-00000-0000-20-00000 Licenses	.00	55.00	21.00	34.00	34.00
131-61000-533400-00000-000-00000-0000-20-00000 Maintenance Agreements	.00	54.92	.00	54.92	54.92
131-61000-535500-00000-000-00000-0000-20-00000 Travel	.00	574.80	.00	574.80	574.80
131-62000-535500-00000-000-00000-0000-20-00000 Travel	.00	399.49	.00	399.49	399.49
131-62000-539900-00000-000-00000-0000-20-00000 Other Contracted Services	.00	6,484.39	.00	6,484.39	6,484.39
131-62000-540400-00000-000-00000-0000-20-00000 Asphalt Hot Mix	.00	475.00	475.00	.00	.00
131-62000-540500-00000-000-00000-0000-20-00000 Ashphalt Liquid	.00	32,004.71	.00	32,004.71	32,004.71
131-62000-540900-00000-000-00000-0000-20-00000 Crushed Stone	.00	30,933.23	.00	30,933.23	30,933.23
131-63100-541200-00000-000-00000-0000-20-00000 Diesel Fuel	.00	9,970.90	.00	9,970.90	9,970.90
131-61000-541500-00000-000-00000-0000-20-00000 Electricity	.00	40.76	.00	40.76	40.76
131-63100-541800-00000-000-00000-0000-20-00000 Equipment and Machinery Parts	.00	4,199.76	67.00	4,132.76	4,132.76
131-62000-542200-00000-000-00000-0000-20-00000 Food Supplies	.00	179.31	.00	179.31	179.31
131-63100-542500-00000-000-00000-0000-20-00000 Gasoline	.00	7,291.34	.00	7,291.34	7,291.34
131-62000-544000-00000-000-00000-0000-20-00000 Pipe Metal	.00	39,836.16	.00	39,836.16	39,836.16
131-63100-544200-00000-000-00000-0000-20-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 131

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Propane Gas	.00	836.15	.00	836.15	836.15
131-62000-544300-00000-000-00000-0000-20-00000					
Road Signs	.00	2,248.53	.00	2,248.53	2,248.53
131-62000-545100-00000-000-00000-0000-20-00000					
Uniforms	.00	746.39	.00	746.39	746.39
131-61000-547100-00000-000-00000-0000-20-00000					
Computer Software	.00	44.85	.00	44.85	44.85
131-61000-549900-00000-000-00000-0000-00-00000					
Other Supplies and Materials	.00	4,900.00	101.00	4,799.00	4,799.00
131-61000-570700-00000-000-00000-0000-20-00000					
Building Improvements	.00	2,000.00	.00	2,000.00	2,000.00
131-61000-570900-00000-000-00000-0000-00-00000					
Data Processing Equipment	.00	11.59	.00	11.59	11.59
131-62000-571400-00000-000-00000-0000-20-00000					
Highway Equipment	.00	152.11	.00	152.11	152.11
TOTALS FOR FUND 131					
Highway	.00	511,158.20	133,719.26	377,438.94	377,438.94

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141 GPSF					
141-72320-510100-00000-000-00000-0000-50-00000 County Official	.00	11,692.35	.00	11,692.35	11,692.35
141-72320-510300-00000-000-00000-0000-50-00000 Assistant	.00	17,628.25	.00	17,628.25	17,628.25
141-72410-510400-00000-000-00000-0000-50-00000 Principals	.00	237,469.19	.00	237,469.19	237,469.19
141-72510-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	6,434.40	.00	6,434.40	6,434.40
141-72620-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	8,136.00	.00	8,136.00	8,136.00
141-72710-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	6,485.17	.00	6,485.17	6,485.17
141-72320-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	18,810.40	.00	18,810.40	18,810.40
141-72110-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	2,199.49	.00	2,199.49	2,199.49
141-72210-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	17,265.80	.00	17,265.80	17,265.80
141-72250-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	8,096.80	.00	8,096.80	8,096.80
141-71300-511600-00000-000-00000-0000-50-00000 Teachers	.00	214,899.36	.00	214,899.36	214,899.36
141-71200-511600-00000-000-00000-0000-50-00000 Teachers	.00	411,837.10	.00	411,837.10	411,837.10
141-71100-511600-00000-000-00000-0000-50-00000 Teachers	.00	2,868,862.09	.00	2,868,862.09	2,868,862.09
141-73400-511600-00000-000-00000-0000-50-00000 Teachers	.00	30,938.46	.00	30,938.46	30,938.46
141-72510-511900-00000-000-00000-0000-50-00000 Accountants and Bookkeepers	.00	8,805.60	.00	8,805.60	8,805.60
141-72410-511900-00000-000-00000-0000-50-00000 Accountants and Bookkeepers	.00	7,192.00	.00	7,192.00	7,192.00
141-72250-512000-00000-000-00000-0000-50-00000 Computer Programmers	.00	23,745.60	.00	23,745.60	23,745.60
141-72130-512300-00000-000-00000-0000-50-00000 Guidance Personnel	.00	143,121.28	.00	143,121.28	143,121.28
141-72220-512400-00000-000-00000-0000-50-00000 Psychological Personnel	.00	34,728.50	.00	34,728.50	34,728.50
141-72210-512900-00000-000-00000-0000-50-00000 Librarians	.00	103,286.61	.00	103,286.61	103,286.61
141-72130-513000-00000-000-00000-0000-50-00000 Social Workers	.00	4,061.60	.00	4,061.60	4,061.60
141-72120-513100-00000-000-00000-0000-50-00000 Medical Personnel	.00	1,328.80	.00	1,328.80	1,328.80
141-72410-513900-00000-000-00000-0000-50-00000 Assistant Principal	.00	130,631.15	.00	130,631.15	130,631.15
141-72410-516100-00000-000-00000-0000-50-00000 Secretary	.00	118,587.20	.00	118,587.20	118,587.20
141-72620-516100-00000-000-00000-0000-50-00000 Secretary	.00	4,088.80	.00	4,088.80	4,088.80
141-72120-516100-00000-000-00000-0000-50-00000 Secretary	.00	2,489.80	.00	2,489.80	2,489.80

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72130-516100-00000-000-00000-0000-50-00000 Secretary	.00	3,061.40	.00	3,061.40	3,061.40
141-72210-516100-00000-000-00000-0000-50-00000 Secretary	.00	3,337.60	.00	3,337.60	3,337.60
141-72230-516100-00000-000-00000-0000-50-00000 Secretary	.00	2,761.60	.00	2,761.60	2,761.60
141-72320-516100-00000-000-00000-0000-50-00000 Secretary	.00	12,616.80	.00	12,616.80	12,616.80
141-72250-516200-00000-000-00000-0000-50-00000 Clerical Personnel	.00	3,757.60	.00	3,757.60	3,757.60
141-72110-516200-00000-000-00000-0000-50-00000 Clerical Personnel	.00	2,398.80	.00	2,398.80	2,398.80
141-72710-516200-00000-000-00000-0000-50-00000 Clerical Personnel	.00	4,088.80	.00	4,088.80	4,088.80
141-73400-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	7,546.60	.00	7,546.60	7,546.60
141-71200-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	86,688.05	.00	86,688.05	86,688.05
141-71100-516300-00000-000-00000-0000-50-00000 Educational Assistant	.00	180,291.20	.00	180,291.20	180,291.20
141-72610-516600-00000-000-00000-0000-50-00000 Custodial Personnel	.00	242,528.90	.00	242,528.90	242,528.90
141-72620-516700-00000-000-00000-0000-50-00000 Maintenance Personnel	.00	61,707.80	.00	61,707.80	61,707.80
141-72710-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	5,206.80	.00	5,206.80	5,206.80
141-72120-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	3,986.40	.00	3,986.40	3,986.40
141-72210-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	10,535.43	.00	10,535.43	10,535.43
141-72250-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	7,178.60	.00	7,178.60	7,178.60
141-72310-518900-00000-000-00000-0000-50-00000 Other Salaries and Wages	.00	6,306.44	.00	6,306.44	6,306.44
141-72310-519100-00000-000-00000-0000-50-00000 Board and Committee Members	.00	2,585.24	.00	2,585.24	2,585.24
141-72310-520100-00000-000-00000-0000-50-00000 Social Security	.00	322.81	.00	322.81	322.81
141-72320-520100-00000-000-00000-0000-50-00000 Social Security	.00	3,595.50	.00	3,595.50	3,595.50
141-72210-520100-00000-000-00000-0000-50-00000 Social Security	.00	7,866.14	.00	7,866.14	7,866.14
141-72130-520100-00000-000-00000-0000-50-00000 Social Security	.00	8,765.52	.00	8,765.52	8,765.52
141-72250-520100-00000-000-00000-0000-50-00000 Social Security	.00	2,559.93	.00	2,559.93	2,559.93
141-72230-520100-00000-000-00000-0000-50-00000 Social Security	.00	148.81	.00	148.81	148.81
141-72220-520100-00000-000-00000-0000-50-00000 Social Security	.00	1,965.17	.00	1,965.17	1,965.17
141-71300-520100-00000-000-00000-0000-50-00000 Social Security	.00	12,427.79	.00	12,427.79	12,427.79
141-72120-520100-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Social Security	.00	435.32	.00	435.32	435.32
141-72110-520100-00000-000-00000-0000-50-00000					
Social Security	.00	277.83	.00	277.83	277.83
141-71200-520100-00000-000-00000-0000-50-00000					
Social Security	.00	28,748.85	.00	28,748.85	28,748.85
141-71100-520100-00000-000-00000-0000-50-00000					
Social Security	.00	178,718.74	.00	178,718.74	178,718.74
141-73400-520100-00000-000-00000-0000-50-00000					
Social Security	.00	2,231.12	.00	2,231.12	2,231.12
141-72710-520100-00000-000-00000-0000-50-00000					
Social Security	.00	930.52	.00	930.52	930.52
141-72620-520100-00000-000-00000-0000-50-00000					
Social Security	.00	4,368.18	.00	4,368.18	4,368.18
141-72610-520100-00000-000-00000-0000-50-00000					
Social Security	.00	14,043.48	.00	14,043.48	14,043.48
141-72510-520100-00000-000-00000-0000-50-00000					
Social Security	.00	879.09	.00	879.09	879.09
141-72410-520100-00000-000-00000-0000-50-00000					
Social Security	.00	28,812.96	.00	28,812.96	28,812.96
141-72410-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	33,567.19	.00	33,567.19	33,567.19
141-72510-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	1,051.57	.00	1,051.57	1,051.57
141-72610-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	15,336.25	.00	15,336.25	15,336.25
141-72620-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	4,807.75	.00	4,807.75	4,807.75
141-72710-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	1,083.02	.00	1,083.02	1,083.02
141-73400-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	2,814.93	.00	2,814.93	2,814.93
141-71200-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	34,451.58	.00	34,451.58	34,451.58
141-71100-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	223,082.53	.00	223,082.53	223,082.53
141-72120-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	538.54	.00	538.54	538.54
141-72130-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	11,182.25	.00	11,182.25	11,182.25
141-72110-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	315.31	.00	315.31	315.31
141-71300-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	16,369.30	.00	16,369.30	16,369.30
141-72220-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	2,715.89	.00	2,715.89	2,715.89
141-72230-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	190.56	.00	190.56	190.56
141-72210-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	9,394.74	.00	9,394.74	9,394.74
141-72250-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	2,951.75	.00	2,951.75	2,951.75
141-72320-520400-00000-000-00000-0000-50-00000					
State Retirement	.00	4,158.43	.00	4,158.43	4,158.43

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72310-520400-00000-000-00000-0000-50-00000 State Retirement	.00	23.46	.00	23.46	23.46
141-72320-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	38.54	.00	38.54	38.54
141-72250-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	43.04	.00	43.04	43.04
141-72310-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	.46	.00	.46	.46
141-72210-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	113.36	.00	113.36	113.36
141-72230-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	4.18	.00	4.18	4.18
141-72220-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	27.28	.00	27.28	27.28
141-71300-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	209.02	.00	209.02	209.02
141-72110-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	5.30	.00	5.30	5.30
141-72130-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	120.77	.00	120.77	120.77
141-72120-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	9.22	.00	9.22	9.22
141-71100-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	2,512.39	.00	2,512.39	2,512.39
141-71200-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	452.52	.00	452.52	452.52
141-73400-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	36.99	.00	36.99	36.99
141-72710-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	13.64	.00	13.64	13.64
141-72620-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	78.32	.00	78.32	78.32
141-72610-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	276.70	.00	276.70	276.70
141-72510-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	13.98	.00	13.98	13.98
141-72410-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	380.94	.00	380.94	380.94
141-72410-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	73,961.40	.00	73,961.40	73,961.40
141-72510-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	3,350.00	.00	3,350.00	3,350.00
141-72610-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	52,315.00	.00	52,315.00	52,315.00
141-72620-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	13,708.00	.00	13,708.00	13,708.00
141-73400-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	7,683.49	.00	7,683.49	7,683.49
141-72710-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	2,386.50	.00	2,386.50	2,386.50
141-71200-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	91,466.34	.00	91,466.34	91,466.34
141-71100-520700-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Health Insurance ER Cost 141-72130-520700-00000-000-00000-0000-50-00000	.00	470,643.43	.00	470,643.43	470,643.43
Health Insurance ER Cost 141-72210-520700-00000-000-00000-0000-50-00000	.00	23,316.96	.00	23,316.96	23,316.96
Health Insurance ER Cost 141-72110-520700-00000-000-00000-0000-50-00000	.00	21,154.24	.00	21,154.24	21,154.24
Health Insurance ER Cost 141-72120-520700-00000-000-00000-0000-50-00000	.00	147.50	.00	147.50	147.50
Health Insurance ER Cost 141-71300-520700-00000-000-00000-0000-50-00000	.00	2,710.00	.00	2,710.00	2,710.00
Health Insurance ER Cost 141-72220-520700-00000-000-00000-0000-50-00000	.00	41,573.94	.00	41,573.94	41,573.94
Health Insurance ER Cost 141-72230-520700-00000-000-00000-0000-50-00000	.00	5,283.00	.00	5,283.00	5,283.00
Health Insurance ER Cost 141-72310-520700-00000-000-00000-0000-50-00000	.00	1,266.41	.00	1,266.41	1,266.41
Health Insurance ER Cost 141-72250-520700-00000-000-00000-0000-50-00000	.00	116.59	.00	116.59	116.59
Health Insurance ER Cost 141-72320-520700-00000-000-00000-0000-50-00000	.00	4,310.00	.00	4,310.00	4,310.00
Health Insurance ER Cost 141-72250-520800-00000-000-00000-0000-50-00000	.00	6,965.44	.00	6,965.44	6,965.44
Dental Insurance ER Cost 141-72310-520800-00000-000-00000-0000-50-00000	.00	116.80	.00	116.80	116.80
Dental Insurance ER Cost 141-72320-520800-00000-000-00000-0000-50-00000	.00	2.33	.00	2.33	2.33
Dental Insurance ER Cost 141-72220-520800-00000-000-00000-0000-50-00000	.00	139.96	.00	139.96	139.96
Dental Insurance ER Cost 141-72230-520800-00000-000-00000-0000-50-00000	.00	93.44	.00	93.44	93.44
Dental Insurance ER Cost 141-72130-520800-00000-000-00000-0000-50-00000	.00	21.39	.00	21.39	21.39
Dental Insurance ER Cost 141-72210-520800-00000-000-00000-0000-50-00000	.00	454.17	.00	454.17	454.17
Dental Insurance ER Cost 141-71300-520800-00000-000-00000-0000-50-00000	.00	514.25	.00	514.25	514.25
Dental Insurance ER Cost 141-71200-520800-00000-000-00000-0000-50-00000	.00	869.28	.00	869.28	869.28
Dental Insurance ER Cost 141-72120-520800-00000-000-00000-0000-50-00000	.00	1,986.98	.00	1,986.98	1,986.98
Dental Insurance ER Cost 141-72110-520800-00000-000-00000-0000-50-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 141-71100-520800-00000-000-00000-0000-50-00000	.00	5.84	.00	5.84	5.84
Dental Insurance ER Cost 141-72620-520800-00000-000-00000-0000-50-00000	.00	10,244.75	.00	10,244.75	10,244.75
Dental Insurance ER Cost 141-72710-520800-00000-000-00000-0000-50-00000	.00	397.12	.00	397.12	397.12
Dental Insurance ER Cost 141-72510-520800-00000-000-00000-0000-50-00000	.00	64.24	.00	64.24	64.24
Dental Insurance ER Cost 141-72610-520800-00000-000-00000-0000-50-00000	.00	70.08	.00	70.08	70.08
Dental Insurance ER Cost	.00	1,378.24	.00	1,378.24	1,378.24

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-73400-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	188.70	.00	188.70	188.70
141-72410-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	1,624.96	.00	1,624.96	1,624.96
141-72410-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	6,845.41	.00	6,845.41	6,845.41
141-73400-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	521.79	.00	521.79	521.79
141-72610-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	3,331.08	.00	3,331.08	3,331.08
141-72510-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	205.59	.00	205.59	205.59
141-72620-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,021.60	.00	1,021.60	1,021.60
141-72710-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	217.63	.00	217.63	217.63
141-71100-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	42,200.61	.00	42,200.61	42,200.61
141-72120-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	101.81	.00	101.81	101.81
141-72130-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	2,074.26	.00	2,074.26	2,074.26
141-71200-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	6,814.94	.00	6,814.94	6,814.94
141-71300-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	2,929.74	.00	2,929.74	2,929.74
141-72110-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	64.98	.00	64.98	64.98
141-72210-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,839.60	.00	1,839.60	1,839.60
141-72230-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	34.80	.00	34.80	34.80
141-72220-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	484.83	.00	484.83	484.83
141-72320-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	840.87	.00	840.87	840.87
141-72310-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	91.53	.00	91.53	91.53
141-72250-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	598.71	.00	598.71	598.71
141-72320-530200-00000-000-00000-0000-50-00000 Advertising	.00	5,005.39	.00	5,005.39	5,005.39
141-72310-530500-00000-000-00000-0000-50-00000 Audit Services	.00	25,000.00	.00	25,000.00	25,000.00
141-72410-530700-00000-000-00000-0000-50-00000 Communication	.00	30,779.48	.00	30,779.48	30,779.48
141-72710-531500-00000-000-00000-0000-50-00000 Contracts with Vehicle Owners	.00	230,450.00	400.00	230,050.00	230,050.00
141-72310-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	8,314.00	.00	8,314.00	8,314.00
141-72320-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	4,779.00	.00	4,779.00	4,779.00
141-72220-533000-00000-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
ACCOUNT					
Lease Payments	.00	66.73	.00	66.73	66.73
141-72620-533000-00000-000-00000-0000-50-00000					
Lease Payments	.00	4,487.85	.00	4,487.85	4,487.85
141-72250-533300-00000-000-00000-0000-50-00000					
Licenses	.00	215,538.32	.00	215,538.32	215,538.32
141-72610-533400-00000-000-00000-0000-50-00000					
Maintenance Agreements	.00	7,917.92	.00	7,917.92	7,917.92
141-72620-533500-00000-000-00000-0000-50-00000					
Maint. And Repair Svc - Buildi	.00	37,662.06	2,911.56	34,750.50	34,750.50
141-72610-533600-00000-000-00000-0000-50-00000					
Maint. And Repair Svc - Equipm	.00	500.00	.00	500.00	500.00
141-72620-533600-00000-000-00000-0000-50-00000					
Maint. And Repair Svc - Equipm	.00	3,325.56	.00	3,325.56	3,325.56
141-71300-533600-00000-000-00000-0000-50-00000					
Maint. And Repair Svc - Equipm	.00	552.00	.00	552.00	552.00
141-72620-533800-00000-000-00000-0000-50-00000					
Maint. And Repair Svc - Vehicl	.00	266.76	.00	266.76	266.76
141-72220-535500-00000-000-00000-0000-50-00000					
Travel	.00	53.18	.00	53.18	53.18
141-72210-535500-00000-000-00000-0000-50-00000					
Travel	.00	1,073.14	.00	1,073.14	1,073.14
141-72320-535500-00000-000-00000-0000-50-00000					
Travel	.00	137.40	.00	137.40	137.40
141-72620-536100-00000-000-00000-0000-50-00000					
Permits	.00	55.00	.00	55.00	55.00
141-72620-539900-00000-000-00000-0000-50-00000					
Other Contracted Services	.00	875.00	.00	875.00	875.00
141-76100-539900-00000-000-00000-0000-50-00000					
Other Contracted Services	.00	52,000.00	.00	52,000.00	52,000.00
141-72610-541000-00000-000-00000-0000-50-00000					
Custodial Supplies	.00	46,341.95	.00	46,341.95	46,341.95
141-72250-541100-00000-000-00000-0000-50-00000					
Data Processing Supplies	.00	6,868.54	.00	6,868.54	6,868.54
141-72620-541800-00000-000-00000-0000-50-00000					
Equipment and Machinery Parts	.00	12,148.51	.00	12,148.51	12,148.51
141-72320-542200-00000-000-00000-0000-50-00000					
Food Supplies	.00	362.41	.00	362.41	362.41
141-72210-542200-00000-000-00000-0000-50-00000					
Food Supplies	.00	198.83	.00	198.83	198.83
141-72620-542500-00000-000-00000-0000-50-00000					
Gasoline	.00	4,732.75	.00	4,732.75	4,732.75
141-71300-542900-00000-000-00000-0000-50-00000					
Instructional Supplies and Mat	.00	26.99	.00	26.99	26.99
141-71100-542900-00000-000-00000-0000-50-00000					
Instructional Supplies and Mat	.00	2,868.56	.00	2,868.56	2,868.56
141-71200-542900-00000-000-00000-0000-50-00000					
Instructional Supplies and Mat	.00	5,611.00	.00	5,611.00	5,611.00
141-72320-543500-00000-000-00000-0000-50-00000					
Office Supplies	.00	229.42	.00	229.42	229.42
141-71100-544900-00000-000-00000-0000-50-00000					
Textbooks	.00	38,046.60	.00	38,046.60	38,046.60
141-72320-549900-00000-000-00000-0000-50-00000					
Other Supplies and Materials	.00	2,074.50	.00	2,074.50	2,074.50

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141-72620-549900-00000-000-00000-0000-50-00000 Other Supplies and Materials	.00	12,230.64	.00	12,230.64	12,230.64
141-72320-552400-00000-000-00000-0000-50-00000 Inservice Staff Development	.00	3,300.00	.00	3,300.00	3,300.00
141-72220-552400-00000-000-00000-0000-50-00000 Inservice Staff Development	.00	29.61	.00	29.61	29.61
141-72210-552400-00000-000-00000-0000-50-00000 Inservice Staff Development	.00	1,017.84	.00	1,017.84	1,017.84
141-72310-553300-00000-000-00000-0000-50-00000 Licenses	.00	1,560.30	.00	1,560.30	1,560.30
141-71100-559900-00000-000-00000-0000-50-00000 Other Charges	.00	424.12	.00	424.12	424.12
141-72410-559900-00000-000-00000-0000-50-00000 Other Charges	.00	365,000.00	.00	365,000.00	365,000.00
141-72320-559900-00000-000-00000-0000-50-00000 Other Charges	.00	30.93	.00	30.93	30.93
141-71100-572200-00000-000-00000-0000-50-00000 Regular Instruction Equipment	.00	40,000.00	.00	40,000.00	40,000.00
141-71200-572500-00000-000-00000-0000-50-00000 Special Education Equipment	.00	1,768.00	.00	1,768.00	1,768.00
TOTALS FOR FUND 141					
GPSF	.00	7,839,359.52	3,311.56	7,836,047.96	7,836,047.96

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142 Federal School					
01023 Consolidate Admin					
142-72210-510500-01023-000-00000-0000-50-00000					
Supervisor/Director	.00	4,404.70	.00	4,404.70	4,404.70
142-72210-516100-01023-000-00000-0000-50-00000					
Secretary	.00	4,088.80	.00	4,088.80	4,088.80
142-72210-520100-01023-000-00000-0000-50-00000					
Social Security	.00	509.26	.00	509.26	509.26
142-72210-520400-01023-000-00000-0000-50-00000					
State Retirement	.00	582.09	.00	582.09	582.09
142-72210-520600-01023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520700-01023-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	1,273.00	.00	1,273.00	1,273.00
142-72210-520800-01023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	35.04	.00	35.04	35.04
142-72210-521200-01023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	119.11	.00	119.11	119.11
142-72210-510500-01024-000-00000-0000-50-00000					
Supervisor/Director	.00	4,523.99	.00	4,523.99	4,523.99
142-72210-520100-01024-000-00000-0000-50-00000					
Social Security	.00	270.98	.00	270.98	270.98
142-72210-520400-01024-000-00000-0000-50-00000					
State Retirement	.00	308.08	.00	308.08	308.08
142-72210-520600-01024-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	2.48	.00	2.48	2.48
142-72210-520700-01024-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	677.00	.00	677.00	677.00
142-72210-520800-01024-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	11.68	.00	11.68	11.68
142-72210-521200-01024-000-00000-0000-50-00000					
Employer Medicare Cost	.00	63.38	.00	63.38	63.38
142-72210-552400-01024-000-00000-0000-50-00000					
Inservice Staff Development	.00	89.00	.00	89.00	89.00
142-71100-511600-10023-000-00000-0000-50-00000					
Teachers	.00	23,756.73	.00	23,756.73	23,756.73
142-71100-516300-10023-000-00000-0000-50-00000					
Educational Assistant	.00	57,053.48	.00	57,053.48	57,053.48
142-72210-518900-10023-000-00000-0000-50-00000					
Other Salaries and Wages	.00	9,576.65	.00	9,576.65	9,576.65
142-72210-520100-10023-000-00000-0000-50-00000					
Social Security	.00	506.53	.00	506.53	506.53
142-71100-520100-10023-000-00000-0000-50-00000					
Social Security	.00	4,370.55	.00	4,370.55	4,370.55
142-71100-520400-10023-000-00000-0000-50-00000					
State Retirement	.00	1,986.13	.00	1,986.13	1,986.13
142-72210-520400-10023-000-00000-0000-50-00000					
State Retirement	.00	572.86	.00	572.86	572.86
142-72210-520600-10023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-71100-520600-10023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	28.43	.00	28.43	28.43
142-71100-520700-10023-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Health Insurance ER Cost 142-72210-520700-10023-000-00000-0000-50-00000	.00	4,837.25	.00	4,837.25	4,837.25
Health Insurance ER Cost 142-72210-520800-10023-000-00000-0000-50-00000	.00	975.00	.00	975.00	975.00
Dental Insurance ER Cost 142-71100-520800-10023-000-00000-0000-50-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 142-71100-521200-10023-000-00000-0000-50-00000	.00	132.00	.00	132.00	132.00
Employer Medicare Cost 142-72210-521200-10023-000-00000-0000-50-00000	.00	1,151.73	.00	1,151.73	1,151.73
Employer Medicare Cost 142-71100-511600-10024-000-00000-0000-50-00000	.00	135.34	.00	135.34	135.34
Teachers 142-72210-518900-10024-000-00000-0000-50-00000	.00	32,807.37	.00	32,807.37	32,807.37
Other Salaries and Wages 142-72210-520100-10024-000-00000-0000-50-00000	.00	8,988.53	.00	8,988.53	8,988.53
Social Security 142-71100-520100-10024-000-00000-0000-50-00000	.00	542.25	.00	542.25	542.25
Social Security 142-71100-520400-10024-000-00000-0000-50-00000	.00	1,922.49	.00	1,922.49	1,922.49
State Retirement 142-72210-520400-10024-000-00000-0000-50-00000	.00	2,313.12	.00	2,313.12	2,313.12
State Retirement 142-72210-520600-10024-000-00000-0000-50-00000	.00	612.12	.00	612.12	612.12
Life Insurance ER Cost 142-71100-520600-10024-000-00000-0000-50-00000	.00	7.44	.00	7.44	7.44
Life Insurance ER Cost 142-71100-520700-10024-000-00000-0000-50-00000	.00	29.76	.00	29.76	29.76
Health Insurance ER Cost 142-72210-520700-10024-000-00000-0000-50-00000	.00	5,759.75	.00	5,759.75	5,759.75
Health Insurance ER Cost 142-72210-520800-10024-000-00000-0000-50-00000	.00	975.00	.00	975.00	975.00
Dental Insurance ER Cost 142-71100-520800-10024-000-00000-0000-50-00000	.00	23.36	.00	23.36	23.36
Dental Insurance ER Cost 142-71100-521200-10024-000-00000-0000-50-00000	.00	105.12	.00	105.12	105.12
Employer Medicare Cost 142-72210-521200-10024-000-00000-0000-50-00000	.00	449.62	.00	449.62	449.62
Employer Medicare Cost 142-71100-542900-10024-000-00000-0000-50-00000	.00	126.84	.00	126.84	126.84
Instructional Supplies and Mat 142-72210-552400-10024-000-00000-0000-50-00000	.00	241.04	20.99	220.05	220.05
Inservice Staff Development 142-72210-518900-20023-000-00000-0000-50-00000	.00	1,006.00	.00	1,006.00	1,006.00
Other Salaries and Wages 142-72210-520100-20023-000-00000-0000-50-00000	.00	8,185.85	.00	8,185.85	8,185.85
Social Security 142-72210-520400-20023-000-00000-0000-50-00000	.00	480.88	.00	480.88	480.88
State Retirement 142-72210-520600-20023-000-00000-0000-50-00000	.00	585.44	.00	585.44	585.44
Life Insurance ER Cost 142-72210-520700-20023-000-00000-0000-50-00000	.00	7.44	.00	7.44	7.44
Health Insurance ER Cost	.00	1,675.00	.00	1,675.00	1,675.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72210-520800-20023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	35.04	.00	35.04	35.04
142-72210-521200-20023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	112.46	.00	112.46	112.46
142-72210-518900-20024-000-00000-0000-50-00000					
Other Salaries and Wages	.00	8,571.29	.00	8,571.29	8,571.29
142-72210-520100-20024-000-00000-0000-50-00000					
Social Security	.00	504.78	.00	504.78	504.78
142-72210-520400-20024-000-00000-0000-50-00000					
State Retirement	.00	613.49	.00	613.49	613.49
142-72210-520600-20024-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	7.44	.00	7.44	7.44
142-72210-520700-20024-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	1,675.00	.00	1,675.00	1,675.00
142-72210-520800-20024-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	35.04	.00	35.04	35.04
142-72210-521200-20024-000-00000-0000-50-00000					
Employer Medicare Cost	.00	118.06	.00	118.06	118.06
142-72210-552400-20024-000-00000-0000-50-00000					
Inservice Staff Development	.00	1,557.80	.00	1,557.80	1,557.80
142-71100-542900-30024-000-00000-0000-50-00000					
Instructional Supplies and Mat	.00	1,638.00	.00	1,638.00	1,638.00
142-72130-535500-80023-000-00000-0000-50-00000					
Travel	.00	943.42	.00	943.42	943.42
142-72130-535500-80024-000-00000-0000-50-00000					
Travel	.00	987.52	.00	987.52	987.52
142-71300-542900-80024-000-00000-0000-50-00000					
Instructional Supplies and Mat	.00	3,727.00	166.26	3,560.74	3,560.74
142-72130-552400-80024-000-00000-0000-50-00000					
Inservice Staff Development	.00	2,099.39	73.00	2,026.39	2,026.39
142-72230-552400-80024-000-00000-0000-50-00000					
Inservice Staff Development	.00	333.04	.00	333.04	333.04
142-71300-573000-80024-000-00000-0000-50-00000					
Vocational Instruction Equipme	.00	1,010.95	.00	1,010.95	1,010.95
142-71300-518900-81023-000-00000-0000-50-00000					
Other Salaries and Wages	.00	11,200.89	.00	11,200.89	11,200.89
142-71300-520100-81023-000-00000-0000-50-00000					
Social Security	.00	711.40	.00	711.40	711.40
142-71300-520400-81023-000-00000-0000-50-00000					
State Retirement	.00	736.46	.00	736.46	736.46
142-71300-520600-81023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	12.61	.00	12.61	12.61
142-71300-520700-81023-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	596.00	1,354.00	-758.00	-758.00
142-71300-520800-81023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	23.36	23.35	.01	.01
142-71300-521200-81023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	166.38	.00	166.38	166.38
142-71300-518900-81024-000-00000-0000-50-00000					
Other Salaries and Wages	.00	1,998.68	.00	1,998.68	1,998.68
142-71300-520100-81024-000-00000-0000-50-00000					
Social Security	.00	123.92	.00	123.92	123.92
142-71300-520400-81024-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
State Retirement	.00	136.11	.00	136.11	136.11
142-71300-520600-81024-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	2.43	.00	2.43	2.43
142-71300-521200-81024-000-00000-0000-50-00000					
Employer Medicare Cost	.00	28.98	.00	28.98	28.98
142-72220-510500-90023-000-00000-0000-50-00000					
Supervisor/Director	.00	7,678.48	.00	7,678.48	7,678.48
142-71200-511600-90023-000-00000-0000-50-00000					
Teachers	.00	5,526.15	.00	5,526.15	5,526.15
142-72220-512400-90023-000-00000-0000-50-00000					
Psychological Personnel	.00	8,391.33	.00	8,391.33	8,391.33
142-72220-516200-90023-000-00000-0000-50-00000					
Clerical Personnel	.00	10,580.00	.00	10,580.00	10,580.00
142-71200-516200-90023-000-00000-0000-50-00000					
Clerical Personnel	.00	9,139.60	.00	9,139.60	9,139.60
142-71200-516300-90023-000-00000-0000-50-00000					
Educational Assistant	.00	110,119.92	.00	110,119.92	110,119.92
142-71200-517100-90023-000-00000-0000-50-00000					
Speech Pathologist	.00	1,784.22	.00	1,784.22	1,784.22
142-71200-520100-90023-000-00000-0000-50-00000					
Social Security	.00	7,291.07	.00	7,291.07	7,291.07
142-72220-520100-90023-000-00000-0000-50-00000					
Social Security	.00	1,575.80	.00	1,575.80	1,575.80
142-72220-520400-90023-000-00000-0000-50-00000					
State Retirement	.00	1,891.09	.00	1,891.09	1,891.09
142-71200-520400-90023-000-00000-0000-50-00000					
State Retirement	.00	4,858.22	.00	4,858.22	4,858.22
142-71200-520600-90023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	98.85	.00	98.85	98.85
142-72220-520600-90023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	20.39	.00	20.39	20.39
142-72220-520700-90023-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	4,412.88	.00	4,412.88	4,412.88
142-71200-520700-90023-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	17,482.93	.00	17,482.93	17,482.93
142-71200-520800-90023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	491.29	.00	491.29	491.29
142-72220-520800-90023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	60.85	.00	60.85	60.85
142-72220-521200-90023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	368.53	.00	368.53	368.53
142-71200-521200-90023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	1,760.88	.00	1,760.88	1,760.88
142-72220-510500-90024-000-00000-0000-50-00000					
Supervisor/Director	.00	7,868.16	.00	7,868.16	7,868.16
142-71200-511600-90024-000-00000-0000-50-00000					
Teachers	.00	5,837.62	.00	5,837.62	5,837.62
142-72220-512400-90024-000-00000-0000-50-00000					
Psychological Personnel	.00	5,659.06	.00	5,659.06	5,659.06
142-71200-517100-90024-000-00000-0000-50-00000					
Speech Pathologist	.00	1,904.94	.00	1,904.94	1,904.94
142-71200-520100-90024-000-00000-0000-50-00000					
Social Security	.00	461.68	.00	461.68	461.68

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72220-520100-90024-000-00000-0000-50-00000 Social Security	.00	803.91	.00	803.91	803.91
142-72220-520400-90024-000-00000-0000-50-00000 State Retirement	.00	955.05	.00	955.05	955.05
142-71200-520400-90024-000-00000-0000-50-00000 State Retirement	.00	569.00	.00	569.00	569.00
142-71200-520600-90024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	6.10	.00	6.10	6.10
142-72220-520600-90024-000-00000-0000-50-00000 Life Insurance ER Cost	.00	9.92	.00	9.92	9.92
142-72220-520700-90024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,653.00	.00	1,653.00	1,653.00
142-71200-520700-90024-000-00000-0000-50-00000 Health Insurance ER Cost	.00	688.50	.00	688.50	688.50
142-71200-520800-90024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
142-72220-520800-90024-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
142-72220-521200-90024-000-00000-0000-50-00000 Employer Medicare Cost	.00	188.01	.00	188.01	188.01
142-71200-521200-90024-000-00000-0000-50-00000 Employer Medicare Cost	.00	107.96	.00	107.96	107.96
142-71200-516300-91023-000-00000-0000-50-00000 Educational Assistant	.00	8,248.60	.00	8,248.60	8,248.60
142-71200-520100-91023-000-00000-0000-50-00000 Social Security	.00	436.52	.00	436.52	436.52
142-71200-520400-91023-000-00000-0000-50-00000 State Retirement	.00	366.48	.00	366.48	366.48
142-71200-520600-91023-000-00000-0000-50-00000 Life Insurance ER Cost	.00	9.70	.00	9.70	9.70
142-71200-520700-91023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	4,356.10	.00	4,356.10	4,356.10
142-71200-520800-91023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	70.08	.00	70.08	70.08
142-71200-521200-91023-000-00000-0000-50-00000 Employer Medicare Cost	.00	102.09	.00	102.09	102.09
142-72120-513100-96323-000-00000-0000-50-00000 Medical Personnel	.00	82,080.20	28,124.00	53,956.20	53,956.20
142-72120-520100-96323-000-00000-0000-50-00000 Social Security	.00	4,843.79	1,650.12	3,193.67	3,193.67
142-72120-520400-96323-000-00000-0000-50-00000 State Retirement	.00	5,392.71	1,808.00	3,584.71	3,584.71
142-72120-520600-96323-000-00000-0000-50-00000 Life Insurance ER Cost	.00	126.88	44.57	82.31	82.31
142-72120-520700-96323-000-00000-0000-50-00000 Health Insurance ER Cost	.00	15,305.46	6,193.50	9,111.96	9,111.96
142-72120-520800-96323-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	366.57	128.48	238.09	238.09
142-72120-521200-96323-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,132.82	385.91	746.91	746.91
142-71100-511600-97023-000-00000-0000-50-00000 Teachers	.00	22,481.17	.00	22,481.17	22,481.17
142-71100-516300-97023-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Educational Assistant	.00	5,747.20	.00	5,747.20	5,747.20
142-71100-520100-97023-000-00000-0000-50-00000					
Social Security	.00	1,692.28	.00	1,692.28	1,692.28
142-71100-520400-97023-000-00000-0000-50-00000					
State Retirement	.00	1,640.20	.00	1,640.20	1,640.20
142-71100-520600-97023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	17.22	.00	17.22	17.22
142-71100-520700-97023-000-00000-0000-50-00000					
Health Insurance ER Cost	.00	3,188.54	.00	3,188.54	3,188.54
142-71100-520800-97023-000-00000-0000-50-00000					
Dental Insurance ER Cost	.00	46.06	.00	46.06	46.06
142-71100-521200-97023-000-00000-0000-50-00000					
Employer Medicare Cost	.00	395.79	.00	395.79	395.79
142-71100-511600-98023-000-00000-0000-50-00000					
Teachers	.00	55,569.50	.00	55,569.50	55,569.50
142-72250-512000-98023-000-00000-0000-50-00000					
Computer Programmers	.00	3,564.00	.00	3,564.00	3,564.00
142-72130-512300-98023-000-00000-0000-50-00000					
Guidance Personnel	.00	3,955.31	.00	3,955.31	3,955.31
142-72220-512400-98023-000-00000-0000-50-00000					
Psychological Personnel	.00	2,598.77	.00	2,598.77	2,598.77
142-72130-513000-98023-000-00000-0000-50-00000					
Social Workers	.00	3,970.40	.00	3,970.40	3,970.40
142-72210-516200-98023-000-00000-0000-50-00000					
Clerical Personnel	.00	3,399.20	.00	3,399.20	3,399.20
142-72210-520100-98023-000-00000-0000-50-00000					
Social Security	.00	203.97	.00	203.97	203.97
142-72220-520100-98023-000-00000-0000-50-00000					
Social Security	.00	151.53	.00	151.53	151.53
142-72130-520100-98023-000-00000-0000-50-00000					
Social Security	.00	455.06	.00	455.06	455.06
142-71100-520100-98023-000-00000-0000-50-00000					
Social Security	.00	3,279.79	.00	3,279.79	3,279.79
142-72250-520100-98023-000-00000-0000-50-00000					
Social Security	.00	200.22	.00	200.22	200.22
142-72250-520400-98023-000-00000-0000-50-00000					
State Retirement	.00	245.91	.00	245.91	245.91
142-71100-520400-98023-000-00000-0000-50-00000					
State Retirement	.00	5,043.09	.00	5,043.09	5,043.09
142-72130-520400-98023-000-00000-0000-50-00000					
State Retirement	.00	559.74	.00	559.74	559.74
142-72220-520400-98023-000-00000-0000-50-00000					
State Retirement	.00	176.98	.00	176.98	176.98
142-72210-520400-98023-000-00000-0000-50-00000					
State Retirement	.00	234.54	.00	234.54	234.54
142-72210-520600-98023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	4.26	.00	4.26	4.26
142-72220-520600-98023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	2.48	.00	2.48	2.48
142-72130-520600-98023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	9.72	.00	9.72	9.72
142-71100-520600-98023-000-00000-0000-50-00000					
Life Insurance ER Cost	.00	46.65	.00	46.65	46.65

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142-72250-520600-98023-000-00000-0000-50-00000 Life Insurance ER Cost	.00	4.36	.00	4.36	4.36
142-72250-520700-98023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	1,377.00	.00	1,377.00	1,377.00
142-71100-520700-98023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	9,080.16	.00	9,080.16	9,080.16
142-72130-520700-98023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	2,698.50	.00	2,698.50	2,698.50
142-72220-520700-98023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	688.50	.00	688.50	688.50
142-72210-520700-98023-000-00000-0000-50-00000 Health Insurance ER Cost	.00	596.00	.00	596.00	596.00
142-72210-520800-98023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
142-72220-520800-98023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	11.68	.00	11.68	11.68
142-72130-520800-98023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	46.72	.00	46.72	46.72
142-71100-520800-98023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	204.69	.00	204.69	204.69
142-72250-520800-98023-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	23.36	.00	23.36	23.36
142-72250-521200-98023-000-00000-0000-50-00000 Employer Medicare Cost	.00	46.82	.00	46.82	46.82
142-71100-521200-98023-000-00000-0000-50-00000 Employer Medicare Cost	.00	767.03	.00	767.03	767.03
142-72130-521200-98023-000-00000-0000-50-00000 Employer Medicare Cost	.00	106.41	.00	106.41	106.41
142-72220-521200-98023-000-00000-0000-50-00000 Employer Medicare Cost	.00	35.44	.00	35.44	35.44
142-72210-521200-98023-000-00000-0000-50-00000 Employer Medicare Cost	.00	47.70	.00	47.70	47.70
142-72210-552400-98023-000-00000-0000-50-00000 Inservice Staff Development	.00	4,337.76	.00	4,337.76	4,337.76
142-71100-511600-98024-000-00000-0000-50-00000 Teachers	.00	44,815.96	.00	44,815.96	44,815.96
142-72220-512400-98024-000-00000-0000-50-00000 Psychological Personnel	.00	2,768.23	.00	2,768.23	2,768.23
142-72120-513100-98024-000-00000-0000-50-00000 Medical Personnel	.00	28,124.00	.00	28,124.00	28,124.00
142-72120-520100-98024-000-00000-0000-50-00000 Social Security	.00	1,650.12	.00	1,650.12	1,650.12
142-71100-520100-98024-000-00000-0000-50-00000 Social Security	.00	2,653.89	.00	2,653.89	2,653.89
142-72220-520100-98024-000-00000-0000-50-00000 Social Security	.00	162.04	.00	162.04	162.04
142-72220-520400-98024-000-00000-0000-50-00000 State Retirement	.00	188.52	.00	188.52	188.52
142-71100-520400-98024-000-00000-0000-50-00000 State Retirement	.00	3,126.89	.00	3,126.89	3,126.89
142-72120-520400-98024-000-00000-0000-50-00000 State Retirement	.00	1,808.00	.00	1,808.00	1,808.00
142-72120-520600-98024-000-00000-0000-50-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Life Insurance ER Cost 142-71100-520600-98024-000-00000-0000-50-00000	.00	44.57	.00	44.57	44.57
Life Insurance ER Cost 142-72220-520600-98024-000-00000-0000-50-00000	.00	42.11	.00	42.11	42.11
Life Insurance ER Cost 142-72220-520700-98024-000-00000-0000-50-00000	.00	2.48	.00	2.48	2.48
Health Insurance ER Cost 142-71100-520700-98024-000-00000-0000-50-00000	.00	688.50	.00	688.50	688.50
Health Insurance ER Cost 142-72120-520700-98024-000-00000-0000-50-00000	.00	7,321.50	.00	7,321.50	7,321.50
Health Insurance ER Cost 142-72120-520800-98024-000-00000-0000-50-00000	.00	6,193.50	.00	6,193.50	6,193.50
Dental Insurance ER Cost 142-71100-520800-98024-000-00000-0000-50-00000	.00	128.48	.00	128.48	128.48
Dental Insurance ER Cost 142-72220-520800-98024-000-00000-0000-50-00000	.00	140.16	.00	140.16	140.16
Dental Insurance ER Cost 142-72220-521200-98024-000-00000-0000-50-00000	.00	11.68	.00	11.68	11.68
Employer Medicare Cost 142-71100-521200-98024-000-00000-0000-50-00000	.00	37.90	.00	37.90	37.90
Employer Medicare Cost 142-72120-521200-98024-000-00000-0000-50-00000	.00	620.67	.00	620.67	620.67
Employer Medicare Cost 142-71100-542900-98024-000-00000-0000-50-00000	.00	385.91	.00	385.91	385.91
Instructional Supplies and Mat 142-71300-542900-98024-000-00000-0000-50-00000	.00	10,042.71	876.96	9,165.75	9,165.75
Instructional Supplies and Mat 142-71100-547100-98024-000-00000-0000-50-00000	.00	229.99	64.40	165.59	165.59
Computer Software 142-72210-552400-98024-000-00000-0000-50-00000	.00	78,446.00	.00	78,446.00	78,446.00
Inservice Staff Development 142-71300-573000-98024-000-00000-0000-50-00000	.00	3,092.04	.00	3,092.04	3,092.04
Vocational Instruction Equipme	.00	20,750.50	.00	20,750.50	20,750.50
TOTALS FOR FUND 142					
Federal School	.00	924,235.76	40,913.54	883,322.22	883,322.22

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 143

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
143 Café					
143-73100-510500-00000-000-00000-0000-50-00000 Supervisor/Director	.00	5,383.20	.00	5,383.20	5,383.20
143-73100-511900-00000-000-00000-0000-50-00000 Accountants and Bookkeepers	.00	3,399.20	.00	3,399.20	3,399.20
143-73100-516500-00000-000-00000-0000-50-00000 Cafeteria Personnel	.00	78,634.77	.00	78,634.77	78,634.77
143-73100-520100-00000-000-00000-0000-50-00000 Social Security	.00	5,186.50	.00	5,186.50	5,186.50
143-73100-520400-00000-000-00000-0000-50-00000 State Retirement	.00	5,206.23	.00	5,206.23	5,206.23
143-73100-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	107.90	.00	107.90	107.90
143-73100-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	13,237.45	.00	13,237.45	13,237.45
143-73100-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	397.12	.00	397.12	397.12
143-73100-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	1,220.85	.00	1,220.85	1,220.85
143-73100-532000-00000-000-00000-0000-50-00000 Dues and Memberships	.00	181.00	.00	181.00	181.00
143-73100-533000-00000-000-00000-0000-50-00000 Lease Payments	.00	43.05	.00	43.05	43.05
143-73100-533600-00000-000-00000-0000-50-00000 Maint. And Repair Svc - Equipm	.00	16,874.76	.00	16,874.76	16,874.76
143-73100-536100-00000-000-00000-0000-50-00000 Permits	.00	1,680.00	.00	1,680.00	1,680.00
143-73100-547100-00000-000-00000-0000-50-00000 Computer Software	.00	4,140.00	.00	4,140.00	4,140.00
143-73100-549900-00000-000-00000-0000-50-00000 Other Supplies and Materials	.00	2,425.00	.00	2,425.00	2,425.00
143-73100-552400-00000-000-00000-0000-50-00000 Inservice Staff Development	.00	2,957.81	765.00	2,192.81	2,192.81
TOTALS FOR FUND 143					
Café	.00	141,074.84	765.00	140,309.84	140,309.84

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 146

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
146 Ext Daycare					
146-73300-510300-00000-000-00000-0000-50-00000 Assistant	.00	7,964.00	.00	7,964.00	7,964.00
146-73300-516900-00000-000-00000-0000-50-00000 Part time Personnel	.00	202,089.56	.00	202,089.56	202,089.56
146-73300-520100-00000-000-00000-0000-50-00000 Social Security	.00	12,652.22	.00	12,652.22	12,652.22
146-73300-520400-00000-000-00000-0000-50-00000 State Retirement	.00	4,095.22	.00	4,095.22	4,095.22
146-73300-520600-00000-000-00000-0000-50-00000 Life Insurance ER Cost	.00	61.60	.00	61.60	61.60
146-73300-520700-00000-000-00000-0000-50-00000 Health Insurance ER Cost	.00	14,836.89	.00	14,836.89	14,836.89
146-73300-520800-00000-000-00000-0000-50-00000 Dental Insurance ER Cost	.00	357.55	.00	357.55	357.55
146-73300-521200-00000-000-00000-0000-50-00000 Employer Medicare Cost	.00	2,965.14	.00	2,965.14	2,965.14
146-73300-531500-00000-000-00000-0000-50-00000 Contracts with Vehicle Owners	.00	6,265.00	.00	6,265.00	6,265.00
146-73300-539900-00000-000-00000-0000-50-00000 Other Contracted Services	.00	15,551.97	.00	15,551.97	15,551.97
146-73300-542200-00000-000-00000-0000-50-00000 Food Supplies	.00	3,043.32	.00	3,043.32	3,043.32
146-73300-542900-00000-000-00000-0000-50-00000 Instructional Supplies and Mat	.00	386.26	.00	386.26	386.26
146-73300-547100-00000-000-00000-0000-50-00000 Computer Software	.00	2,508.00	.00	2,508.00	2,508.00
TOTALS FOR FUND 146	.00	272,776.73	.00	272,776.73	272,776.73
Ext Daycare	.00	272,776.73	.00	272,776.73	272,776.73

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 151

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
151 Gen Debt Service					
151-82310-559900-00000-000-00000-0000-10-00000					
Other Charges	.00	990.33	.00	990.33	990.33
151-82110-560100-00000-000-00000-0000-10-00000					
Principal on Bonds	.00	77,244.07	.00	77,244.07	77,244.07
151-82210-560300-00000-000-00000-0000-10-00000					
Interest on Bonds	.00	65,470.04	.00	65,470.04	65,470.04
TOTALS FOR FUND 151					
Gen Debt Service	.00	143,704.44	.00	143,704.44	143,704.44

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 176

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
176 Highway Capital					
176-91200-539900-00000-000-00000-0000-60-00000					
Other Contracted Services	.00	1,200.00	.00	1,200.00	1,200.00
TOTALS FOR FUND 176					
Highway Capital	.00	1,200.00	.00	1,200.00	1,200.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 263

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
263 Gen Liability					
263-58900-532500-00000-000-00000-0000-30-00000 Fiscal Agent Charges	.00	25,000.00	.00	25,000.00	25,000.00
263-58900-550200-00000-000-00000-0000-30-00000 Building and Contents Insuranc	.00	53,359.00	.00	53,359.00	53,359.00
263-58900-550600-00000-000-00000-0000-30-00000 Liability Insurance	.00	21,758.00	.00	21,758.00	21,758.00
263-58900-551600-00000-000-00000-0000-30-00000 Self Insured Claims	.00	1,680.00	.00	1,680.00	1,680.00
TOTALS FOR FUND 263					
Gen Liability	.00	101,797.00	.00	101,797.00	101,797.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 264

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
264 Health					
264-58600-520700-00000-000-00000-0000-30-00000 Health Insurance ER Cost	.00	49,296.30	.00	49,296.30	49,296.30
264-58600-531200-00000-000-00000-0000-30-00000 Contracts with Private Agencie	.00	43,043.43	.00	43,043.43	43,043.43
264-58600-532500-00000-000-00000-0000-30-00000 Fiscal Agent Charges	.00	179,021.16	1,788.76	177,232.40	177,232.40
264-58600-532500-00000-110-00000-0000-00-00000 Fiscal Agent Charges	.00	14,166.00	.00	14,166.00	14,166.00
264-58600-550700-00000-110-00000-0000-00-00000 Medical Claims	.00	109,608.28	30,705.63	78,902.65	78,902.65
264-58600-550700-00000-000-00000-0000-30-00000 Medical Claims	.00	1,316,144.30	425,937.84	890,206.46	890,206.46
TOTALS FOR FUND 264					
Health	.00	1,711,279.47	458,432.23	1,252,847.24	1,252,847.24

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 266

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
266 workers Comp					
266-58600-532500-00000-000-00000-0000-30-00000					
Fiscal Agent Charges	.00	18,980.00	.00	18,980.00	18,980.00
266-58600-551300-00000-000-00000-0000-30-00000					
workers Compensation Insurance	.00	226,128.00	.00	226,128.00	226,128.00
TOTALS FOR FUND 266					
workers Comp	.00	245,108.00	.00	245,108.00	245,108.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 363

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
363 5TH JDDTF					
363-54150-518700-00000-000-00000-0000-40-00000					
Overtime Pay	.00	3,707.69	3,707.69	.00	.00
363-54150-530500-00000-000-00000-0000-40-00000					
Audit Services	.00	1,483.00	.00	1,483.00	1,483.00
363-54150-530700-00000-000-00000-0000-40-00000					
Communication	.00	1,561.74	.00	1,561.74	1,561.74
363-54150-532800-00000-000-00000-0000-40-00000					
Janitorial Services	.00	250.00	.00	250.00	250.00
363-54150-533000-00000-000-00000-0000-40-00000					
Lease Payments	.00	103.06	.00	103.06	103.06
363-54150-533300-00000-000-00000-0000-40-00000					
Licenses	.00	87.00	.00	87.00	87.00
363-54150-533400-00000-000-00000-0000-40-00000					
Maintenance Agreements	.00	1,910.00	.00	1,910.00	1,910.00
363-54150-534700-00000-000-00000-0000-40-00000					
Pest Control	.00	35.00	.00	35.00	35.00
363-54150-534800-00000-000-00000-0000-40-00000					
Postal Charges	.00	16.74	.00	16.74	16.74
363-54150-535500-00000-000-00000-0000-40-00000					
Travel	.00	3,214.56	.00	3,214.56	3,214.56
363-54150-535600-00000-000-00000-0000-40-00000					
Tuition	.00	3,095.00	.00	3,095.00	3,095.00
363-54150-539900-00000-000-00000-0000-40-00000					
Other Contracted Services	.00	3,552.50	.00	3,552.50	3,552.50
363-54150-543500-00000-000-00000-0000-40-00000					
Office Supplies	.00	49.65	.00	49.65	49.65
363-54150-545000-00000-000-00000-0000-40-00000					
Tires and Tubes	.00	1,312.96	.00	1,312.96	1,312.96
363-54150-545200-00000-000-00000-0000-40-00000					
Utilities	.00	1,262.92	.00	1,262.92	1,262.92
363-54150-559900-00000-000-00000-0000-40-00000					
Other Charges	.00	115.87	.00	115.87	115.87
363-54150-571600-00000-000-00000-0000-40-00000					
Law Enforcement Equipment	.00	4,613.00	.00	4,613.00	4,613.00
TOTALS FOR FUND 363					
5TH JDDTF	.00	26,370.69	3,707.69	22,663.00	22,663.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 363

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS	.00	17,517,934.50	1,967,288.77	15,550,645.73	15,550,645.73

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

REPORT OPTIONS

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Print (D)etail or (S)ummary:           S
Fiscal year-to-date version:          N
Reporting year:                        2024
Reporting from period:                 1 JUL   to 1 JUL
    Journal Detail from                to
(B)alance sheet or (A)ll accounts:     A
Roll up projects to object level:      N
Omit zero balance accounts:            Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  N
Print Fund Header and Org/Obj          Y
Include page break between funds       Y
Include page break between each subfund N
Print subfund totals                   N
Print report options                    Y
Exclude fund balance YEC/AJE for prior years N

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                Find Criteria
Field Name      Field Value

Fund
Department
Object
Project
Program
Location
Sub/Grade
CAFR
Future
Character code
Account type    Expense
Account status

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** END OF REPORT - Generated by Kyle Smith **

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-00000-401300-00000-000-00000-0000-10-00000					
Circuit Clerk and Clerk Master	.00	31,570.86	31,570.86	.00	.00
101-00000-402200-00000-000-00000-0000-10-00000					
Hotel Motel Tax	.00	170,029.29	170,029.29	.00	.00
101-00000-402504-00000-000-00000-0000-10-00000					
Litigation Tax General - Circu	.00	82.06	82.06	.00	.00
101-00000-402505-00000-000-00000-0000-10-00000					
Litigation Tax General - Sessi	.00	20,826.51	20,826.51	.00	.00
101-00000-402505-00000-128-00000-0000-10-00000					
Litigation Tax General - Sessi	.00	3,509.16	3,509.16	.00	.00
101-00000-402507-00000-000-00000-0000-10-00000					
Litigation Tax General - Clerk	.00	5,343.46	5,343.46	.00	.00
101-00000-402681-00000-000-00000-0000-10-00000					
Litigation Tax Courthouse Secu	.00	11,581.08	11,581.08	.00	.00
101-00000-402682-00000-000-00000-0000-10-00000					
Litigation Tax Courthouse Secu	.00	680.81	680.81	.00	.00
101-00000-402700-00000-000-00000-0000-10-00000					
Business Tax	.00	23,574.03	23,574.03	.00	.00
101-00000-402750-00000-000-00000-0000-10-00000					
Mixed Drink Tax	.00	28,033.57	28,033.57	.00	.00
101-00000-403300-00000-000-00000-0000-10-00000					
Wholesale Beer Tax	.00	44,718.38	44,718.38	.00	.00
101-00000-411400-00000-000-00000-0000-10-00000					
Cable TV Franchise	.00	13,935.93	13,935.93	.00	.00
101-00000-415200-00000-000-00000-0000-10-00000					
Building Permits	.00	11,760.00	124,837.00	-113,077.00	-113,077.00
101-00000-415900-00000-000-00000-0000-10-00000					
Other Permits	.00	210.00	1,630.00	-1,420.00	-1,420.00
101-00000-421410-00000-128-00000-0000-10-00000					
Drug Court Fees	.00	1,532.75	1,532.75	.00	.00
101-00000-421420-00000-533-00000-0000-10-00000					
CirCourt Veterans Treatment	.00	115.20	115.20	.00	.00
101-00000-421801-00000-128-00000-0000-10-00000					
DUI Excess - Circuit Court	.00	351.02	351.02	.00	.00
101-00000-421900-00000-519-00000-0000-10-00000					
Data Entry Fee - Circuit Court	.00	2,862.00	2,862.00	.00	.00
101-00000-421900-00000-137-00000-0000-10-00000					
Data Entry Fee - Circuit Court	.00	236.00	236.00	.00	.00
101-00000-421900-00000-000-00000-0000-10-00000					
Data Entry Fee - Circuit Court	.00	6,266.74	6,266.74	.00	.00
101-00000-422101-00000-000-00000-0000-10-00000					
Criminal Court Fines - Circuit	.00	261.25	261.25	.00	.00
101-00000-422200-00000-000-00000-0000-10-00000					
Criminal Court - Officers Cost	.00	2,663.52	2,663.52	.00	.00
101-00000-422200-00000-519-00000-0000-10-00000					
Criminal Court - Officers Cost	.00	1,010.00	1,010.00	.00	.00
101-00000-422920-00000-000-00000-0000-10-00000					
Data Entry Fee - Criminal Cour	.00	391.24	391.24	.00	.00
101-00000-423101-00000-000-00000-0000-10-00000					
General Sessions Court Fines	.00	2,520.47	2,520.47	.00	.00
101-00000-423105-00000-000-00000-0000-10-00000					
General Sessions Court Fines -	.00	1,349.00	1,349.00	.00	.00
101-00000-423201-00000-519-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
General Sessions Court - Offic	.00	27,703.00	27,703.00	.00	.00
101-00000-423201-00000-000-00000-0000-10-00000					
General Sessions Court - Offic	.00	12,131.60	12,131.60	.00	.00
101-00000-423203-00000-000-00000-0000-10-00000					
General Sessions Court - Offic	.00	1,452.81	1,452.81	.00	.00
101-00000-423203-00000-519-00000-0000-10-00000					
General Sessions Court - Offic	.00	1,755.50	1,755.50	.00	.00
101-00000-423203-00000-137-00000-0000-10-00000					
General Sessions Court - Offic	.00	60.92	60.92	.00	.00
101-00000-423420-00000-533-00000-0000-10-00000					
Vet Treatment Court Fees	.00	811.31	811.31	.00	.00
101-00000-423500-00000-000-00000-0000-10-00000					
General Sessions - Jail Fines	.00	1,724.45	1,724.45	.00	.00
101-00000-423601-00000-000-00000-0000-10-00000					
General Sessions - Public Defe	.00	4,601.60	4,601.60	.00	.00
101-00000-423801-00000-128-00000-0000-10-00000					
General Sessions - DUI Treatme	.00	1,069.82	1,069.82	.00	.00
101-00000-423910-00000-519-00000-0000-10-00000					
General Sessions - Courtroom S	.00	447.00	447.00	.00	.00
101-00000-423910-00000-000-00000-0000-10-00000					
General Sessions - Courtroom S	.00	1,083.57	1,083.57	.00	.00
101-00000-423920-00000-000-00000-0000-10-00000					
General Sessions - Victims Ass	.00	2,629.00	2,629.00	.00	.00
101-00000-424100-00000-137-00000-0000-10-00000					
Juvenile Fines	.00	118.75	118.75	.00	.00
101-00000-424103-00000-000-00000-0000-10-00000					
Juvenile Court Fees	.00	175.00	175.00	.00	.00
101-00000-424200-00000-137-00000-0000-10-00000					
Juvenile Officer Cost	.00	1,111.90	1,111.90	.00	.00
101-00000-424200-00000-519-00000-0000-10-00000					
Juvenile Officer Cost	.00	6,832.00	6,832.00	.00	.00
101-00000-424910-00000-519-00000-0000-10-00000					
Juvenile Courtroom Security	.00	206.00	206.00	.00	.00
101-00000-424910-00000-137-00000-0000-10-00000					
Juvenile Courtroom Security	.00	42.90	42.90	.00	.00
101-00000-425200-00000-000-00000-0000-10-00000					
Chancery Court - Officers Cost	.00	806.07	806.07	.00	.00
101-00000-431901-00000-000-00000-0000-10-00000					
Other General Service Charges	.00	3,000.00	20,960.00	-17,960.00	-17,960.00
101-00000-431902-00000-000-00000-0000-10-00000					
Other General Service Charges	.00	603.00	603.00	.00	.00
101-00000-431906-00000-000-00000-0000-10-00000					
Other General Service Charges	.00	.00	1,265.00	-1,265.00	-1,265.00
101-00000-433500-00000-000-00000-0000-10-00000					
Copy Fees	.00	354.35	354.35	.00	.00
101-00000-433700-00000-000-00000-0000-10-00000					
Telephone Commissions	.00	13,473.82	13,473.82	.00	.00
101-00000-433830-00000-000-00000-0000-10-00000					
Addl Fees-Title & Registration	.00	13,773.00	13,773.00	.00	.00
101-00000-433920-00000-000-00000-0000-10-00000					
Data Processing Fee - Register	.00	3,460.00	3,460.00	.00	.00
101-00000-433930-00000-000-00000-0000-10-00000					
Probation Fees	.00	816.00	24,435.00	-23,619.00	-23,619.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-00000-433950-00000-000-00000-0000-10-00000 Sexual Offender Registration F	.00	600.00	600.00	.00	.00
101-00000-433960-00000-000-00000-0000-10-00000 Data Processing Fee - Clerk an	.00	846.30	846.30	.00	.00
101-00000-433961-00000-000-00000-0000-10-00000 Data Processing Fee - County C	.00	1,335.00	1,335.00	.00	.00
101-00000-433990-00000-000-00000-0000-10-00000 Electronic Ins Verification	.00	560.00	560.00	.00	.00
101-00000-439908-00000-128-00000-0000-10-00000 Recovery Court - Participant C	.00	403.51	403.51	.00	.00
101-00000-441100-00000-000-00000-0000-10-00000 Recurring Items - Investment I	.00	220,200.83	220,200.83	.00	.00
101-00000-441200-00000-000-00000-0000-10-00000 Recurring Items -Lease or Rent	.00	100.00	148.40	-48.40	-48.40
101-00000-441300-00000-000-00000-0000-10-00000 Recurring Items -Sale of Mater	.00	25.00	25.00	.00	.00
101-00000-441700-00000-000-00000-0000-10-00000 Recurring Items - Miscellaneou	.00	3,605.61	3,605.61	.00	.00
101-00000-445600-00000-000-00000-0000-10-00000 Nonrecurring Items - Damage Re	.00	372.00	372.00	.00	.00
101-00000-449902-00000-000-00000-0000-10-00000 Other Local Revenue - Animal S	.00	50.00	2,596.28	-2,546.28	-2,546.28
101-00000-449904-00000-000-00000-0000-10-00000 Other Local Revenue - Recovery	.00	.00	2,033.13	-2,033.13	-2,033.13
101-00000-449905-00000-000-00000-0000-10-00000 Other Local Revenue - Circuit	.00	1,460.66	1,460.66	.00	.00
101-00000-449906-00000-000-00000-0000-10-00000 Other Local Revenue - General	.00	588.45	588.45	.00	.00
101-00000-449907-00000-000-00000-0000-10-00000 Other Local Revenue - Data Pro	.00	.00	110.00	-110.00	-110.00
101-00000-455101-00000-000-00000-0000-10-00000 Excess Fees - County Clerk	.00	216,148.53	216,148.53	.00	.00
101-00000-455102-00000-000-00000-0000-10-00000 Excess Fees - County Clerk Int	.00	1,632.03	1,632.03	.00	.00
101-00000-455201-00000-000-00000-0000-10-00000 Excess Fees - Circuit Court Cl	.00	46,504.83	46,504.83	.00	.00
101-00000-455201-00000-519-00000-0000-10-00000 Excess Fees - Circuit Court Cl	.00	4,889.00	4,889.00	.00	.00
101-00000-455401-00000-519-00000-0000-10-00000 Excess Fees - General Sessions	.00	33,673.00	33,673.00	.00	.00
101-00000-455401-00000-000-00000-0000-10-00000 Excess Fees - General Sessions	.00	107,703.96	107,703.96	.00	.00
101-00000-455501-00000-000-00000-0000-10-00000 Excess Fees - Clerk and Master	.00	46,183.76	46,183.76	.00	.00
101-00000-455600-00000-137-00000-0000-10-00000 Juvenile Court Clerk	.00	6,331.84	6,331.84	.00	.00
101-00000-455600-00000-519-00000-0000-10-00000 Juvenile Court Clerk	.00	10,114.00	10,114.00	.00	.00
101-00000-455801-00000-000-00000-0000-10-00000 Excess Fees - Register of Deed	.00	50,711.57	50,711.57	.00	.00
101-00000-455802-00000-000-00000-0000-10-00000 Excess Fees - Register of Deed	.00	388.51	388.51	.00	.00
101-00000-455803-00000-000-00000-0000-10-00000					

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 101

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Excess Fees - Register of Deed	.00	12,804.19	12,804.19	.00	.00
101-00000-455901-00000-000-00000-0000-10-00000					
Excess Fees - Sheriff Fees	.00	6,841.86	6,841.86	.00	.00
101-00000-464300-00000-000-00000-0000-10-00000					
Public Works Grants - Litter P	.00	5,550.00	5,550.00	.00	.00
101-00000-468350-00000-000-00000-0000-10-00000					
Other State Revenues - Vehicle	.00	9,902.00	9,902.00	.00	.00
101-00000-468521-00000-000-00000-0000-10-00000					
Other State Revenues - TelComT	.00	5,031.29	5,031.29	.00	.00
101-00000-469150-00000-000-00000-0000-10-00000					
Other State Revenues - Contrac	.00	95,202.00	95,202.00	.00	.00
101-00000-469600-00000-000-00000-0000-10-00000					
Other State Revenues - Registr	.00	3,791.00	3,791.00	.00	.00
101-00000-469800-00000-128-00000-0000-10-00000					
Other State Revenues - Other S	.00	8,090.87	8,090.87	.00	.00
101-00000-469900-00000-000-00000-0000-10-00000					
Other State Revenues	.00	1,631.25	1,631.25	.00	.00
101-00000-469904-00000-000-00000-0000-10-00000					
Other State Revenues - OT TBI	.00	.00	3,774.49	-3,774.49	-3,774.49
101-00000-475900-00000-000-00000-0000-10-00000					
Fed. Through State - Other	.00	8,196.21	8,196.21	.00	.00
101-00000-475900-00000-113-00000-0000-00-00000					
Other Federal - State	.00	38,689.82	38,689.82	.00	.00
101-00000-479900-00000-000-00000-0000-10-00000					
Direct Federal Revenue - Other	.00	105,991.35	107,791.35	-1,800.00	-1,800.00
101-00000-481100-00000-000-00000-0000-10-00000					
Prisoner Board	.00	960.00	960.00	.00	.00
101-00000-481401-00000-000-00000-0000-10-00000					
Contrated Services - City of M	.00	28,744.35	28,744.35	.00	.00
101-00000-481403-00000-000-00000-0000-10-00000					
Contrated Services - City of A	.00	25,619.35	25,619.35	.00	.00
101-00000-481404-00000-000-00000-0000-10-00000					
Contrated Services - Louisville	.00	.00	12,500.00	-12,500.00	-12,500.00
101-00000-486100-00000-000-00000-0000-10-00000					
Donations	.00	220.00	1,180.00	-960.00	-960.00
101-00000-486100-00000-512-00000-0000-10-00000					
Donations	.00	.00	82,833.00	-82,833.00	-82,833.00
101-00000-489901-00000-000-00000-0000-10-00000					
Other - BCSO Training	.00	.00	12,100.00	-12,100.00	-12,100.00
101-00000-497000-00000-000-00000-0000-00-00000					
Insurance Recovery	.00	.00	200,000.00	-200,000.00	-200,000.00
TOTALS FOR FUND 101					
Gen County	.00	1,597,351.63	2,073,397.93	-476,046.30	-476,046.30

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 112

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
112 CH/Jail Maintenance					
112-00000-402605-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	127.75	127.75	.00	.00
112-00000-402661-00000-000-00000-0000-20-00000 Litigation Tax Jail, workhouse	.00	15,112.39	15,112.39	.00	.00
112-00000-402662-00000-000-00000-0000-20-00000 Litigation Tax Jail, workhouse	.00	779.35	779.35	.00	.00
TOTALS FOR FUND 112					
CH/Jail Maintenance	.00	16,019.49	16,019.49	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 114

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
114 Law Library					
114-00000-402604-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	30.63	30.63	.00	.00
114-00000-402605-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	643.48	643.48	.00	.00
114-00000-402606-00000-000-00000-0000-20-00000 Litigation Tax Special Purpose	.00	127.75	127.75	.00	.00
TOTALS FOR FUND 114					
Law Library	.00	801.86	801.86	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 115

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
115 Library					
115-00000-433500-00000-000-00000-0000-20-00000					
Copy Fees	.00	1,096.55	1,904.50	-807.95	-807.95
115-00000-433600-00000-000-00000-0000-20-00000					
Library Fees	.00	5,506.13	5,969.53	-463.40	-463.40
115-00000-441100-00000-000-00000-0000-20-00000					
Recurring Items - Investment I	.00	6,273.44	6,273.44	.00	.00
115-00000-449904-00000-000-00000-0000-20-00000					
Other Local Revenues_Resale	.00	234.99	269.61	-34.62	-34.62
115-00000-449908-00000-000-00000-0000-20-00000					
Other Local Revenues_Cafe	.00	6,559.37	7,858.93	-1,299.56	-1,299.56
115-00000-449909-00000-000-00000-0000-20-00000					
Other Local Revenues_Meet Room	.00	2,085.00	3,935.00	-1,850.00	-1,850.00
115-00000-498002-00000-000-00000-0000-20-00000					
Transfers In	.00	.00	365,500.00	-365,500.00	-365,500.00
TOTALS FOR FUND 115					
Library	.00	21,755.48	391,711.01	-369,955.53	-369,955.53

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 122

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
122 Drug Control					
122-00000-421400-00000-000-00000-0000-20-00000					
Drug Control Fines	.00	62.25	62.25	.00	.00
122-00000-423400-00000-000-00000-0000-20-00000					
General Sessions- Drug Control	.00	1,259.95	1,259.95	.00	.00
122-00000-433700-00000-000-00000-0000-20-00000					
Telephone Commissions	.00	13,473.82	13,473.82	.00	.00
122-00000-441100-00000-000-00000-0000-20-00000					
Recurring Items - Investment I	.00	10,349.12	10,349.12	.00	.00
TOTALS FOR FUND 122					
Drug Control	.00	25,145.14	25,145.14	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 127

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
127 Other Gen Govt Special Revenue					
127-00000-441100-00000-000-00000-0000-20-00000					
Recurring Items - Investment I	.00	111,544.27	111,544.27	.00	.00
TOTALS FOR FUND 127					
Other Gen Govt Special Revenue	.00	111,544.27	111,544.27	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 131

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
131 Highway					
131-00000-401620-00000-000-00000-0000-20-00000					
Payments in Lieu of Taxes - Lo	.00	288,520.57	288,520.57	.00	.00
131-00000-402100-00000-000-00000-0000-20-00000					
Local Option Sales Tax	.00	741,023.06	741,023.06	.00	.00
131-00000-402800-00000-000-00000-0000-20-00000					
Mineral Severance Tax	.00	27,359.82	27,359.82	.00	.00
131-00000-415900-00000-000-00000-0000-20-00000					
Other Permits	.00	.00	36,244.19	-36,244.19	-36,244.19
131-00000-441100-00000-000-00000-0000-20-00000					
Recurring Items - Investment I	.00	16,409.01	16,409.01	.00	.00
131-00000-441300-00000-000-00000-0000-20-00000					
Recurring Items -Sale of Mater	.00	.00	19.59	-19.59	-19.59
131-00000-445300-00000-000-00000-0000-20-00000					
Nonrecurring Items - Sale of E	.00	.00	3,727.77	-3,727.77	-3,727.77
131-00000-469200-00000-000-00000-0000-20-00000					
Other State Revenues - Gasolin	.00	331,185.78	331,185.78	.00	.00
131-00000-469300-00000-000-00000-0000-20-00000					
Other State Revenues - Petrole	.00	7,469.50	7,469.50	.00	.00
131-00000-481200-00000-000-00000-0000-20-00000					
Paving and Maintenance	.00	45,502.58	45,502.58	.00	.00
131-00000-497000-00000-000-00000-0000-20-00000					
Insurance Recovery	.00	.00	32,208.00	-32,208.00	-32,208.00
TOTALS FOR FUND 131					
Highway	.00	1,457,470.32	1,529,669.87	-72,199.55	-72,199.55

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 141

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
141 GPSF					
141-00000-401300-00000-000-00000-0000-50-00000 Circuit Clerk and Clerk Master	.00	17,737.27	17,737.27	.00	.00
141-00000-401610-00000-000-00000-0000-50-00000 Payments in Lieu of Taxes - T.	.00	.00	1,106.55	-1,106.55	-1,106.55
141-00000-401620-00000-000-00000-0000-50-00000 Payments in Lieu of Taxes - Lo	.00	162,097.88	162,097.88	.00	.00
141-00000-402100-00000-000-00000-0000-50-00000 Local Option Sales Tax	.00	2,093,816.52	2,093,816.52	.00	.00
141-00000-402700-00000-000-00000-0000-50-00000 Business Tax	.00	13,245.65	13,245.65	.00	.00
141-00000-402750-00000-000-00000-0000-50-00000 Mixed Drink Tax	.00	31,225.32	34,309.07	-3,083.75	-3,083.75
141-00000-411100-00000-000-00000-0000-50-00000 Marriage Licenses	.00	496.37	496.37	.00	.00
141-00000-435420-00000-000-00000-0000-50-00000 Instructional Service Contract	.00	.00	48,000.00	-48,000.00	-48,000.00
141-00000-439900-00000-000-00000-0000-50-00000 Other Charges for Services	.00	.00	1,141.45	-1,141.45	-1,141.45
141-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	61,399.94	61,399.94	.00	.00
141-00000-441200-00000-000-00000-0000-50-00000 Recurring Items -Lease or Rent	.00	.00	1,400.00	-1,400.00	-1,400.00
141-00000-441300-00000-000-00000-0000-00-00000 Sale of Material and Supplies	.00	.00	95.00	-95.00	-95.00
141-00000-449900-00000-000-00000-0000-50-00000 Other Local Revenue	.00	3.04	2,923.59	-2,920.55	-2,920.55
141-00000-465110-00000-000-00000-0000-50-00000 State Education - Basic Educat	.00	.00	1,227,547.53	-1,227,547.53	-1,227,547.53
141-00000-465150-00000-000-00000-0000-50-00000 State Education - Early Childh	.00	.00	82,582.38	-82,582.38	-82,582.38
141-00000-466100-00000-000-00000-0000-50-00000 State Education - Career Ladde	.00	.00	1,163.40	-1,163.40	-1,163.40
141-00000-468521-00000-000-00000-0000-00-00000 Interstate Telecommunication T	.00	2,253.17	2,253.17	.00	.00
TOTALS FOR FUND 141					
GPSF	.00	2,382,275.16	3,751,315.77	-1,369,040.61	-1,369,040.61

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 142

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
142 Federal School					
81023 Voc Trans					
142-00000-475906-81023-000-00000-0000-50-00000					
Fed. Through State - Voc. Tran	.00	.00	40,961.50	-40,961.50	-40,961.50
TOTALS FOR FUND 142					
Federal School	.00	.00	40,961.50	-40,961.50	-40,961.50

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 143

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
143 Café					
143-00000-435700-00000-000-00000-0000-50-00000 Receipts from Individual Schoo	.00	.00	11,735.52	-11,735.52	-11,735.52
143-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	15,386.12	15,386.12	.00	.00
143-00000-441300-00000-000-00000-0000-00-00000 Sale of Material and Supplies	.00	.00	5.00	-5.00	-5.00
143-00000-445700-00000-000-00000-0000-50-00000 Nonrecurring Items - Contribut	.00	.00	1,221.07	-1,221.07	-1,221.07
143-00000-471110-00000-000-00000-0000-50-00000 Fed. Through State - USDA Scho	.00	.00	33,792.04	-33,792.04	-33,792.04
143-00000-471130-00000-000-00000-0000-50-00000 Fed. Through State - Breakfast	.00	.00	18,529.80	-18,529.80	-18,529.80
TOTALS FOR FUND 143					
Café	.00	15,386.12	80,669.55	-65,283.43	-65,283.43

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 146

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
146 Ext Daycare					
146-00000-435810-00000-000-00000-0000-50-00000 Community Service Fees - Child	.00	3,832.73	128,038.00	-124,205.27	-124,205.27
146-00000-441100-00000-000-00000-0000-50-00000 Recurring Items - Investment I	.00	11,257.04	11,257.04	.00	.00
146-00000-465901-00000-000-00000-0000-50-00000 State Education - Other Ed Chi	.00	.00	8,804.80	-8,804.80	-8,804.80
TOTALS FOR FUND 146					
Ext Daycare	.00	15,089.77	148,099.84	-133,010.07	-133,010.07

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 151

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
151 Gen Debt Service					
151-00000-401300-00000-000-00000-0000-10-00000 Circuit Clerk and Clerk Master	.00	10,953.17	10,953.17	.00	.00
151-00000-401620-00000-000-00000-0000-10-00000 Payments in Lieu of Taxes - Lo	.00	100,099.14	100,099.14	.00	.00
151-00000-402100-00000-000-00000-0000-10-00000 Local Option Sales Tax	.00	164,671.79	164,671.79	.00	.00
151-00000-402700-00000-000-00000-0000-10-00000 Business Tax	.00	8,178.56	8,178.56	.00	.00
151-00000-441100-00000-000-00000-0000-10-00000 Recurring Items - Investment I	.00	75,812.61	81,359.31	-5,546.70	-5,546.70
151-00000-468521-00000-000-00000-0000-00-00000 Other State Revenues - TelComT	.00	1,604.18	1,604.18	.00	.00
TOTALS FOR FUND 151					
Gen Debt Service	.00	361,319.45	366,866.15	-5,546.70	-5,546.70

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 177

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
177 Education Capital					
177-00000-401300-00000-000-00000-0000-60-00000 Circuit Clerk and Clerk Master	.00	4,510.11	4,510.11	.00	.00
177-00000-401620-00000-000-00000-0000-60-00000 Payments in Lieu of Taxes - Lo	.00	41,217.12	41,217.12	.00	.00
177-00000-402700-00000-000-00000-0000-60-00000 Business Tax	.00	3,364.93	3,364.93	.00	.00
177-00000-441100-00000-000-00000-0000-60-00000 Recurring Items - Investment I	.00	47,495.35	47,495.35	.00	.00
177-00000-468521-00000-000-00000-0000-00-00000 Interstate Telecommunication T	.00	729.17	729.17	.00	.00
TOTALS FOR FUND 177					
Education Capital	.00	97,316.68	97,316.68	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 189

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
189 Gen Construction					
189-00000-401300-00000-000-00000-0000-60-00000 Circuit Clerk and Clerk Master	.00	966.47	966.47	.00	.00
189-00000-401620-00000-000-00000-0000-60-00000 Payments in Lieu of Taxes - Lo	.00	8,832.45	8,832.45	.00	.00
189-00000-402700-00000-000-00000-0000-60-00000 Business Tax	.00	721.07	721.07	.00	.00
189-00000-441100-00000-587-00000-0000-00-00000 Recurring Items - Investment I	.00	656.62	656.62	.00	.00
189-00000-441100-00000-588-00000-0000-00-00000 Recurring Items - Investment I	.00	319.08	319.08	.00	.00
189-00000-468521-00000-000-00000-0000-60-00000 Other State Revenues - TelComT	.00	218.75	218.75	.00	.00
189-00000-481301-00000-708-00000-0000-60-00000 Contributions - City of Maryvi	.00	284,094.00	284,094.00	.00	.00
189-00000-481303-00000-708-00000-0000-60-00000 Contributions - City of Alcoa	.00	94,698.00	94,698.00	.00	.00
TOTALS FOR FUND 189					
Gen Construction	.00	390,506.44	390,506.44	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 263

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
263 Gen Liability					
263-00000-441100-00000-000-00000-0000-30-00000					
Recurring Items - Investment I	.00	10,656.64	10,656.64	.00	.00
263-00000-497000-00000-000-00000-0000-30-00000					
Insurance Recovery	.00	.00	591.00	-591.00	-591.00
TOTALS FOR FUND 263					
Gen Liability	.00	10,656.64	11,247.64	-591.00	-591.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 264

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
264 Health					
264-00000-431010-00000-000-00000-0000-30-00000					
Self Insurance Premiums Contri	.00	.00	1,735,637.30	-1,735,637.30	-1,735,637.30
264-00000-431010-00000-110-00000-0000-00-00000					
Self Insurance Premiums Contri	.00	.00	87,633.76	-87,633.76	-87,633.76
264-00000-441100-00000-000-00000-0000-30-00000					
Recurring Items - Investment I	.00	55,305.47	55,305.47	.00	.00
264-00000-441600-00000-000-00000-0000-30-00000					
Recurring Items - Retiree Insu	.00	25,743.37	25,743.37	.00	.00
264-00000-441600-00000-110-00000-0000-00-00000					
Recurring Items - Retiree Insu	.00	3,177.57	3,177.57	.00	.00
264-00000-441610-00000-000-00000-0000-30-00000					
Recurring Items - COBRA Insura	.00	3,238.00	3,238.00	.00	.00
TOTALS FOR FUND 264					
Health	.00	87,464.41	1,910,735.47	-1,823,271.06	-1,823,271.06

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 266

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
266 workers Comp					
266-00000-441100-00000-000-00000-0000-30-00000					
Recurring Items - Investment I	.00	17,551.68	17,551.68	.00	.00
TOTALS FOR FUND 266					
workers Comp	.00	17,551.68	17,551.68	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 333

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
333 Private Purpose Trust					
333-00000-441100-00000-000-00000-0000-00-00000					
Recurring Items - Investment I	.00	2,125.22	2,125.22	.00	.00
TOTALS FOR FUND 333					
Private Purpose Trust	.00	2,125.22	2,125.22	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 336

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
336 Tax Trust Fund					
336-00000-489900-00000-000-00000-0000-40-00000					
Other	.00	.00	4,080.00	-4,080.00	-4,080.00
TOTALS FOR FUND 336					
Tax Trust Fund	.00	.00	4,080.00	-4,080.00	-4,080.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 351

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
351 City Sales Tax					
351-00000-402101-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	1,378,407.09	1,378,407.09	.00	.00
351-00000-402103-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	1,238,117.83	1,238,117.83	.00	.00
351-00000-402105-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	23,768.18	23,768.18	.00	.00
351-00000-402106-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	33,078.07	33,078.07	.00	.00
351-00000-402107-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	86,376.96	86,376.96	.00	.00
351-00000-402108-00000-000-00000-0000-40-00000					
Local Option Sales Tax - City	.00	61,376.27	61,376.27	.00	.00
TOTALS FOR FUND 351					
City Sales Tax	.00	2,821,124.40	2,821,124.40	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 355

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
355 City School-Alcoa					
355-00000-401300-00000-000-00000-0000-40-00000 Circuit Clerk and Clerk Master	.00	3,815.21	3,815.21	.00	.00
355-00000-401620-00000-000-00000-0000-40-00000 Payments in Lieu of Taxes - Lo	.00	34,866.57	34,866.57	.00	.00
355-00000-402100-00000-000-00000-0000-40-00000 Local Option Sales Tax	.00	450,374.93	450,374.93	.00	.00
355-00000-402700-00000-000-00000-0000-40-00000 Business Tax	.00	2,849.08	2,849.08	.00	.00
355-00000-411100-00000-000-00000-0000-40-00000 Marriage Licenses	.00	106.77	106.77	.00	.00
355-00000-449900-00000-000-00000-0000-40-00000 Other Local Revenue	.00	.65	.65	.00	.00
355-00000-468521-00000-000-00000-0000-40-00000 Other State Revenues - TelComT	.00	484.65	484.65	.00	.00
TOTALS FOR FUND 355					
City School-Alcoa	.00	492,497.86	492,497.86	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 356

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
356 City School-Maryville					
356-00000-401300-00000-000-00000-0000-40-00000 Circuit Clerk and Clerk Master	.00	10,018.36	10,018.36	.00	.00
356-00000-401620-00000-000-00000-0000-40-00000 Payments in Lieu of Taxes - Lo	.00	91,556.11	91,556.11	.00	.00
356-00000-402100-00000-000-00000-0000-40-00000 Local Option Sales Tax	.00	1,182,627.84	1,182,627.84	.00	.00
356-00000-402700-00000-000-00000-0000-40-00000 Business Tax	.00	7,481.41	7,481.41	.00	.00
356-00000-411100-00000-000-00000-0000-40-00000 Marriage Licenses	.00	280.36	280.36	.00	.00
356-00000-449900-00000-000-00000-0000-40-00000 Other Local Revenue	.00	1.71	1.71	.00	.00
356-00000-468521-00000-000-00000-0000-40-00000 Other State Revenues - TelComT	.00	1,272.63	1,272.63	.00	.00
TOTALS FOR FUND 356	.00	1,293,238.42	1,293,238.42	.00	.00
City School-Maryville	.00	1,293,238.42	1,293,238.42	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 363

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
363 5TH JDDTF					
363-00000-428101-00000-000-00000-0000-40-00000 Judicial District - General Fi	.00	3,581.50	3,581.50	.00	.00
363-00000-428102-00000-000-00000-0000-40-00000 Judicial District - Circuit Fi	.00	6,378.30	6,378.30	.00	.00
363-00000-441100-00000-000-00000-0000-40-00000 Recurring Items - Investment I	.00	3,421.91	3,421.91	.00	.00
363-00000-449904-00000-000-00000-0000-40-00000 Other Local Revenue - Recovery	.00	.00	30.00	-30.00	-30.00
363-00000-481309-00000-000-00000-0000-40-00000 5th - Contributions	.00	.00	63,750.00	-63,750.00	-63,750.00
TOTALS FOR FUND 363					
5TH JDDTF	.00	13,381.71	77,161.71	-63,780.00	-63,780.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 364

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
364 District Attorney General					
364-00000-423600-00000-000-00000-0000-40-00000					
General Sessions - District At	.00	901.33	901.33	.00	.00
364-00000-441100-00000-000-00000-0000-40-00000					
Recurring Items - Investment I	.00	1,009.97	1,009.97	.00	.00
TOTALS FOR FUND 364					
District Attorney General	.00	1,911.30	1,911.30	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 365

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
365 Other Agency Fund - Tourism					
365-00000-402200-00000-000-00000-0000-40-00000					
Hotel Motel Tax	.00	396,735.00	396,735.00	.00	.00
TOTALS FOR FUND 365					
Other Agency Fund - Tourism	.00	396,735.00	396,735.00	.00	.00

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 365

ACCOUNT

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS	.00	11,628,668.45	16,052,434.20	-4,423,765.75	-4,423,765.75

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

REPORT OPTIONS

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Print (D)etail or (S)ummary:           S
Fiscal year-to-date version:          N
Reporting year:                        2024
Reporting from period:                 1 JUL   to 1 JUL
    Journal Detail from                to
(B)alance sheet or (A)ll accounts:     A
Roll up projects to object level:      N
Omit zero balance accounts:            Y
Sort by 3 Org-Obj-Project
Print Org Code? (Y/N)                  N
Print Fund Header and Org/Obj          Y
Include page break between funds       Y
Include page break between each subfund N
Print subfund totals                   N
Print report options                    Y
Exclude fund balance YEC/AJE for prior years N

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                Find Criteria
Field Name      Field Value

Fund
Department
Object
Project
Program
Location
Sub/Grade
CAFR
Future
Character code
Account type    Revenue
Account status

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** END OF REPORT - Generated by Kyle Smith **

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen	County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
51100 County Commission									
10100290	519100	00000	BoardCommi	0	102,060	8,505.00	.00	93,555.00	8.3%
10100290	520100	00000	Social Sec	0	6,328	527.31	.00	5,800.69	8.3%
10100290	521200	00000	Employer M	0	1,480	123.27	.00	1,356.73	8.3%
10100290	530700	00000	Communitcn	0	3,270	54.94	.00	3,215.06	1.7%
10100290	532000	00000	Dues and M	0	2,200	2,200.00	.00	.00	100.0%
10100290	533000	00000	Lease Paym	0	1,635	.00	.00	1,635.00	.0%
10100290	533200	00000	Legal Noti	0	3,820	.00	.00	3,820.00	.0%
10100290	534900	00000	Printing S	0	750	.00	.00	750.00	.0%
10100290	535500	00000	Travel	0	10,000	.00	.00	10,000.00	.0%
10100290	535600	00000	Tuition	0	6,100	.00	.00	6,100.00	.0%
10100290	541100	00000	Data Proce	0	50	.00	.00	50.00	.0%
10100290	541400	00000	Duplicatin	0	150	125.70	.00	24.30	83.8%
10100290	543500	00000	Office Sup	0	800	175.03	.00	624.97	21.9%
10100290	549900	00000	Other Supp	0	750	9.99	.00	740.01	1.3%
10510010	534800	00000	Postal Cha	0	100	.00	.00	100.00	.0%
10510010	542200	00000	FoodSupply	0	250	.00	.00	250.00	.0%
TOTAL County Commission				0	139,743	11,721.24	.00	128,021.76	8.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
51210 Board of Equalization									
10100300	519100 00000 BoardCommi	1,500	0	1,500	.00	.00	1,500.00	.0%	
	TOTAL Board of Equalization	1,500	0	1,500	.00	.00	1,500.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
51220 Beer Board									
10100310	533200 00000 Legal Noti	1,250	0	1,250	.00	.00	1,250.00	.0%	
	TOTAL Beer Board	1,250	0	1,250	.00	.00	1,250.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
51240 Other Boards and Committees									
10100320	516800	00000	15,000	0	15,000	.00	.00	15,000.00	.0%
10100320	518900	00000	31,515	0	31,515	.00	.00	31,515.00	.0%
10100320	520100	00000	7,063	0	7,063	.00	.00	7,063.00	.0%
10100320	521000	00000	84	0	84	.00	.00	84.00	.0%
10100320	521200	00000	1,652	0	1,652	.00	.00	1,652.00	.0%
10100320	530700	00000	600	0	600	.00	.00	600.00	.0%
10100320	534800	00000	200	0	200	.00	.00	200.00	.0%
10100320	559900	00000	7,375	0	7,375	.00	.00	7,375.00	.0%
10510140	510500	00000	67,401	0	67,401	.00	.00	67,401.00	.0%
10510140	520400	00000	7,906	0	7,906	.00	.00	7,906.00	.0%
10510140	520600	00000	59	0	59	.00	.00	59.00	.0%
10510140	520700	00000	16,176	0	16,176	.00	.00	16,176.00	.0%
10510140	520800	00000	276	0	276	.00	.00	276.00	.0%
10510140	533200	00000	2,000	0	2,000	.00	.00	2,000.00	.0%
10510140	535500	00000	2,000	0	2,000	.00	.00	2,000.00	.0%
10510140	542200	00000	2,500	0	2,500	.00	.00	2,500.00	.0%
10510140	543500	00000	500	0	500	.00	.00	500.00	.0%
10510140	551300	00000	138	0	138	.00	.00	138.00	.0%
TOTAL Other Boards and Committees			162,445	0	162,445	.00	.00	162,445.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
51300 County Mayor							
10100330 510100 00000 County Off	172,838	0	172,838	13,295.22	.00	159,542.78	7.7%
10100330 516100 00000 Secretary	67,889	5,564	73,453	2,825.10	.00	70,627.64	3.8%
10100330 516200 00000 Clerical P	40,912	2,474	43,386	1,429.35	.00	41,957.02	3.3%
10100330 520100 00000 Social Sec	17,442	498	17,940	1,047.27	.00	16,893.09	5.8%
10100330 520400 00000 State Reti	19,524	558	20,082	1,210.93	.00	18,870.91	6.0%
10100330 520600 00000 Life Ins E	167	0	167	9.19	.00	157.81	5.5%
10100330 520700 00000 Health Ins	50,148	0	50,148	3,900.61	.00	46,247.39	7.8%
10100330 520800 00000 Dental Ins	830	0	830	66.80	.00	763.20	8.0%
10100330 521000 00000 Unemp Comp	56	32	88	.00	.00	88.15	.0%
10100330 521200 00000 Employer M	4,079	117	4,196	244.92	.00	3,950.63	5.8%
10100330 530700 00000 Communicat	2,308	0	2,308	142.89	.00	2,165.11	6.2%
10100330 532000 00000 Dues and M	165	0	165	.00	.00	165.00	.0%
10100330 534800 00000 PostalChg	110	0	110	.00	.00	110.00	.0%
10100330 534900 00000 Printing S	700	0	700	.00	.00	700.00	.0%
10100330 535500 00000 Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10100330 535600 00000 Tuition	500	0	500	.00	.00	500.00	.0%
10100330 542200 00000 Food Suppl	725	0	725	87.99	.00	637.01	12.1%
10100330 542500 00000 Gasoline	990	0	990	.00	.00	990.00	.0%
10100330 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100330 551300 00000 workers co	432	0	432	.00	.00	432.00	.0%
TOTAL County Mayor	381,815	9,243	391,058	24,260.27	.00	366,797.74	6.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
51310 Personnel Office							
10100340 510500 00000 Supervisor	87,460	9,155	96,615	3,716.00	.00	92,899.40	3.8%
10100340 516200 00000 Clerical P	211,873	18,015	229,888	8,448.14	.00	221,440.24	3.7%
10100340 516900 00000 Part time	5,000	0	5,000	.00	.00	5,000.00	.0%
10100340 518700 00000 Overtime P	5,000	0	5,000	.00	.00	5,000.00	.0%
10100340 520100 00000 Social Sec	17,943	1,685	19,628	712.54	.00	18,915.05	3.6%
10100340 520400 00000 State Reti	20,085	1,886	21,971	839.32	.00	21,131.33	3.8%
10100340 520600 00000 Life Ins E	287	0	287	10.76	.00	276.24	3.7%
10100340 520700 00000 Health Ins	64,368	0	64,368	5,273.00	.00	59,095.00	8.2%
10100340 520800 00000 Dental Ins	1,380	0	1,380	116.80	.00	1,263.20	8.5%
10100340 521000 00000 Unemp Comp	140	109	249	.00	.00	248.68	.0%
10100340 521200 00000 Employer M	4,196	394	4,590	166.64	.00	4,423.34	3.6%
10100340 530200 00000 Advertisng	1,650	0	1,650	.00	.00	1,650.00	.0%
10100340 530700 00000 Communicat	2,600	0	2,600	165.67	.00	2,434.33	6.4%
10100340 531200 00000 ConPriAgcy	4,500	0	4,500	260.03	.00	4,239.97	5.8%
10100340 532000 00000 Dues and M	1,400	0	1,400	.00	.00	1,400.00	.0%
10100340 533000 00000 Lease Paym	360	0	360	14.51	.00	345.49	4.0%
10100340 533100 00000 Legal Svcs	2,500	0	2,500	.00	.00	2,500.00	.0%
10100340 533300 00000 Licenses	210	0	210	.00	.00	210.00	.0%
10100340 534800 00000 PostalChg	2,100	0	2,100	.00	.00	2,100.00	.0%
10100340 535500 00000 Travel	500	0	500	.00	.00	500.00	.0%
10100340 535600 00000 Tuition	3,700	0	3,700	.00	.00	3,700.00	.0%
10100340 539900 00000 Other Cont	17,000	0	17,000	.00	.00	17,000.00	.0%
10100340 543500 00000 Office Sup	2,500	0	2,500	329.93	-329.93	2,500.00	.0%
10100340 549900 00000 Other Supp	5,500	0	5,500	.00	.00	5,500.00	.0%
10100340 551300 00000 workers Co	720	0	720	.00	.00	720.00	.0%
10100340 559900 00000 Other Char	350	0	350	.00	.00	350.00	.0%
10510050 542200 00000 FoodSupply	300	0	300	.00	.00	300.00	.0%
10510050 542900 00000 Instr Supp	37,500	0	37,500	19,974.94	.00	17,525.06	53.3%
TOTAL Personnel Office	501,122	31,244	532,366	40,028.28	-329.93	492,667.33	7.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
51500 Election Commission							
10100350 510100 00000 County off	102,029	0	102,029	7,848.38	.00	94,180.62	7.7%
10100350 516200 00000 Clerical P	124,374	10,528	134,902	4,982.04	.00	129,919.81	3.7%
10100350 516800 00000 Temporary	52,833	3,457	56,290	85.40	.00	56,204.29	.2%
10100350 518700 00000 Overtime P	7,051	0	7,051	.00	.00	7,051.00	.0%
10100350 519200 00000 Election C	25,200	0	25,200	1,938.50	.00	23,261.50	7.7%
10100350 519600 00000 InService	15,900	0	15,900	.00	.00	15,900.00	.0%
10100350 520100 00000 Social Sec	18,725	867	19,592	844.16	.00	18,748.01	4.3%
10100350 520400 00000 State Reti	19,211	2,719	21,930	885.30	.00	21,045.10	4.0%
10100350 520600 00000 Life Ins E	267	0	267	11.05	.00	255.95	4.1%
10100350 520700 00000 Health Ins	23,854	0	23,854	1,973.00	.00	21,881.00	8.3%
10100350 520800 00000 Dental Ins	552	0	552	46.72	.00	505.28	8.5%
10100350 521000 00000 Unemp Comp	280	56	336	1.36	.00	334.58	.4%
10100350 521200 00000 Employer M	4,379	203	4,582	197.39	.00	4,384.39	4.3%
10100350 530700 00000 Communicat	7,440	0	7,440	277.13	.00	7,162.87	3.7%
10100350 532000 00000 Dues and M	450	0	450	.00	.00	450.00	.0%
10100350 533000 00000 Lease Paym	1,820	0	1,820	.00	.00	1,820.00	.0%
10100350 533200 00000 Legal Noti	28,000	0	28,000	.00	.00	28,000.00	.0%
10100350 533300 00000 Licenses	32,000	0	32,000	12,903.00	.00	19,097.00	40.3%
10100350 533400 00000 Maintenanc	36,400	0	36,400	.00	.00	36,400.00	.0%
10100350 534800 00000 PostalChg	40,000	0	40,000	17.55	.00	39,982.45	.0%
10100350 534900 00000 Printing S	8,000	0	8,000	.00	.00	8,000.00	.0%
10100350 535100 00000 Rentals	3,700	0	3,700	.00	.00	3,700.00	.0%
10100350 535500 00000 Travel	11,000	0	11,000	.00	.00	11,000.00	.0%
10100350 535600 00000 Tuition	2,500	0	2,500	.00	.00	2,500.00	.0%
10100350 542200 00000 Food Suppl	1,350	0	1,350	.00	.00	1,350.00	.0%
10100350 542500 00000 Gasoline	600	0	600	.00	.00	600.00	.0%
10100350 543500 00000 Office Sup	14,800	0	14,800	.00	.00	14,800.00	.0%
10100350 551300 00000 workers Co	1,152	0	1,152	.00	.00	1,152.00	.0%
TOTAL Election Commission	583,867	17,830	601,697	32,010.98	.00	569,685.85	5.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
51600 Register of Deeds							
10100360 510100 00000 County off	113,366	0	113,366	8,720.46	.00	104,645.54	7.7%
10100360 516200 00000 Clerical P	384,676	21,712	406,388	15,572.80	.00	390,815.12	3.8%
10100360 516900 00000 Part time	5,000	2,918	7,918	.00	.00	7,918.45	.0%
10100360 520100 00000 Social Sec	31,342	1,527	32,869	1,435.62	.00	31,433.46	4.4%
10100360 520400 00000 State Reti	34,564	2,228	36,792	1,581.29	.00	35,210.33	4.3%
10100360 520600 00000 Life Ins E	503	0	503	23.43	.00	479.57	4.7%
10100360 520700 00000 Health Ins	68,892	0	68,892	7,516.87	.00	61,375.13	10.9%
10100360 520800 00000 Dental Ins	2,484	0	2,484	210.24	.00	2,273.76	8.5%
10100360 521000 00000 Unemp Comp	336	549	885	.00	.00	885.25	.0%
10100360 521200 00000 Employer M	7,330	357	7,687	335.74	.00	7,351.40	4.4%
10100360 530700 00000 Communicat	5,500	0	5,500	322.82	.00	5,177.18	5.9%
10100360 532000 00000 Dues and M	1,550	0	1,550	415.00	.00	1,135.00	26.8%
10100360 533000 00000 Lease Paym	3,000	0	3,000	287.93	.00	2,712.07	9.6%
10100360 533700 00000 Maint. And	1,000	0	1,000	.00	.00	1,000.00	.0%
10100360 534800 00000 PostalChg	900	0	900	.00	.00	900.00	.0%
10100360 534900 00000 Printing S	1,000	0	1,000	.00	.00	1,000.00	.0%
10100360 535500 00000 Travel	1,800	0	1,800	.00	.00	1,800.00	.0%
10100360 535600 00000 Tuition	600	0	600	.00	.00	600.00	.0%
10100360 539900 00000 Other Cont	55,000	0	55,000	.00	.00	55,000.00	.0%
10100360 541100 00000 Data Proce	700	0	700	.00	.00	700.00	.0%
10100360 543500 00000 Office Sup	3,500	0	3,500	.00	.00	3,500.00	.0%
10100360 549900 00000 Other Supp	600	0	600	.00	.00	600.00	.0%
10100360 551300 00000 workers co	1,872	0	1,872	.00	.00	1,872.00	.0%
10100360 559900 00000 Other Char	1,500	0	1,500	.00	.00	1,500.00	.0%
10100360 570900 00000 Data Proce	8,000	0	8,000	.00	.00	8,000.00	.0%
10100360 571100 00000 Furniture a	1,000	0	1,000	.00	.00	1,000.00	.0%
10510070 545100 00000 Uniforms	600	0	600	.00	.00	600.00	.0%
TOTAL Register of Deeds	736,615	29,291	765,906	36,422.20	.00	729,484.26	4.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
51710 Planning and Development										
10100370	510500	00000	Supervisor	96,540	5,088	101,628	3,908.70	.00	97,719.28	3.8%
10100370	514100	00000	Foreman	152,185	8,616	160,801	6,184.70	.00	154,616.75	3.8%
10100370	516100	00000	Secretary	149,346	18,419	167,765	3,169.90	.00	164,594.72	1.9%
10100370	518900	00000	Other Sala	510,850	27,020	537,870	20,838.19	.00	517,032.13	3.9%
10100370	520100	00000	Social Sec	56,353	3,667	60,020	2,073.64	.00	57,946.25	3.5%
10100370	520400	00000	State Reti	63,079	4,105	67,184	2,214.25	.00	64,969.30	3.3%
10100370	520600	00000	Life Ins E	886	0	886	30.86	.00	855.14	3.5%
10100370	520700	00000	Health Ins	166,932	0	166,932	10,359.00	.00	156,573.00	6.2%
10100370	520800	00000	Dental Ins	3,864	0	3,864	256.96	.00	3,607.04	6.7%
10100370	521000	00000	Unemp Comp	448	237	685	6.73	.00	677.84	1.0%
10100370	521200	00000	Employer M	13,179	858	14,037	484.96	.00	13,551.62	3.5%
10100370	530200	00000	Advertisin	800	0	800	.00	.00	800.00	.0%
10100370	530700	00000	Communicat	22,000	0	22,000	1,447.65	.00	20,552.35	6.6%
10100370	532000	00000	Dues and M	10,000	0	10,000	.00	300.00	9,700.00	3.0%
10100370	532100	00000	Engineerin	40,000	0	40,000	.00	.00	40,000.00	.0%
10100370	533000	00000	Lease Paym	1,200	0	1,200	.00	.00	1,200.00	.0%
10100370	533100	00000	Legal Svcs	5,000	0	5,000	.00	.00	5,000.00	.0%
10100370	533200	00000	Legal Noti	6,000	0	6,000	.00	.00	6,000.00	.0%
10100370	533700	00000	Maint. And	300	0	300	.00	.00	300.00	.0%
10100370	533800	00000	Maint. And	12,000	0	12,000	.00	.00	12,000.00	.0%
10100370	534800	00000	PostalChg	1,500	0	1,500	.00	.00	1,500.00	.0%
10100370	534900	00000	Printing S	3,000	0	3,000	.00	285.00	2,715.00	9.5%
10100370	535500	00000	Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10100370	535600	00000	Tuition	7,000	0	7,000	.00	.00	7,000.00	.0%
10100370	539900	00000	Other Cont	5,500	0	5,500	167.47	436.57	4,895.96	11.0%
10100370	541400	00000	Duplicatin	500	0	500	.00	.00	500.00	.0%
10100370	542500	00000	Gasoline	40,000	0	40,000	85.83	.00	39,914.17	.2%
10100370	542900	00000	Instr Supp	5,000	0	5,000	.00	.00	5,000.00	.0%
10100370	543500	00000	Office Sup	8,500	0	8,500	.00	.00	8,500.00	.0%
10100370	545100	00000	Uniforms	4,000	0	4,000	499.34	-96.47	3,597.13	10.1%
10100370	547100	00000	Computer s	13,728	0	13,728	.00	12,480.00	1,248.00	90.9%
10100370	551300	00000	workers co	2,304	0	2,304	.00	.00	2,304.00	.0%
10100370	571100	00000	Furniture a	1,000	0	1,000	.00	.00	1,000.00	.0%
10100370	571900	00000	Office Equ	15,000	0	15,000	.00	.00	15,000.00	.0%
10100370	573500	00000	Health Equ	5,000	0	5,000	.00	.00	5,000.00	.0%
10510080	570800	00000	Communicat	7,000	0	7,000	.00	.00	7,000.00	.0%
10510080	570900	00000	Data Proce	4,500	0	4,500	.00	.00	4,500.00	.0%
TOTAL Planning and Development				1,435,494	68,009	1,503,503	51,728.18	13,405.10	1,438,369.68	4.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
51800 County Buildings										
10100380	510500	00000	Supervisor	41,284	2,148	43,432	1,660.30	.00	41,771.47	3.8%
10100380	516600	00000	Custodial	299,944	20,697	320,641	8,501.71	.00	312,139.69	2.7%
10100380	516700	00000	Maintenanc	206,863	42,396	249,259	9,328.89	.00	239,930.45	3.7%
10100380	516900	00000	Part time	45,000	3,353	48,353	2,822.41	.00	45,531.08	5.8%
10100380	518700	00000	Overtime P	3,000	0	3,000	1,045.75	.00	1,954.25	34.9%
10100380	520100	00000	Social Sec	32,844	4,253	37,097	1,344.40	.00	35,752.49	3.6%
10100380	520400	00000	State Reti	33,302	8,223	41,525	1,400.57	.00	40,124.39	3.4%
10100380	520600	00000	Life Ins E	560	0	560	23.09	.00	536.91	4.1%
10100380	520700	00000	Health Ins	126,060	0	126,060	9,550.45	.00	116,509.55	7.6%
10100380	520800	00000	Dental Ins	2,760	0	2,760	224.20	.00	2,535.80	8.1%
10100380	521000	00000	Unemp Comp	476	274	750	7.25	.00	743.13	1.0%
10100380	521200	00000	Employer M	7,681	995	8,676	325.36	.00	8,350.27	3.8%
10100380	530700	00000	Communicat	4,300	0	4,300	399.95	.00	3,900.05	9.3%
10100380	531700	00000	Data Proce	8,500	0	8,500	.00	.00	8,500.00	.0%
10100380	533000	00000	Lease Paym	11,392	0	11,392	855.00	9,405.00	1,132.00	90.1%
10100380	533400	00000	Maintenanc	160,346	0	160,346	969.06	118,772.29	40,604.65	74.7%
10100380	533500	00000	Maint. And	104,285	0	104,285	4,538.27	22,652.06	77,094.67	26.1%
10100380	533600	00000	Maint. And	72,063	0	72,063	4,297.15	9,684.25	58,081.60	19.4%
10100380	533800	00000	Maint. And	2,653	0	2,653	.00	.00	2,653.00	.0%
10100380	534700	00000	Pest Contr	6,830	0	6,830	516.00	6,284.00	30.00	99.6%
10100380	535500	00000	Travel	1,350	0	1,350	.00	.00	1,350.00	.0%
10100380	535600	00000	Tuition	1,180	0	1,180	.00	.00	1,180.00	.0%
10100380	536100	00000	Permits	2,000	0	2,000	.00	.00	2,000.00	.0%
10100380	541000	00000	Custodial	56,556	0	56,556	2,499.09	2,500.00	51,556.91	8.8%
10100380	542500	00000	Gasoline	7,502	0	7,502	50.42	5,000.00	2,451.34	67.3%
10100380	543400	00000	Natural Ga	93,000	0	93,000	358.57	.00	92,641.43	.4%
10100380	543500	00000	Office Sup	500	0	500	37.15	.00	462.85	7.4%
10100380	545100	00000	Uniforms	7,990	0	7,990	399.90	7,100.10	490.00	93.9%
10100380	545200	00000	Utilities	770,000	0	770,000	21,831.43	.00	748,168.57	2.8%
10100380	551300	00000	Workers Co	2,448	0	2,448	.00	.00	2,448.00	.0%
10100380	570700	00000	Building I	116,147	0	116,147	.00	.00	116,147.00	.0%
10100380	571700	00000	Maint Equi	2,500	0	2,500	.00	.00	2,500.00	.0%
10510100	533200	00000	LegalNotic	20	0	20	.00	.00	20.00	.0%
10510100	570900	00000	Data Proce	3,263	0	3,263	.00	.00	3,262.50	.0%
TOTAL County Buildings				2,234,598	82,340	2,316,938	72,986.37	181,397.70	2,062,554.05	11.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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51900 Other General Administration

10100390 510500 00000 Supervisor	89,425	4,489	93,914	3,612.00	.00	90,301.60	3.8%
10100390 520100 00000 Social Sec	5,545	278	5,823	212.48	.00	5,610.81	3.6%
10100390 520400 00000 State Reti	6,207	312	6,519	251.60	.00	6,266.91	3.9%
10100390 520600 00000 Life Ins E	60	0	60	2.50	.00	57.50	4.2%
10100390 520700 00000 Health Ins	16,716	0	16,716	1,383.00	.00	15,333.00	8.3%
10100390 520800 00000 Dental Ins	276	0	276	23.36	.00	252.64	8.5%
10100390 521000 00000 Unemp Comp	28	18	46	.00	.00	45.95	.0%
10100390 521200 00000 Employer M	1,297	65	1,362	49.70	.00	1,312.38	3.6%
10100390 530700 00000 Communicat	2,046	0	2,046	55.66	.00	1,990.34	2.7%
10100390 533200 00000 Legal Noti	670	0	670	.00	.00	669.60	.0%
10100390 543500 00000 Office Sup	600	0	600	.00	.00	600.00	.0%
10100390 550600 00000 Liability	777,610	0	777,610	.00	.00	777,610.00	.0%
10100390 551300 00000 Workers Co	1,000	0	1,000	.00	.00	1,000.00	.0%
10100390 573500 00000 Health Equ	20,000	0	20,000	.00	.00	20,000.00	.0%
10518010 539900 00000 Other Cont	183,750	0	183,750	.00	.00	183,750.00	.0%
TOTAL Other General Administration	1,105,230	5,161	1,110,391	5,590.30	.00	1,104,800.73	.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
51910 Preservation of Records							
10100400 510500 00000 Supervisor	55,303	3,020	58,323	2,243.20	.00	56,079.57	3.8%
10100400 518900 00000 Other Sala	30,480	1,546	32,026	1,231.70	.00	30,793.89	3.8%
10100400 520100 00000 Social Sec	5,319	283	5,602	209.97	.00	5,392.08	3.7%
10100400 520400 00000 State Reti	5,954	317	6,271	239.77	.00	6,031.07	3.8%
10100400 520600 00000 Life Ins E	0	0	0	3.27	.00	-3.27	100.0%
10100400 520700 00000 Health Ins	14,160	0	14,160	602.00	.00	13,558.00	4.3%
10100400 520800 00000 Dental Ins	276	0	276	23.36	.00	252.64	8.5%
10100400 521000 00000 Unemp Comp	56	18	74	.00	.00	74.26	.0%
10100400 521200 00000 Employer M	1,244	66	1,310	49.10	.00	1,261.10	3.7%
10100400 530700 00000 Communicat	2,500	0	2,500	174.57	.00	2,325.43	7.0%
10100400 532000 00000 Dues and M	425	0	425	.00	.00	425.00	.0%
10100400 533000 00000 Lease Paym	907	0	907	.00	.00	906.64	.0%
10100400 534800 00000 PostalChg	100	0	100	.00	.00	100.00	.0%
10100400 535600 00000 Tuition	765	0	765	.00	.00	765.00	.0%
10100400 539900 00000 Other Cont	3,066	0	3,066	.00	.00	3,066.00	.0%
10100400 543500 00000 Office Sup	650	0	650	.00	.00	650.00	.0%
10100400 549900 00000 Other Supp	3,500	0	3,500	.00	.00	3,500.00	.0%
10100400 551300 00000 Workers Co	289	0	289	.00	.00	289.00	.0%
10510120 531700 00000 Data Proce	5,250	0	5,250	.00	.00	5,250.00	.0%
10510120 533400 00000 Maintenanc	2,150	0	2,150	.00	.00	2,150.00	.0%
TOTAL Preservation of Records	132,394	5,250	137,643	4,776.94	.00	132,866.41	3.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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51920 Risk Management

10100410	510500	00000	Supervisor	76,070	4,912	80,982	3,114.69	.00	77,867.22	3.8%
10100410	518900	00000	Other Sala	51,854	3,116	54,970	2,114.20	.00	52,856.21	3.8%
10100410	520100	00000	Social Sec	7,932	498	8,430	304.43	.00	8,125.33	3.6%
10100410	520400	00000	State Reti	8,878	557	9,435	362.81	.00	9,072.36	3.8%
10100410	520600	00000	Life Ins E	119	0	119	4.98	.00	114.02	4.2%
10100410	520700	00000	Health Ins	23,796	0	23,796	1,979.00	.00	21,817.00	8.3%
10100410	520800	00000	Dental Ins	552	0	552	46.72	.00	505.28	8.5%
10100410	521000	00000	Unemp Comp	56	32	88	.00	.00	88.11	.0%
10100410	521200	00000	Employer M	1,855	116	1,971	71.19	.00	1,900.22	3.6%
10100410	530700	00000	Communitn	2,000	0	2,000	111.12	.00	1,888.88	5.6%
10100410	532000	00000	Dues and M	660	0	660	100.00	.00	560.00	15.2%
10100410	533000	00000	Lease Paym	7,543	0	7,543	374.99	3,965.28	3,202.50	57.5%
10100410	533800	00000	Maint. And	500	0	500	.00	.00	500.00	.0%
10100410	534800	00000	PostalChg	50	0	50	.00	.00	50.00	.0%
10100410	534900	00000	Printing S	1,250	0	1,250	.00	973.00	277.00	77.8%
10100410	535500	00000	Travel	3,500	0	3,500	533.89	751.17	2,214.94	36.7%
10100410	535600	00000	Tuition	2,500	0	2,500	195.00	.00	2,305.00	7.8%
10100410	539900	00000	Other Cont	750	0	750	.00	.00	750.00	.0%
10100410	542500	00000	Gasoline	2,388	0	2,388	.00	.00	2,388.14	.0%
10100410	543500	00000	Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100410	551300	00000	Workers Co	288	0	288	.00	.00	288.00	.0%
10100410	570900	00000	Data Proce	5,891	0	5,891	.00	.00	5,891.44	.0%
10100410	571100	00000	Funiture a	750	0	750	.00	.00	750.00	.0%
TOTAL Risk Management				200,182	9,232	209,414	9,313.02	5,689.45	194,411.65	7.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
52100 Accounting and Budgeting									
10100420	510500	00000	Supervisor		113,366	5,603.50	.00	107,762.50	4.9%
10100420	511900	00000	Accountant	19,860	370,890	15,045.60	.00	375,704.85	3.9%
10100420	516900	00000	Part time		7,500	.00	.00	7,500.00	.0%
10100420	518700	00000	Overtime P		2,000	.00	.00	2,000.00	.0%
10100420	520100	00000	Social Sec	1,231	31,066	1,238.80	.00	31,058.55	3.8%
10100420	520400	00000	State Reti	2,544	33,607	1,254.15	.00	34,897.17	3.5%
10100420	520600	00000	Life Ins E		398	16.66	.00	381.34	4.2%
10100420	520700	00000	Health Ins		71,568	5,204.50	.00	66,363.50	7.3%
10100420	520800	00000	Dental Ins		1,380	105.12	.00	1,274.88	7.6%
10100420	521000	00000	Unemp Comp		224	.00	.00	303.44	.0%
10100420	521200	00000	Employer M	288	7,265	289.72	.00	7,263.26	3.8%
10100420	530700	00000	Communicat		5,000	240.31	.00	4,759.69	4.8%
10100420	532000	00000	Dues and M		2,000	.00	.00	2,000.00	.0%
10100420	533000	00000	Lease Paym		3,514	144.26	2,286.86	1,083.03	69.2%
10100420	533200	00000	Legal Noti		2,500	.00	.00	2,500.00	.0%
10100420	534800	00000	Postal Cha		5,000	.00	.00	5,000.00	.0%
10100420	534900	00000	Printing S		5,000	.00	.00	5,000.00	.0%
10100420	535500	00000	Travel		7,000	.00	.00	7,000.00	.0%
10100420	535600	00000	Tuition		7,000	530.00	-440.00	6,910.00	1.3%
10100420	542500	00000	Gasoline		100	.00	.00	100.00	.0%
10100420	543500	00000	Office Sup		3,600	.00	.00	3,600.00	.0%
10100420	551300	00000	Workers Co		1,296	.00	.00	1,296.00	.0%
10520010	531700	00000	Data Proce		400	.00	.00	400.00	.0%
10520010	542200	00000	Food Suppl		1,500	.00	.00	1,500.00	.0%
TOTAL Accounting and Budgeting				24,004	683,174	29,672.62	1,846.86	675,658.21	4.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
52200 Purchasing								
10100430 510500 00000	Supervisor	95,237	4,692	99,929	3,532.70	.00	96,396.09	3.5%
10100430 512200 00000	Purchasing	291,258	30,409	321,667	9,688.46	.00	311,978.16	3.0%
10100430 518700 00000	Overtime P	4,500	0	4,500	.00	.00	4,500.00	.0%
10100430 520100 00000	Social Sec	23,963	2,176	26,139	809.54	.00	25,329.69	3.1%
10100430 520400 00000	State Reti	26,823	2,436	29,259	600.76	.00	28,658.21	2.1%
10100430 520600 00000	Life Ins E	349	0	349	9.62	.00	339.38	2.8%
10100430 520700 00000	Health Ins	38,136	0	38,136	1,877.00	.00	36,259.00	4.9%
10100430 520800 00000	Dental Ins	1,380	0	1,380	81.76	.00	1,298.24	5.9%
10100430 521000 00000	Unemp Comp	168	140	308	7.18	.00	301.22	2.3%
10100430 521200 00000	Employer M	5,604	509	6,113	189.31	.00	5,923.65	3.1%
10100430 530700 00000	Communicat	4,020	0	4,020	237.91	.00	3,782.09	5.9%
10100430 532000 00000	Dues and M	2,325	0	2,325	.00	.00	2,325.00	.0%
10100430 533000 00000	Lease Paym	2,525	0	2,525	40.46	1,159.54	1,325.00	47.5%
10100430 533200 00000	Legal Noti	6,200	0	6,200	.00	1,500.00	4,700.00	24.2%
10100430 534800 00000	PostalChg	900	0	900	.00	.00	900.00	.0%
10100430 534900 00000	Printing S	400	0	400	349.95	-350.00	400.05	.0%
10100430 535500 00000	Travel	4,600	0	4,600	.00	.00	4,600.00	.0%
10100430 535600 00000	Tuition	5,100	0	5,100	464.00	-464.00	5,100.00	.0%
10100430 539900 00000	Other Cont	3,750	0	3,750	.00	.00	3,750.00	.0%
10100430 541100 00000	Data Proce	3,000	0	3,000	1,500.00	.00	1,500.00	50.0%
10100430 543500 00000	Office Sup	600	0	600	419.00	.00	181.00	69.8%
10100430 549900 00000	Other Supp	675	0	675	239.00	-195.00	631.00	6.5%
10100430 551300 00000	workers co	864	0	864	.00	.00	864.00	.0%
10100430 559900 00000	Other Char	275	0	275	.00	.00	275.00	.0%
10520020 531200 00000	Contracts	19,550	0	19,550	15,750.00	.00	3,800.00	80.6%
10520020 542200 00000	Food Suppl	400	0	400	301.63	-325.00	423.37	-5.8%
10520020 570900 00000	Data Proce	3,300	0	3,300	.00	.00	3,300.00	.0%
TOTAL Purchasing		545,902	40,362	586,264	36,098.28	1,325.54	548,840.15	6.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
52220 Central Services									
10100440	510100 00000	County Off	5,600,000	-4,579,328	1,020,672	.00	.00	1,020,672.07	.0%
10100440	521100 00000	Retiree Be	470,000	0	470,000	.00	.00	470,000.00	.0%
10100440	530500 00000	Audit Serv	52,000	0	52,000	.00	.00	52,000.00	.0%
10100440	530700 00000	Communicat	8,000	0	8,000	608.16	.00	7,391.84	7.6%
10100440	530800 00000	Consultant	25,000	35,000	60,000	.00	60,000.00	.00	100.0%
10100440	530900 00000	ConGovtAgc	247,368	0	247,368	50,000.00	.00	197,368.00	20.2%
10100440	531000 00000	ConOthGovA	285,000	0	285,000	.00	.00	285,000.00	.0%
10100440	531600 00000	Contributi	50,000	-35,000	15,000	.00	.00	15,000.00	.0%
10100440	532000 00000	DuesMember	35,000	0	35,000	31,821.88	.00	3,178.12	90.9%
10100440	533100 00000	Legal Svcs	150,000	0	150,000	.00	.00	150,000.00	.0%
10100440	534100 00000	Pauper Bur	7,200	0	7,200	.00	.00	7,200.00	.0%
10100440	534800 00000	Postal Cha	10,000	0	10,000	.00	500.00	9,500.00	5.0%
10100440	539900 00000	Other Cont	35,000	0	35,000	.00	.00	35,000.00	.0%
10100440	543500 00000	Office Sup	4,376	0	4,376	.00	.00	4,376.00	.0%
10100440	551000 00000	Trustee Co	920,000	0	920,000	.00	.00	920,000.00	.0%
10100440	559900 00000	other char	5,000	0	5,000	.00	.00	5,000.00	.0%
10100440	572400 00000	Site Devel	162,864	0	162,864	.00	.00	162,864.00	.0%
10100450	533200 00000	Legal Noti	1,128,400	0	1,128,400	1,799.00	.00	1,126,601.00	.2%
10520080	571900 00000	Office Equ	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Central Services			9,200,208	-4,579,328	4,620,880	84,229.04	60,500.00	4,476,151.03	3.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
ACCOUNTS FOR:	Gen	County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
52300 Property Assessor Office										
10100460	510100	00000	County off	113,366	0	113,366	8,720.46	.00	104,645.54	7.7%
10100460	510300	00000	Assistant	581,771	28,206	609,977	21,187.21	.00	588,790.19	3.5%
10100460	516200	00000	Clerical P	207,240	11,587	218,827	8,416.49	.00	210,410.32	3.8%
10100460	518700	00000	Overtime P	1,000	0	1,000	.00	.00	1,000.00	.0%
10100460	520100	00000	Social Sec	55,947	2,467	58,414	2,272.97	.00	56,141.21	3.9%
10100460	520400	00000	State Reti	62,625	2,762	65,387	2,644.38	.00	62,742.27	4.0%
10100460	520600	00000	Life Ins E	925	0	925	38.81	.00	886.19	4.2%
10100460	520700	00000	Health Ins	198,636	0	198,636	15,315.00	.00	183,321.00	7.7%
10100460	520800	00000	Dental Ins	3,864	0	3,864	280.32	.00	3,583.68	7.3%
10100460	521000	00000	Unemp Comp	448	159	607	.00	.00	607.17	.0%
10100460	521200	00000	Employer M	13,084	577	13,661	531.58	.00	13,129.42	3.9%
10100460	530700	00000	Communicat	9,340	0	9,340	597.26	.00	8,742.74	6.4%
10100460	530900	00000	Contracts	4,755	0	4,755	.00	.00	4,755.00	.0%
10100460	531200	00000	Contracts	65,250	0	65,250	.00	.00	65,250.00	.0%
10100460	531700	00000	Data Proce	80,000	0	80,000	.00	.00	80,000.00	.0%
10100460	532000	00000	Dues and M	16,500	0	16,500	5,917.00	2,200.00	8,383.00	49.2%
10100460	533000	00000	Lease Paym	18,000	0	18,000	836.58	.00	17,163.42	4.6%
10100460	533100	00000	Legal Svcs	6,000	0	6,000	.00	.00	6,000.00	.0%
10100460	533700	00000	Maint. And	1,000	0	1,000	.00	.00	1,000.00	.0%
10100460	533800	00000	Maint. And	5,000	0	5,000	22.98	.00	4,977.02	.5%
10100460	534800	00000	PostalChg	6,500	0	6,500	.00	.00	6,500.00	.0%
10100460	534900	00000	Printing S	1,750	0	1,750	.00	.00	1,750.00	.0%
10100460	535500	00000	Travel	11,000	0	11,000	689.96	450.00	9,860.04	10.4%
10100460	535600	00000	Tuition	3,000	0	3,000	1,090.00	350.00	1,560.00	48.0%
10100460	541100	00000	Data Proce	3,000	0	3,000	.00	.00	3,000.00	.0%
10100460	541400	00000	Duplicatin	3,000	0	3,000	484.00	.00	2,516.00	16.1%
10100460	542500	00000	Gasoline	5,250	0	5,250	44.00	.00	5,206.00	.8%
10100460	543500	00000	Office Sup	3,500	0	3,500	70.43	.00	3,429.57	2.0%
10100460	545100	00000	Uniforms	500	0	500	.00	.00	500.00	.0%
10100460	549900	00000	Other Supp	2,400	0	2,400	209.31	.00	2,190.69	8.7%
10100460	551300	00000	workers Co	2,448	0	2,448	.00	.00	2,448.00	.0%
10100460	559900	00000	Other Char	2,500	0	2,500	.00	.00	2,500.00	.0%
10100460	571900	00000	Office Equ	1,500	0	1,500	.00	.00	1,500.00	.0%
10520030	571100	00000	Furniture a	2,700	0	2,700	.00	.00	2,700.00	.0%
TOTAL Property Assessor Office			1,493,799	45,758	1,539,557	69,368.74	3,000.00	1,467,188.47	4.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
52400 County Trustee Office									
10100480	510100	00000	113,366	0	113,366	8,720.46	.00	104,645.54	7.7%
10100480	516200	00000	317,362	18,690	336,052	12,844.41	.00	323,207.15	3.8%
10100480	516800	00000	2,000	0	2,000	.00	.00	2,000.00	.0%
10100480	520100	00000	26,829	1,159	27,988	1,285.90	.00	26,701.85	4.6%
10100480	520400	00000	29,893	1,436	31,329	1,321.04	.00	30,007.82	4.2%
10100480	520600	00000	399	0	399	17.45	.00	381.55	4.4%
10100480	520700	00000	78,708	0	78,708	5,115.00	.00	73,593.00	6.5%
10100480	520800	00000	1,932	0	1,932	140.16	.00	1,791.84	7.3%
10100480	521000	00000	196	528	724	.00	.00	724.22	.0%
10100480	521200	00000	6,275	271	6,546	300.74	.00	6,245.26	4.6%
10100480	530700	00000	4,900	0	4,900	249.70	.00	4,650.30	5.1%
10100480	532000	00000	1,650	0	1,650	1,135.00	310.00	205.00	87.6%
10100480	533000	00000	1,025	0	1,025	.00	490.00	535.00	47.8%
10100480	533100	00000	2,850	0	2,850	.00	.00	2,850.00	.0%
10100480	533200	00000	295	0	295	.00	.00	295.00	.0%
10100480	533400	00000	10,500	0	10,500	.00	10,395.53	104.47	99.0%
10100480	534800	00000	30,500	0	30,500	.00	60.00	30,440.00	.2%
10100480	534900	00000	2,380	0	2,380	276.25	.00	2,103.75	11.6%
10100480	535500	00000	1,400	0	1,400	.00	300.57	1,099.43	21.5%
10100480	535600	00000	1,200	0	1,200	255.00	300.00	645.00	46.3%
10100480	539900	00000	12,200	0	12,200	.00	12,200.00	.00	100.0%
10100480	541400	00000	450	0	450	.00	267.12	182.88	59.4%
10100480	543500	00000	1,950	0	1,950	136.78	46.00	1,767.22	9.4%
10100480	549900	00000	450	0	450	31.06	9.99	408.95	9.1%
10100480	551300	00000	1,152	0	1,152	.00	.00	1,152.00	.0%
TOTAL County Trustee Office			649,862	22,083	671,945	31,828.95	24,379.21	615,737.23	8.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	Gen	County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
52500 County Clerk Office									
10100490	510100	00000	113,366	0	113,366	8,720.46	.00	104,645.54	7.7%
10100490	516200	00000	861,646	87,821	949,467	34,871.85	.00	914,595.41	3.7%
10100490	516900	00000	32,000	2,637	34,637	449.16	.00	34,187.55	1.3%
10100490	520100	00000	63,446	5,608	69,054	2,521.83	.00	66,532.56	3.7%
10100490	520400	00000	67,666	9,630	77,296	2,813.65	.00	74,482.72	3.6%
10100490	520600	00000	1,044	0	1,044	44.31	.00	999.69	4.2%
10100490	520700	00000	264,312	0	264,312	20,873.00	.00	243,439.00	7.9%
10100490	520800	00000	4,968	0	4,968	420.48	.00	4,547.52	8.5%
10100490	521000	00000	672	362	1,034	.69	.00	1,033.14	.1%
10100490	521200	00000	14,838	1,312	16,150	596.32	.00	15,553.32	3.7%
10100490	530700	00000	8,500	0	8,500	492.01	.00	8,007.99	5.8%
10100490	532000	00000	1,250	0	1,250	950.00	.00	300.00	76.0%
10100490	533000	00000	14,500	0	14,500	500.00	5,500.00	8,500.00	41.4%
10100490	533400	00000	25,400	0	25,400	.00	.00	25,400.00	.0%
10100490	534800	00000	92,000	0	92,000	584.05	.00	91,415.95	.6%
10100490	534900	00000	1,355	0	1,355	1,355.00	.00	.00	100.0%
10100490	535500	00000	4,450	0	4,450	130.47	.00	4,319.53	2.9%
10100490	535600	00000	335	0	335	.00	.00	335.00	.0%
10100490	543500	00000	16,500	0	16,500	6,680.85	707.11	9,112.04	44.8%
10100490	543700	00000	480	0	480	.00	.00	480.00	.0%
10100490	551300	00000	3,600	0	3,600	.00	.00	3,600.00	.0%
10100490	559900	00000	500	0	500	.00	.00	500.00	.0%
10100490	570900	00000	6,500	0	6,500	.00	.00	6,500.00	.0%
10520060	524000	00000	250	0	250	.00	.00	250.00	.0%
TOTAL County Clerk Office			1,599,578	107,370	1,706,948	82,004.13	6,207.11	1,618,736.96	5.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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52600 Data Processing

10100500	510500	00000	Supervisor	92,000	9,882	101,882	3,836.50	.00	98,045.30	3.8%
10100500	512100	00000	Data Proce	299,618	13,116	312,734	9,177.46	.00	303,556.82	2.9%
10100500	516900	00000	Part time	5,000	0	5,000	.00	.00	5,000.00	.0%
10100500	520100	00000	Social Sec	20,080	1,426	21,506	771.60	.00	20,734.28	3.6%
10100500	520400	00000	State Reti	22,476	1,596	24,072	755.51	.00	23,316.56	3.1%
10100500	520600	00000	Life Ins E	290	0	290	9.62	.00	280.38	3.3%
10100500	520700	00000	Health Ins	57,228	0	57,228	2,731.00	.00	54,497.00	4.8%
10100500	520800	00000	Dental Ins	1,104	0	1,104	46.72	.00	1,057.28	4.2%
10100500	521000	00000	Unemp Comp	140	92	232	6.19	.00	225.80	2.7%
10100500	521200	00000	Employer M	4,696	333	5,029	180.45	.00	4,849.02	3.6%
10100500	530700	00000	Communicat	50,076	0	50,076	4,963.01	.00	45,112.59	9.9%
10100500	531700	00000	Data Proce	828,250	0	828,250	130,553.14	44,123.40	653,573.58	21.1%
10100500	533300	00000	Licenses	245,704	0	245,704	24,125.55	88,301.71	133,276.82	45.8%
10100500	533600	00000	Maint. And	7,500	0	7,500	.00	.00	7,500.00	.0%
10100500	535500	00000	Travel	10,000	0	10,000	.00	.00	10,000.00	.0%
10100500	535600	00000	Tuition	18,000	0	18,000	.00	.00	18,000.00	.0%
10100500	539900	00000	Other Cont	512,771	0	512,771	27,040.00	297,440.00	188,291.00	63.3%
10100500	541100	00000	Data Proce	2,500	0	2,500	.00	.00	2,500.00	.0%
10100500	541700	00000	Equipment	10,000	0	10,000	426.86	7,033.47	2,539.67	74.6%
10100500	543500	00000	Office Sup	1,500	0	1,500	32.71	15.09	1,452.20	3.2%
10100500	551300	00000	Workers Co	720	0	720	.00	.00	720.00	.0%
10100500	570900	00000	Data Proce	5,000	0	5,000	837.00	.00	4,163.00	16.7%
10100500	571100	00000	Furniture a	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Data Processing				2,195,653	26,445	2,222,098	205,493.32	436,913.67	1,579,691.30	28.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
52900 Other Finance									
10520090	510300 00000	122,822	6,652	129,474	4,979.80	.00	124,494.43	3.8%	
10520090	520100 00000	9,537	495	10,032	293.03	.00	9,738.87	2.9%	
10520090	520400 00000	10,675	554	11,229	343.61	.00	10,885.36	3.1%	
10520090	520600 00000	60	0	60	2.48	.00	57.52	4.1%	
10520090	520700 00000	16,716	0	16,716	2,045.50	.00	14,670.50	12.2%	
10520090	520800 00000	276	0	276	35.04	.00	240.96	12.7%	
10520090	521000 00000	28	32	60	.00	.00	59.93	.0%	
10520090	521200 00000	2,231	116	2,347	68.53	.00	2,278.21	2.9%	
10520100	510500 00000	0	1,330	1,330	.00	.00	1,330.06	.0%	
10520100	518900 00000	30,994	0	30,994	.00	.00	30,994.00	.0%	
TOTAL Other Finance		193,339	9,179	202,518	7,767.99	.00	194,749.84	3.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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53110 Circuit Court Judge

10100510	516200	00000	Clerical P	24,101	0	24,101	428.67	.00	23,672.33	1.8%
10100510	519400	00000	JuryWitnes	23,500	0	23,500	910.00	.00	22,590.00	3.9%
10100510	520100	00000	Social Sec	1,494	0	1,494	26.58	.00	1,467.42	1.8%
10100510	521000	00000	Unemp Comp	28	0	28	1.29	.00	26.71	4.6%
10100510	521200	00000	Employer M	350	0	350	6.21	.00	343.79	1.8%
10100510	530700	00000	Communitcn	2,700	0	2,700	163.84	.00	2,536.16	6.1%
10100510	533200	00000	Legal Noti	400	0	400	.00	300.00	100.00	75.0%
10100510	533300	00000	Licenses	3,500	0	3,500	71.00	-71.00	3,500.00	.0%
10100510	533600	00000	Maint. And	500	0	500	.00	.00	500.00	.0%
10100510	533700	00000	Maint. And	500	0	500	.00	.00	500.00	.0%
10100510	534800	00000	PostalChg	9,500	0	9,500	.00	.00	9,500.00	.0%
10100510	534900	00000	Printing S	7,000	0	7,000	.00	.00	7,000.00	.0%
10100510	541000	00000	CustSupply	500	0	500	.00	.00	500.00	.0%
10100510	541400	00000	Duplicatin	200	0	200	.00	.00	200.00	.0%
10100510	542200	00000	Food Suppl	10,800	0	10,800	.00	1,000.00	9,800.00	9.3%
10100510	543200	00000	Library Bo	250	0	250	.00	.00	250.00	.0%
10100510	543500	00000	Office sup	2,500	0	2,500	.00	37.80	2,462.20	1.5%
10100510	549900	00000	Other Supp	350	0	350	.00	.00	350.00	.0%
10100510	551300	00000	workers Co	144	0	144	.00	.00	144.00	.0%
10530010	533400	00000	Maintenanc	150	0	150	.00	100.00	50.00	66.7%
10530010	541100	00000	DataProcSu	1,500	0	1,500	.00	949.18	550.82	63.3%
10530010	542100	00000	FoodPrepSu	250	0	250	.00	.00	250.00	.0%
10530010	570700	00000	BldgImprov	985	0	985	.00	.00	985.00	.0%
TOTAL Circuit Court Judge				91,202	0	91,202	1,607.59	2,315.98	87,278.43	4.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT			
101 Gen County	APPROP	ADJSTMTS	BUDGET			BUDGET	USED			
53120 Circuit Court Clerk										
10100520	510100	00000	County off	124,703	0	124,703	9,592.50	.00	115,110.50	7.7%
10100520	510300	00000	Assistant	259,682	14,807	274,489	9,309.00	.00	265,180.26	3.4%
10100520	510500	00000	Supervisor	73,396	4,762	78,158	3,006.00	.00	75,152.21	3.8%
10100520	516200	00000	Clerical P	1,576,203	90,424	1,666,627	63,648.61	.00	1,602,978.84	3.8%
10100520	516800	00000	Temporary	7,000	1,294	8,294	651.84	.00	7,642.00	7.9%
10100520	516900	00000	Part time	35,000	1,929	36,929	441.40	.00	36,487.84	1.2%
10100520	520100	00000	Social Sec	129,121	7,019	136,140	5,068.32	.00	131,072.13	3.7%
10100520	520400	00000	State Reti	142,124	10,265	152,389	5,515.18	.00	146,874.03	3.6%
10100520	520600	00000	Life Ins E	2,173	0	2,173	88.20	.00	2,084.80	4.1%
10100520	520700	00000	Health Ins	443,508	0	443,508	35,171.00	.00	408,337.00	7.9%
10100520	520800	00000	Dental Ins	10,488	0	10,488	817.60	.00	9,670.40	7.8%
10100520	521000	00000	Unemp Comp	1,344	453	1,797	8.89	.00	1,787.98	.5%
10100520	521200	00000	Employer M	30,198	1,642	31,840	1,185.31	.00	30,654.34	3.7%
10100520	530600	00000	Bank Chrg	200	0	200	.00	.00	200.00	.0%
10100520	530700	00000	Communicat	28,000	0	28,000	1,722.15	.00	26,277.85	6.2%
10100520	531200	00000	Contracts	3,500	0	3,500	.00	3,124.00	376.00	89.3%
10100520	531700	00000	Data Proce	10,000	0	10,000	.00	.00	10,000.00	.0%
10100520	532000	00000	Dues and M	3,500	0	3,500	1,150.00	.00	2,350.00	32.9%
10100520	533000	00000	Lease Paym	4,500	0	4,500	340.93	3,751.07	408.00	90.9%
10100520	533100	00000	Legal svcs	500	0	500	.00	.00	500.00	.0%
10100520	533300	00000	Licenses	8,500	0	8,500	.00	852.00	7,648.00	10.0%
10100520	533400	00000	Maintenanc	65,000	0	65,000	60,777.85	1,290.15	2,932.00	95.5%
10100520	533700	00000	Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
10100520	533800	00000	Maint. And	2,000	0	2,000	.00	.00	2,000.00	.0%
10100520	534800	00000	Postalchg	20,000	0	20,000	.00	.00	20,000.00	.0%
10100520	534900	00000	Printing S	18,000	0	18,000	.00	937.63	17,062.37	5.2%
10100520	535500	00000	Travel	10,000	0	10,000	.00	.00	10,000.00	.0%
10100520	535600	00000	Tuition	12,000	0	12,000	410.00	300.00	11,290.00	5.9%
10100520	539900	00000	Other Cont	1,000	0	1,000	81.31	818.69	100.00	90.0%
10100520	541000	00000	Custodial	500	0	500	.00	285.00	215.00	57.0%
10100520	541100	00000	Data Proce	15,000	0	15,000	969.87	.00	14,030.13	6.5%
10100520	541400	00000	Duplicatin	6,000	0	6,000	420.00	.00	5,580.00	7.0%
10100520	542200	00000	Food Suppl	2,800	0	2,800	34.35	1,665.65	1,100.00	60.7%
10100520	542500	00000	Gasoline	2,000	0	2,000	.00	.00	2,000.00	.0%
10100520	543200	00000	Library Bo	2,400	0	2,400	.00	.00	2,400.00	.0%
10100520	543500	00000	Office Sup	7,600	0	7,600	668.20	215.92	6,715.88	11.6%
10100520	543700	00000	Periodical	100	0	100	.00	.00	100.00	.0%
10100520	549900	00000	Other Supp	500	0	500	.00	.00	500.00	.0%
10100520	551300	00000	Workers Co	7,056	0	7,056	.00	.00	7,056.00	.0%
10100520	552400	00000	Inservice	3,500	0	3,500	196.87	103.13	3,200.00	8.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:	101	Gen	County	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10100520	559900	00000	Other Char	100	0	100	.00	.00	100.00	.0%
10100520	570700	00000	Building I	10,000	0	10,000	.00	.00	10,000.00	.0%
10100520	570900	00000	Data Proce	10,000	0	10,000	.00	.00	10,000.00	.0%
10530020	518700	00000	Overtime P	2,500	0	2,500	.00	.00	2,500.00	.0%
10530020	542100	00000	FoodPrepsu	200	0	200	.00	.00	200.00	.0%
10530020	571100	00000	Furniture a	5,000	0	5,000	.00	.00	5,000.00	.0%
10530020	571900	00000	Office Equ	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Circuit Court Clerk				3,100,396	132,596	3,232,992	201,275.38	13,343.24	3,018,373.56	6.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED	
53200 Criminal Court										
10100530	510500	00000	Supervisor	81,015	4,016	85,030	3,270.40	.00	81,760.00	3.8%
10100530	511100	00000	Probation	400,286	30,635	430,921	14,469.61	.00	416,451.79	3.4%
10100530	516100	00000	Secretary	88,786	4,674	93,460	3,594.60	.00	89,865.76	3.8%
10100530	520100	00000	Social Sec	35,345	2,438	37,783	1,280.06	.00	36,503.13	3.4%
10100530	520400	00000	State Reti	39,564	2,729	42,293	1,472.07	.00	40,821.13	3.5%
10100530	520600	00000	Life Ins E	634	0	634	23.39	.00	610.61	3.7%
10100530	520700	00000	Health Ins	85,548	0	85,548	6,216.00	.00	79,332.00	7.3%
10100530	520800	00000	Dental Ins	2,760	0	2,760	233.60	.00	2,526.40	8.5%
10100530	521000	00000	Unemp Comp	336	157	493	.00	.00	493.30	.0%
10100530	521200	00000	Employer M	8,266	570	8,836	299.37	.00	8,536.85	3.4%
10100530	530700	00000	Communicat	5,847	0	5,847	348.56	.00	5,498.44	6.0%
10100530	532000	00000	Dues and M	1,500	0	1,500	.00	.00	1,500.00	.0%
10100530	533000	00000	Lease Paym	10,100	0	10,100	27.80	.00	10,072.20	.3%
10100530	533300	00000	Licenses	10,800	0	10,800	.00	.00	10,800.00	.0%
10100530	535500	00000	Travel	11,900	0	11,900	4,907.89	-4,599.04	11,591.15	2.6%
10100530	535600	00000	Tuition	10,000	0	10,000	.00	.00	10,000.00	.0%
10100530	539900	00000	Other Cont	3,000	0	3,000	.00	.00	3,000.00	.0%
10100530	541300	00000	Drugs and	89,488	0	89,488	203.45	3,944.75	85,339.80	4.6%
10100530	542200	00000	Food Suppl	200	0	200	.00	.00	200.00	.0%
10100530	542900	00000	Instr Supp	4,000	0	4,000	.00	.00	4,000.00	.0%
10100530	543500	00000	Office Sup	3,000	0	3,000	.00	.00	3,000.00	.0%
10100530	551300	00000	workers Co	1,728	0	1,728	.00	.00	1,728.00	.0%
TOTAL Criminal Court				894,103	45,221	939,323	36,346.80	-654.29	903,630.56	3.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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53310 General Sessions Judge

10100540	510200	00000	Judges	767,487	0	767,487	59,037.52	.00	708,449.48	7.7%
10100540	516100	00000	Secretary	153,890	8,298	162,188	6,045.60	.00	156,142.23	3.7%
10100540	518900	00000	Other Sala	9,900	0	9,900	.00	.00	9,900.00	.0%
10100540	520100	00000	Social Sec	58,218	514	58,732	3,860.90	.00	54,871.57	6.6%
10100540	520400	00000	State Reti	65,167	576	65,743	4,490.75	.00	61,252.12	6.8%
10100540	520600	00000	Life Ins E	435	0	435	27.03	.00	407.97	6.2%
10100540	520700	00000	Health Ins	81,324	0	81,324	7,252.00	.00	74,072.00	8.9%
10100540	520800	00000	Dental Ins	1,932	0	1,932	163.52	.00	1,768.48	8.5%
10100540	521000	00000	Unemp Comp	112	3,103	3,215	.00	.00	3,215.14	.0%
10100540	521200	00000	Employer M	13,615	120	13,735	902.95	.00	12,832.37	6.6%
10100540	530700	00000	Communicat	6,190	0	6,190	357.68	.00	5,832.32	5.8%
10100540	532000	00000	Dues and M	3,500	0	3,500	.00	.00	3,500.00	.0%
10100540	533000	00000	Lease Paym	1,200	0	1,200	.00	.00	1,200.00	.0%
10100540	533200	00000	Legal Noti	2,500	0	2,500	.00	.00	2,500.00	.0%
10100540	533700	00000	Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
10100540	534900	00000	Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
10100540	535500	00000	Travel	7,000	0	7,000	.00	.00	7,000.00	.0%
10100540	535600	00000	Tuition	1,450	0	1,450	.00	.00	1,450.00	.0%
10100540	542200	00000	Food Suppl	500	0	500	.00	.00	500.00	.0%
10100540	543200	00000	Library Bo	3,000	0	3,000	226.11	.00	2,773.89	7.5%
10100540	543500	00000	Office Sup	9,500	0	9,500	246.62	.00	9,253.38	2.6%
10100540	551300	00000	Workers Co	1,152	0	1,152	.00	.00	1,152.00	.0%
10100540	571100	00000	Funiture a	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL General Sessions Judge				1,193,072	12,612	1,205,684	82,610.68	.00	1,123,072.95	6.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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53400 Chancery Court

10100550	533000	00000	Lease Paym	1,200	0	1,200	33.66	.00	1,166.34	2.8%
10100550	534900	00000	Printing S	1,036	0	1,036	.00	.00	1,036.00	.0%
10100550	543500	00000	Office Sup	1,400	0	1,400	.00	.00	1,400.00	.0%
10100560	510100	00000	County Off	113,366	0	113,366	8,720.46	.00	104,645.54	7.7%
10100560	516200	00000	Clerical P	288,966	15,239	304,205	10,400.05	.00	293,804.68	3.4%
10100560	520100	00000	Social Sec	24,945	170	25,115	1,084.40	.00	24,030.40	4.3%
10100560	520400	00000	State Reti	27,922	190	28,112	1,093.55	.00	27,018.52	3.9%
10100560	520600	00000	Life Ins E	403	0	403	15.36	.00	387.64	3.8%
10100560	520700	00000	Health Ins	74,004	-2,500	71,504	4,683.00	.00	66,821.00	6.5%
10100560	520800	00000	Dental Ins	1,932	0	1,932	116.80	.00	1,815.20	6.0%
10100560	521200	00000	Employer M	5,834	40	5,874	262.72	.00	5,610.99	4.5%
10100560	530700	00000	Communicat	9,778	0	9,778	627.79	.00	9,150.21	6.4%
10100560	532000	00000	Dues and M	1,500	0	1,500	1,215.00	.00	285.00	81.0%
10100560	533200	00000	Legal Noti	500	0	500	.00	.00	500.00	.0%
10100560	534800	00000	PostalChg	25,000	-7,000	18,000	.00	.00	18,000.00	.0%
10100560	534900	00000	Printing S	8,295	0	8,295	197.10	.00	8,097.90	2.4%
10100560	535500	00000	Travel	1,350	0	1,350	22.01	.00	1,327.99	1.6%
10100560	539900	00000	Other Cont	29,545	0	29,545	21,615.00	.00	7,930.00	73.2%
10100560	543500	00000	Office Sup	8,498	0	8,498	151.17	.00	8,346.83	1.8%
10100560	570900	00000	Data Proce	3,646	-3,000	646	.00	.00	646.00	.0%
10534010	521000	00000	Unemp Comp	196	11	207	4.34	.00	202.61	2.1%
10534010	533000	00000	Lease Paym	2,100	0	2,100	122.83	.00	1,977.17	5.8%
10534010	551300	00000	Workers Co	1,152	0	1,152	.00	.00	1,152.00	.0%
TOTAL Chancery Court				632,568	3,149	635,717	50,365.24	.00	585,352.02	7.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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53500 Juvenile Court

10100570	511200	00000	Youth Serv	274,311	13,198	287,509	7,784.40	.00	279,724.59	2.7%
10100570	516100	00000	Secretary	39,904	2,249	42,153	1,621.30	.00	40,531.73	3.8%
10100570	516800	00000	Temporary	4,400	0	4,400	.00	.00	4,400.00	.0%
10100570	518900	00000	Other Sala	169,000	16,383	185,383	7,082.10	.00	178,300.81	3.8%
10100570	520100	00000	Social Sec	28,642	1,973	30,615	988.85	.00	29,626.61	3.2%
10100570	520400	00000	State Reti	32,061	2,209	34,270	769.73	.00	33,500.27	2.2%
10100570	520600	00000	Life Ins E	450	0	450	13.18	.00	436.82	2.9%
10100570	520700	00000	Health Ins	71,448	0	71,448	3,711.12	.00	67,736.88	5.2%
10100570	520800	00000	Dental Ins	1,380	0	1,380	89.69	.00	1,290.31	6.5%
10100570	521000	00000	Unemp Comp	224	127	351	.00	.00	351.32	.0%
10100570	521200	00000	Employer M	6,699	462	7,161	231.25	.00	6,929.28	3.2%
10100570	530700	00000	Communicat	10,000	0	10,000	527.86	.00	9,472.14	5.3%
10100570	531700	00000	Data Proce	350	0	350	.00	.00	350.00	.0%
10100570	532000	00000	Dues and M	5,930	0	5,930	230.47	.53	5,699.00	3.9%
10100570	533000	00000	Lease Paym	2,500	0	2,500	14.24	.00	2,485.76	.6%
10100570	534000	00000	Medical an	8,000	0	8,000	.00	.00	8,000.00	.0%
10100570	534800	00000	PostalChg	200	0	200	.00	.00	200.00	.0%
10100570	534900	00000	Printing S	400	0	400	.00	60.00	340.00	15.0%
10100570	535500	00000	Travel	15,500	0	15,500	.00	.00	15,500.00	.0%
10100570	535600	00000	Tuition	7,700	0	7,700	.00	.00	7,700.00	.0%
10100570	541100	00000	DataProcSu	500	0	500	.00	.00	500.00	.0%
10100570	542200	00000	Food Suppl	1,000	0	1,000	60.55	.00	939.45	6.1%
10100570	542900	00000	InstrSuppl	300	0	300	.00	.00	300.00	.0%
10100570	543200	00000	Library Bo	2,000	0	2,000	577.36	.00	1,422.64	28.9%
10100570	543500	00000	Office Sup	4,500	0	4,500	.00	.00	4,500.00	.0%
10100570	545100	00000	Uniforms	700	0	700	.00	640.00	60.00	91.4%
10100570	547100	00000	Comp Softw	6,500	0	6,500	.00	.00	6,500.00	.0%
10100570	551300	00000	Workers Co	1,152	0	1,152	.00	.00	1,152.00	.0%
10100570	570700	00000	Building I	10,000	0	10,000	.00	.00	10,000.00	.0%
10530040	541300	00000	Drugs and	5,000	0	5,000	.00	.00	5,000.00	.0%
10530040	571100	00000	Furniture a	1,000	0	1,000	.00	.00	1,000.00	.0%
10536010	514000	00000	Salsupplmt	20,000	0	20,000	1,327.04	.00	18,672.96	6.6%
10536010	520100	00000	SocSecur	1,240	0	1,240	79.42	.00	1,160.58	6.4%
10536010	520400	00000	State Reti	1,380	0	1,380	68.70	.00	1,311.30	5.0%
10536010	520600	00000	LifeInsER	30	0	30	1.54	.00	28.46	5.1%
10536010	520700	00000	HealthER	3,000	0	3,000	155.88	.00	2,844.12	5.2%
10536010	520800	00000	DentalER	100	0	100	3.75	.00	96.25	3.8%
10536010	521000	00000	UnemplCmp	50	0	50	.00	.00	50.00	.0%
10536010	521200	00000	ERMediCost	290	0	290	18.58	.00	271.42	6.4%
10536010	530700	00000	Communicat	5,000	0	5,000	57.50	.00	4,942.50	1.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:	101	Gen	County	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10536010	531000	00000	Contracts	19,250	0	19,250	.00	1,500.00	17,750.00	7.8%
10536010	532000	00000	Dues and M	1,000	0	1,000	.00	.00	1,000.00	.0%
10536010	534000	00000	Medical an	29,600	0	29,600	.00	.00	29,600.00	.0%
10536010	535500	00000	Travel	10,000	0	10,000	.00	.00	10,000.00	.0%
10536010	535600	00000	Tuition	2,000	0	2,000	.00	.00	2,000.00	.0%
10536010	541300	00000	Drugs and	6,250	0	6,250	.00	.00	6,250.00	.0%
10536010	543500	00000	Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10536010	547100	00000	Computer S	750	0	750	.00	.00	750.00	.0%
TOTAL Juvenile Court				812,691	36,601	849,292	25,414.51	2,200.53	821,677.20	3.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
53610 Office of Public Defender							
10100580 516200 00000 Clerical P	44,308	92	44,400	3,408.28	.00	40,991.29	7.7%
10100580 520100 00000 Social Sec	2,747	6	2,753	211.31	.00	2,541.37	7.7%
10100580 520400 00000 State Reti	0	6	6	.00	.00	6.36	.0%
10100580 521000 00000 Unemp Comp	56	0	56	1.19	.00	55.18	2.1%
10100580 521200 00000 Employer M	642	1	643	49.42	.00	593.91	7.7%
TOTAL Office of Public Defender	47,753	105	47,858	3,670.20	.00	44,188.11	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
53700 Judicial Commissioners							
10100590 516200 00000 Clerical P	236,445	10,884	247,329	8,215.03	.00	239,114.23	3.3%
10100590 520100 00000 Social Sec	14,660	675	15,335	505.56	.00	14,829.26	3.3%
10100590 520400 00000 State Reti	16,409	755	17,164	248.29	.00	16,916.08	1.4%
10100590 520600 00000 Life Ins E	280	0	280	4.41	.00	275.59	1.6%
10100590 520700 00000 Health Ins	23,796	0	23,796	590.00	.00	23,206.00	2.5%
10100590 520800 00000 Dental Ins	552	0	552	23.36	.00	528.64	4.2%
10100590 521000 00000 Unemp Comp	280	44	324	10.20	.00	313.34	3.2%
10100590 521200 00000 Employer M	3,428	158	3,586	118.24	.00	3,467.58	3.3%
10100590 530700 00000 Communicat	3,000	0	3,000	120.84	.00	2,879.16	4.0%
10100590 532000 00000 Dues and M	800	0	800	.00	.00	800.00	.0%
10100590 533000 00000 Lease Paym	1,000	0	1,000	.00	.00	1,000.00	.0%
10100590 543200 00000 Library Bo	750	0	750	.00	.00	750.00	.0%
10100590 543500 00000 Office Sup	5,000	0	5,000	.00	.00	5,000.00	.0%
10100590 551300 00000 workers co	1,440	0	1,440	.00	.00	1,440.00	.0%
TOTAL Judicial Commissioners	307,840	12,516	320,356	9,835.93	.00	310,519.88	3.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
53910 Probation Services										
10100610	510500	00000	Supervisor	83,040	4,907	87,946	3,382.50	.00	84,563.55	3.8%
10100610	511100	00000	Probation	308,400	20,887	329,287	11,262.21	.00	318,024.66	3.4%
10100610	511900	00000	Accountant	46,977	2,793	49,770	1,914.21	.00	47,856.05	3.8%
10100610	516100	00000	Secretary	36,778	2,149	38,927	1,497.20	.00	37,430.17	3.8%
10100610	518700	00000	Overtime P	2,000	0	2,000	.00	.00	2,000.00	.0%
10100610	520100	00000	Social Sec	29,462	1,906	31,368	1,046.06	.00	30,321.58	3.3%
10100610	520400	00000	State Reti	32,979	2,133	35,112	1,245.88	.00	33,866.20	3.5%
10100610	520600	00000	Life Ins E	525	0	525	20.07	.00	504.93	3.8%
10100610	520700	00000	Health Ins	114,516	0	114,516	9,341.00	.00	105,175.00	8.2%
10100610	520800	00000	Dental Ins	2,484	0	2,484	186.88	.00	2,297.12	7.5%
10100610	521000	00000	Unemp Comp	280	123	403	.00	.00	402.94	.0%
10100610	521200	00000	Employer M	6,890	446	7,336	244.64	.00	7,091.03	3.3%
10100610	530700	00000	Communicat	9,600	0	9,600	641.07	.00	8,958.93	6.7%
10100610	530900	00000	Contracts	13,500	0	13,500	2,362.50	8,812.50	2,325.00	82.8%
10100610	531000	00000	Contracts	60,000	0	60,000	.00	.00	60,000.00	.0%
10100610	532000	00000	Dues and M	200	0	200	.00	.00	200.00	.0%
10100610	533000	00000	Lease Paym	540	0	540	.00	.00	540.00	.0%
10100610	533300	00000	Licenses	11,700	0	11,700	900.00	9,900.00	900.00	92.3%
10100610	534800	00000	PostalChg	50	0	50	.00	.00	50.00	.0%
10100610	534900	00000	Printing S	1,650	0	1,650	.00	.00	1,650.00	.0%
10100610	535500	00000	Travel	1,500	0	1,500	339.86	-450.00	1,610.14	-7.3%
10100610	535600	00000	Tuition	1,000	0	1,000	.00	.00	1,000.00	.0%
10100610	541300	00000	Drugs and	15,000	0	15,000	362.00	.00	14,638.00	2.4%
10100610	543500	00000	Office Sup	4,500	0	4,500	.00	.00	4,500.00	.0%
10530080	551300	00000	Workers Co	1,440	0	1,440	.00	.00	1,440.00	.0%
TOTAL Probation Services				785,011	35,343	820,354	34,746.08	18,262.50	767,345.30	6.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED
53930 Victim Assistance Programs								
10100620 531600 00000 contributi	45,000	0	45,000		.00	.00	45,000.00	.0%
TOTAL Victim Assistance Programs	45,000	0	45,000		.00	.00	45,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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54110 Sheriff Department

10100630	510100	00000	County off	137,173	0	137,173	10,551.72	.00	126,621.28	7.7%
10100630	510300	00000	Assistant	225,702	20,420	246,122	9,466.30	.00	236,656.19	3.8%
10100630	510500	00000	Supervisor	587,960	66,623	654,583	25,176.30	.00	629,406.63	3.8%
10100630	510600	00000	Deputies	4,982,128	1,155,486	6,137,614	219,465.62	.00	5,918,148.18	3.6%
10100630	510800	00000	Investigat	1,258,516	224,513	1,483,029	55,027.18	.00	1,428,001.75	3.7%
10100630	510900	00000	Captain	239,584	47,274	286,858	11,033.10	.00	275,824.55	3.8%
10100630	511000	00000	Lieutenant	780,756	120,698	901,454	34,671.20	.00	866,782.94	3.8%
10100630	511500	00000	Sergeants	506,443	75,332	581,775	25,205.03	.00	556,569.88	4.3%
10100630	512000	00000	Computer P	297,985	18,589	316,574	12,176.00	.00	304,398.02	3.8%
10100630	514000	00000	Salary Sup	250,000	0	250,000	500.00	.00	249,500.00	.2%
10100630	514200	00000	Mechanics	88,368	4,770	93,138	3,592.40	.00	89,545.94	3.9%
10100630	516200	00000	Clerical P	459,708	27,534	487,242	14,653.92	.00	472,587.92	3.0%
10100630	516400	00000	Attendants	39,904	2,249	42,153	1,621.30	.00	40,531.74	3.8%
10100630	516900	00000	Part time	285,000	63,405	348,405	9,363.47	.00	339,041.08	2.7%
10100630	518600	00000	Longevity	65,000	0	65,000	.00	.00	65,000.00	.0%
10100630	518700	00000	Overtime P	660,450	0	660,450	16,456.91	.00	643,993.09	2.5%
10100630	519600	00000	InServce	158,000	0	158,000	.00	.00	158,000.00	.0%
10100630	520100	00000	Social Sec	625,319	113,267	738,586	26,144.01	.00	712,442.33	3.5%
10100630	520400	00000	State Reti	1,010,000	135,242	1,145,242	43,534.21	.00	1,101,708.15	3.8%
10100630	520600	00000	Life Ins E	10,011	0	10,011	402.28	.00	9,608.72	4.0%
10100630	520700	00000	Health Ins	2,049,240	0	2,049,240	160,940.26	.00	1,888,299.74	7.9%
10100630	520800	00000	Dental Ins	43,608	0	43,608	3,397.92	.00	40,210.08	7.8%
10100630	521000	00000	Unemp Comp	5,684	7,308	12,992	8.57	.00	12,983.00	.1%
10100630	521200	00000	Employer M	146,244	26,490	172,734	6,167.39	.00	166,566.55	3.6%
10100630	530700	00000	Communicat	330,000	0	330,000	21,119.51	.00	308,880.49	6.4%
10100630	530900	00000	Contracts	1,700	0	1,700	.00	.00	1,700.00	.0%
10100630	531900	00000	Drug Contr	5,000	0	5,000	.00	.00	5,000.00	.0%
10100630	532000	00000	Dues and M	11,550	0	11,550	3,000.00	.00	8,550.00	26.0%
10100630	532200	00000	Evaluation	16,000	0	16,000	.00	.00	16,000.00	.0%
10100630	533000	00000	Lease Paym	40,000	0	40,000	20,071.33	15,960.00	3,968.67	90.1%
10100630	533100	00000	Legal Svcs	15,000	0	15,000	.00	12,000.00	3,000.00	80.0%
10100630	533300	00000	Licenses	55,000	0	55,000	9.06	3,115.00	51,875.94	5.7%
10100630	533400	00000	Maintenanc	210,000	0	210,000	79,374.32	1,875.00	128,750.68	38.7%
10100630	533600	00000	Maint. And	11,500	0	11,500	444.73	7,033.85	4,021.42	65.0%
10100630	533800	00000	Maint. And	75,000	0	75,000	-765.49	9,293.56	66,471.93	11.4%
10100630	533900	00000	Matching S	63,750	0	63,750	63,750.00	.00	.00	100.0%
10100630	534800	00000	PostalChg	9,000	0	9,000	.00	.00	9,000.00	.0%
10100630	534900	00000	Printing S	17,500	0	17,500	554.67	987.50	15,957.83	8.8%
10100630	535100	00000	Rentals	7,000	0	7,000	2,073.70	4,155.00	771.30	89.0%
10100630	535500	00000	Travel	120,000	0	120,000	5,815.03	763.72	113,421.25	5.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
10100630 535600 00000 Tuition	70,000	0	70,000		6,363.94	8,160.00	55,476.06	20.7%	
10100630 539900 00000 Other Cont	20,000	0	20,000		.00	.00	20,000.00	.0%	
10100630 540600 00000 Basic Skil	93,500	0	93,500		.00	.00	93,500.00	.0%	
10100630 541000 00000 Custodial	2,000	0	2,000		.00	.00	2,000.00	.0%	
10100630 541100 00000 Data Proce	30,000	0	30,000		1,590.00	4,247.00	24,163.00	19.5%	
10100630 541300 00000 Drugs and	3,500	0	3,500		415.95	-500.00	3,584.05	-2.4%	
10100630 541500 00000 Electricit	13,000	0	13,000		720.12	.00	12,279.88	5.5%	
10100630 541800 00000 Equipment	2,500	0	2,500		299.97	-299.97	2,500.00	.0%	
10100630 542200 00000 Food Suppl	2,000	0	2,000		336.60	.00	1,663.40	16.8%	
10100630 542400 00000 Garage Sup	2,000	0	2,000		.00	.00	2,000.00	.0%	
10100630 542500 00000 Gasoline	600,000	0	600,000		.00	.00	600,000.00	.0%	
10100630 543100 00000 Law Enforc	110,000	0	110,000		603.73	5,203.52	104,192.75	5.3%	
10100630 543300 00000 Lubricants	5,000	0	5,000		.00	.00	5,000.00	.0%	
10100630 543500 00000 Office Sup	27,000	0	27,000		.00	8,639.98	18,360.02	32.0%	
10100630 544600 00000 Small Tool	1,500	0	1,500		.00	.00	1,500.00	.0%	
10100630 545000 00000 Tires and	50,000	0	50,000		7,483.38	5,016.62	37,500.00	25.0%	
10100630 545100 00000 uniforms	179,500	0	179,500		.00	26,300.00	153,200.00	14.7%	
10100630 545300 00000 Vehicle Pa	110,000	0	110,000		1,340.88	24,000.00	84,659.12	23.0%	
10100630 551300 00000 Workers Co	247,284	0	247,284		.00	.00	247,284.00	.0%	
10100630 570900 00000 Data Proce	5,000	0	5,000		.00	.00	5,000.00	.0%	
10100630 571100 00000 Funiture a	15,000	0	15,000		.00	14,415.00	585.00	96.1%	
10100630 571600 00000 Law Enf Eq	203,250	0	203,250		.00	159,657.80	43,592.20	78.6%	
10100630 579000 00000 Other Equi	20,000	0	20,000		.00	.00	20,000.00	.0%	
10545020 533400 00000 Maintenanc	0	50,400	50,400		.00	.00	50,400.00	.0%	
10545020 571600 00000 Law Enf Eq	0	1,125,000	1,125,000		.00	.00	1,125,000.00	.0%	
TOTAL Sheriff Department	17,712,817	3,284,600	20,997,417		904,156.52	310,023.58	19,783,236.75	5.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen	County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
54113 COPS GRANT										
10540060	510600	00000	Deputies	117,673	35,765	153,438	6,090.01	.00	147,347.79	4.0%
10540060	520100	00000	Social Sec	7,296	2,217	9,513	368.48	.00	9,144.94	3.9%
10540060	520400	00000	Pensions	12,285	7,852	20,137	428.00	.00	19,709.41	2.1%
10540060	520600	00000	Life Ins E	140	0	140	6.18	.00	133.82	4.4%
10540060	520700	00000	Health Ins	33,492	0	33,492	1,383.00	.00	32,109.00	4.1%
10540060	520800	00000	Dental Ins	552	0	552	23.36	.00	528.64	4.2%
10540060	521000	00000	Unemp Comp	84	143	227	.00	.00	227.06	.0%
10540060	521200	00000	Employer M	1,706	519	2,225	86.18	.00	2,138.41	3.9%
TOTAL COPS GRANT				173,228	46,496	219,724	8,385.21	.00	211,339.07	3.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
54160 Admin of the SexualOffenderReg									
10100650	533400 00000	Maintenanc	25,000	0	25,000	25,000.00	.00	.00	100.0%
10100650	559900 00000	Other Char	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL Admin of the SexualOffenderReg			40,000	0	40,000	25,000.00	.00	15,000.00	62.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
54210 Jail										
10100660	510600	00000	Deputies	4,139,187	985,317	5,124,504	195,345.39	.00	4,929,158.64	3.8%
10100660	510800	00000	Investigat	96,332	20,536	116,868	4,494.90	.00	112,373.44	3.8%
10100660	510900	00000	Captain	81,015	11,329	92,344	3,551.70	.00	88,792.20	3.8%
10100660	511000	00000	Lieutenant	357,606	56,295	413,901	16,264.80	.00	397,636.51	3.9%
10100660	511500	00000	Sergeants	321,627	43,345	364,972	11,212.31	.00	353,759.50	3.1%
10100660	513000	00000	Socialwrkr	50,102	3,602	53,704	2,065.50	.00	51,638.39	3.8%
10100660	514000	00000	Salary Sup	20,000	0	20,000	-2,425.00	.00	22,425.00	-12.1%
10100660	516200	00000	Clerical P	196,315	24,820	221,135	8,988.31	.00	212,146.23	4.1%
10100660	516900	00000	Part time	45,000	31,415	76,415	1,699.27	.00	74,715.79	2.2%
10100660	518700	00000	Overtime P	260,000	0	260,000	5,196.90	.00	254,803.10	2.0%
10100660	519600	00000	InServce	52,000	0	52,000	.00	.00	52,000.00	.0%
10100660	520100	00000	Social Sec	331,909	72,953	404,862	14,738.66	.00	390,123.19	3.6%
10100660	520400	00000	State Reti	386,218	76,754	462,972	18,619.35	.00	444,353.11	4.0%
10100660	520600	00000	Life Ins E	5,902	0	5,902	235.74	.00	5,666.26	4.0%
10100660	520700	00000	Health Ins	1,108,332	0	1,108,332	78,663.81	.00	1,029,668.19	7.1%
10100660	520800	00000	Dental Ins	24,840	0	24,840	1,906.29	.00	22,933.71	7.7%
10100660	521000	00000	Unemp Comp	3,276	4,707	7,983	15.47	.00	7,967.17	.2%
10100660	521200	00000	Employer M	77,624	17,062	94,686	3,450.74	.00	91,234.81	3.6%
10100660	531200	00000	Contracts	22,000	0	22,000	5,210.00	.00	16,790.00	23.7%
10100660	532200	00000	Evaluation	1,000	0	1,000	.00	.00	1,000.00	.0%
10100660	533400	00000	Maintenanc	19,000	0	19,000	.00	.00	19,000.00	.0%
10100660	533500	00000	Maint. And	10,000	0	10,000	.00	.00	10,000.00	.0%
10100660	533600	00000	Maint. And	30,000	0	30,000	846.10	5,151.30	24,002.60	20.0%
10100660	534000	00000	Medical an	3,225,000	0	3,225,000	.00	.00	3,225,000.00	.0%
10100660	534900	00000	Printing S	4,000	0	4,000	255.38	-256.00	4,000.62	.0%
10100660	540600	00000	Basic skil	16,500	0	16,500	.00	.00	16,500.00	.0%
10100660	541000	00000	Custodial	120,000	0	120,000	1,889.00	14,500.00	103,611.00	13.7%
10100660	541100	00000	Data Proce	5,000	0	5,000	.00	.00	5,000.00	.0%
10100660	541300	00000	Drugs and	1,500	0	1,500	.00	.00	1,500.00	.0%
10100660	542100	00000	Food Prepa	44,000	0	44,000	395.81	8,004.19	35,600.00	19.1%
10100660	542200	00000	Food Suppl	852,000	0	852,000	50,546.48	148,653.52	652,800.00	23.4%
10100660	544100	00000	Prisoners	44,000	0	44,000	690.72	8,277.80	35,031.48	20.4%
10100660	545100	00000	Uniforms	65,000	0	65,000	.00	.00	65,000.00	.0%
10100660	549900	00000	Other Supp	5,000	0	5,000	600.00	.00	4,400.00	12.0%
10100660	551300	00000	workers Co	154,000	0	154,000	.00	.00	154,000.00	.0%
10100660	571600	00000	Law Enf Eq	40,000	0	40,000	.00	.00	40,000.00	.0%
10100660	579000	00000	Other Equi	5,000	0	5,000	.00	.00	5,000.00	.0%
10540020	543100	00000	Law Enforc	40,000	0	40,000	.00	.00	40,000.00	.0%
10540020	570900	00000	Data Proce	20,000	0	20,000	.00	.00	20,000.00	.0%
TOTAL Jail			12,280,285	1,348,134	13,628,419	424,457.63	184,330.81	13,019,630.94	4.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
54220 workhouse									
10100670	510100 00000	13,065	0	13,065	1,055.14	.00	12,009.86	8.1%	
10100670	520100 00000	850	0	850	65.00	.00	785.00	7.6%	
10100670	520400 00000	907	480	1,387	109.74	.00	1,277.37	7.9%	
10100670	521200 00000	190	0	190	15.20	.00	174.80	8.0%	
TOTAL Workhouse		15,012	480	15,492	1,245.08	.00	14,247.03	8.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
54240 Juvenile Services										
10100680	510600	00000	Deputies	1,011,500	254,223	1,265,723	47,169.44	.00	1,218,553.77	3.7%
10100680	510900	00000	Captain	79,039	13,305	92,344	3,551.69	.00	88,792.17	3.8%
10100680	511000	00000	Lieutenant	68,401	7,301	75,702	2,911.60	.00	72,790.24	3.8%
10100680	511500	00000	Sergeants	220,875	35,312	256,187	9,086.87	.00	247,100.33	3.5%
10100680	514000	00000	Salary Sup	13,717	0	13,717	1,055.12	.00	12,661.88	7.7%
10100680	518700	00000	Overtime P	12,000	0	12,000	.00	.00	12,000.00	.0%
10100680	520100	00000	Social Sec	99,549	19,229	118,778	3,741.77	.00	115,035.98	3.2%
10100680	520400	00000	State Reti	144,262	80,322	224,584	4,756.52	.00	219,827.80	2.1%
10100680	520600	00000	Life Ins E	1,461	0	1,461	60.09	.00	1,400.91	4.1%
10100680	520700	00000	Health Ins	276,096	0	276,096	19,802.68	.00	256,293.32	7.2%
10100680	520800	00000	Dental Ins	6,900	0	6,900	527.56	.00	6,372.44	7.6%
10100680	521000	00000	Unemp Comp	756	1,241	1,997	.00	.00	1,996.56	.0%
10100680	521200	00000	Employer M	20,206	4,497	24,703	875.08	.00	23,827.97	3.5%
10100680	533400	00000	Maintenanc	12,000	0	12,000	.00	.00	12,000.00	.0%
10100680	534000	00000	Medical an	500	0	500	.00	.00	500.00	.0%
10100680	535500	00000	Travel	1,500	0	1,500	883.14	-900.00	1,516.86	-1.1%
10100680	535600	00000	Tuition	2,000	0	2,000	.00	1,860.00	140.00	93.0%
10100680	541000	00000	Custodial	250	0	250	.00	.00	250.00	.0%
10100680	542200	00000	Food Suppl	2,500	0	2,500	341.55	1,158.45	1,000.00	60.0%
10100680	543500	00000	Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100680	544100	00000	Prisoners	6,000	0	6,000	.00	.00	6,000.00	.0%
10100680	545100	00000	Uniforms	17,500	0	17,500	.00	.00	17,500.00	.0%
10100680	551300	00000	Workers Co	35,000	0	35,000	.00	.00	35,000.00	.0%
10540040	543100	00000	Law Enforc	5,000	0	5,000	.00	.00	5,000.00	.0%
10540040	570900	00000	Data Proce	14,000	0	14,000	.00	.00	14,000.00	.0%
TOTAL Juvenile Services				2,052,012	415,430	2,467,442	94,763.11	2,118.45	2,370,560.23	3.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
54310 Fire Prevention and Control								
10100690	531200 00000 Contracts	111,250	200,000	311,250	.00	.00	311,250.00	.0%
	TOTAL Fire Prevention and Control	111,250	200,000	311,250	.00	.00	311,250.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET				BUDGET	USED	
54410 Civil Defense									
10100700 510300 00000	Assistant	33,110	1,730	34,840	1,339.60	.00	33,500.04	3.8%	
10100700 510500 00000	Supervisor	71,863	4,108	75,971	2,922.00	.00	73,049.09	3.8%	
10100700 520100 00000	Social Sec	6,508	362	6,870	274.64	.00	6,595.30	4.0%	
10100700 520400 00000	State Reti	7,285	405	7,690	312.65	.00	7,377.49	4.1%	
10100700 520600 00000	Life Ins E	99	0	99	3.99	.00	95.01	4.0%	
10100700 520700 00000	Health Ins	7,080	0	7,080	596.00	.00	6,484.00	8.4%	
10100700 520800 00000	Dental Ins	276	0	276	23.36	.00	252.64	8.5%	
10100700 521000 00000	Unemp Comp	56	23	79	.00	.00	79.35	.0%	
10100700 521200 00000	Employer M	1,522	85	1,607	64.24	.00	1,542.41	4.0%	
10100700 530700 00000	Communicat	8,232	0	8,232	613.09	1,142.61	6,476.45	21.3%	
10100700 531700 00000	Data Proce	18,355	0	18,355	6,467.85	.00	11,887.15	35.2%	
10100700 532000 00000	Dues and M	344	0	344	.00	.00	344.00	.0%	
10100700 533000 00000	Lease Paym	5,498	0	5,498	.00	.00	5,497.73	.0%	
10100700 534800 00000	Postal Cha	50	0	50	.00	.00	50.00	.0%	
10100700 535500 00000	Travel	2,630	0	2,630	.00	.00	2,630.00	.0%	
10100700 539900 00000	Other Cont	2,988	0	2,988	.00	.00	2,988.42	.0%	
10100700 542200 00000	Food Suppl	10,500	0	10,500	1,485.65	-435.22	9,449.57	10.0%	
10100700 542500 00000	Gasoline	3,200	0	3,200	45.04	.00	3,154.96	1.4%	
10100700 543500 00000	Office Sup	579	0	579	.00	.00	579.00	.0%	
10100700 545100 00000	Uniforms	1,440	0	1,440	.00	.00	1,440.00	.0%	
10100700 549900 00000	Other Supp	14,386	0	14,386	.00	1,618.27	12,767.67	11.2%	
10100700 551300 00000	Workers Co	288	0	288	.00	.00	288.00	.0%	
10100700 570800 00000	Communicat	3,530	0	3,530	.00	.00	3,530.00	.0%	
10100710 539900 00000	Other Cont	59,562	0	59,562	.00	.00	59,561.53	.0%	
10100720 571600 00000	Law Enf Eq	9,359	0	9,359	.00	.00	9,358.97	.0%	
TOTAL Civil Defense		268,740	6,713	275,453	14,148.11	2,325.66	258,978.78	6.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
54490 Other Emergency Management								
10100730	530900 00000 Contracts	463,994	0	463,994	115,998.50	.00	347,995.50	25.0%
	TOTAL Other Emergency Management	463,994	0	463,994	115,998.50	.00	347,995.50	25.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
55110 Local Health Center							
10100740 516200 00000 Clerical P	0	0	0	2,094.93	.00	-2,094.93	100.0%
10100740 516900 00000 Part time	21,000	-19,468	1,532	985.17	.00	546.40	64.3%
10100740 520100 00000 Social Sec	1,500	-1,207	293	249.53	.00	43.43	85.2%
10100740 520400 00000 State Reti	0	0	0	68.37	.00	-68.37	100.0%
10100740 520600 00000 Life Ins E	238	0	238	1.39	.00	236.61	.6%
10100740 520800 00000 Dental Ins	0	0	0	23.36	.00	-23.36	100.0%
10100740 521000 00000 Unemp Comp	0	-78	-78	6.29	.00	-84.16	-8.1%
10100740 521200 00000 Employer M	350	-282	68	58.35	.00	9.36	86.2%
10100740 530700 00000 Communicat	34,000	0	34,000	1,704.59	.00	32,295.41	5.0%
10100740 530900 00000 Contracts	96,810	0	96,810	.00	.00	96,810.00	.0%
10100740 532000 00000 Dues and M	400	0	400	.00	.00	400.00	.0%
10100740 535500 00000 Travel	600	0	600	.00	.00	600.00	.0%
10100740 542200 00000 Food Suppl	800	0	800	.00	.00	800.00	.0%
10100740 543500 00000 Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
10100740 551300 00000 Workers Co	1,296	0	1,296	.00	.00	1,296.00	.0%
10100750 513100 00000 Medical Pe	644,583	0	644,583	13,758.39	.00	630,824.61	2.1%
10100750 516900 00000 Part time	40,361	0	40,361	355.20	.00	40,005.80	.9%
10100750 520100 00000 Social Sec	42,467	0	42,467	832.81	.00	41,634.19	2.0%
10100750 520400 00000 State Reti	44,734	0	44,734	949.58	.00	43,784.42	2.1%
10100750 520600 00000 Life Ins E	652	0	652	12.62	.00	639.38	1.9%
10100750 520700 00000 Health Ins	181,320	0	181,320	3,917.00	.00	177,403.00	2.2%
10100750 520800 00000 Dental Ins	3,312	0	3,312	93.44	.00	3,218.56	2.8%
10100750 521000 00000 Unemp Comp	448	0	448	1.07	.00	446.93	.2%
10100750 521200 00000 Employer M	9,932	0	9,932	194.77	.00	9,737.23	2.0%
10100750 535500 00000 Travel	10,500	0	10,500	.00	.00	10,500.00	.0%
10100750 551300 00000 workers co	2,304	0	2,304	.00	.00	2,304.00	.0%
10100750 559900 00000 Other Char	6,000	0	6,000	.00	.00	6,000.00	.0%
10550010 513100 00000 Medical Pe	0	0	0	990.83	.00	-990.83	100.0%
10550010 535600 00000 Tuition	500	0	500	.00	.00	500.00	.0%
TOTAL Local Health Center	1,145,107	-21,036	1,124,071	26,297.69	.00	1,097,773.68	2.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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55120 Rabies and Animal Center

10100770	510500	00000	Supervisor	75,230	4,256	79,486	3,057.16	.00	76,429.19	3.8%
10100770	516900	00000	Part time	40,000	26,159	66,159	1,904.28	.00	64,254.38	2.9%
10100770	518700	00000	Overtime P	15,500	0	15,500	549.12	.00	14,950.88	3.5%
10100770	518900	00000	Other Sala	281,473	12,466	293,939	13,208.33	.00	280,730.21	4.5%
10100770	520100	00000	Social Sec	24,857	2,659	27,516	1,120.99	.00	26,394.60	4.1%
10100770	520400	00000	State Reti	27,252	3,928	31,180	953.54	.00	30,226.53	3.1%
10100770	520600	00000	Life Ins E	400	0	400	16.59	.00	383.41	4.1%
10100770	520700	00000	Health Ins	61,752	0	61,752	5,080.00	.00	56,672.00	8.2%
10100770	520800	00000	Dental Ins	1,932	0	1,932	186.88	.00	1,745.12	9.7%
10100770	521000	00000	Unemp Comp	308	172	480	2.68	.00	476.84	.6%
10100770	521200	00000	Employer M	6,148	622	6,770	262.14	.00	6,507.63	3.9%
10100770	530700	00000	Communicat	5,500	0	5,500	316.55	.00	5,183.45	5.8%
10100770	532000	00000	Dues and M	500	0	500	.00	190.00	310.00	38.0%
10100770	533000	00000	Lease Paym	13,472	0	13,472	1,076.95	13,346.45	-951.47	107.1%
10100770	533300	00000	Licenses	750	0	750	60.00	.00	690.00	8.0%
10100770	533500	00000	Maint. And	9,500	0	9,500	.00	.00	9,500.00	.0%
10100770	533600	00000	Maint. And	5,000	0	5,000	.00	.00	5,000.00	.0%
10100770	533800	00000	Maint. And	2,000	0	2,000	.00	.00	2,000.00	.0%
10100770	535500	00000	Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
10100770	535600	00000	Tuition	2,500	0	2,500	.00	.00	2,500.00	.0%
10100770	539900	00000	Other Cont	6,100	0	6,100	15.08	.00	6,084.92	.2%
10100770	540100	00000	Animal Foo	10,000	-100	9,900	794.74	-677.21	9,782.47	1.2%
10100770	541000	00000	Custodial	8,000	0	8,000	.00	1,750.00	6,250.00	21.9%
10100770	541300	00000	Drugs and	75,365	0	75,365	3,180.74	10,446.26	61,738.00	18.1%
10100770	542500	00000	Gasoline	12,371	0	12,371	35.08	.00	12,335.92	.3%
10100770	543500	00000	Office Sup	3,500	0	3,500	163.20	836.80	2,500.00	28.6%
10100770	545100	00000	Uniforms	1,500	0	1,500	.00	254.99	1,245.01	17.0%
10100770	551300	00000	Workers Co	1,584	0	1,584	.00	.00	1,584.00	.0%
10100780	513100	00000	Medical Pe	88,437	11,492	99,929	3,843.40	.00	96,085.14	3.8%
10100780	514700	00000	Transporte	8,000	0	8,000	.00	.00	8,000.00	.0%
10100780	520400	00000	State Reti	6,138	798	6,936	265.19	.00	6,670.32	3.8%
10100780	520600	00000	Life Ins E	60	0	60	2.48	.00	57.52	4.1%
10100780	520700	00000	Health Ins	7,080	0	7,080	.00	.00	7,080.00	.0%
10100780	520800	00000	Dental Ins	276	0	276	23.36	.00	252.64	8.5%
10100780	521000	00000	Unemp Comp	28	46	74	.00	.00	73.97	.0%
10100780	521200	00000	Employer M	1,282	167	1,449	55.63	.00	1,393.00	3.8%
10550020	570900	00000	Data Proce	1,500	0	1,500	.00	.00	1,500.00	.0%
10555020	520100	00000	Social Sec	5,456	712	6,168	237.85	.00	5,930.63	3.9%
10555020	535400	00000	Transporta	5,000	0	5,000	254.83	.00	4,745.17	5.1%
10555020	535500	00000	Travel	0	0	0	-10.46	.00	10.46	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:				ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
101	Gen	County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
10555020	540100	00000	Animal Foo	18,000	0	18,000	.00	.00	18,000.00	.0%
10555020	541300	00000	Drugs and	48,770	0	48,770	875.00	4,495.00	43,400.00	11.0%
10555020	542500	00000	Gasoline	6,500	0	6,500	.00	.00	6,500.00	.0%
10555020	551300	00000	Workers Co	144	0	144	.00	.00	144.00	.0%
TOTAL Rabies and Animal Center				890,165	63,375	953,540	37,531.33	30,642.29	885,365.94	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
55751 Recycling Center									
10100800	520100 00000	0	112	112	.00	.00	112.40	.0%	
10100800	521000 00000	0	7	7	.00	.00	7.25	.0%	
10100800	521200 00000	0	26	26	.00	.00	26.29	.0%	
10100800	533400 00000	0	0	0	2,282.00	24,598.00	-26,880.00	100.0%	
10550030	518900 00000	0	1,813	1,813	.00	.00	1,812.96	.0%	
10550030	520400 00000	0	126	126	.00	.00	125.82	.0%	
TOTAL Recycling Center		0	2,085	2,085	2,282.00	24,598.00	-24,795.28	1289.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
56700 Parks and Fair Boards										
10100810	530900 00000	Contracts		820,944	0	820,944	408,325.28	.00	412,618.72	49.7%
	TOTAL Parks and Fair Boards			820,944	0	820,944	408,325.28	.00	412,618.72	49.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
57100 Agricultural Extension Service							
10100820 530700 00000 Communicat	3,400	0	3,400	262.19	.00	3,137.81	7.7%
10100820 530900 00000 Contracts	291,376	0	291,376	.00	.00	291,375.87	.0%
10100820 533000 00000 Lease Paym	1,973	0	1,973	.00	.00	1,973.00	.0%
10100820 571900 00000 Office Equ	600	0	600	.00	.00	600.00	.0%
TOTAL Agricultural Extension Service	297,349	0	297,349	262.19	.00	297,086.68	.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
57500 Soil Conservation										
10100830	510500	00000	Supervisor	85,116	4,326	89,442	3,440.01	.00	86,001.56	3.8%
10100830	516300	00000	Educational	73,395	6,091	79,486	3,057.20	.00	76,429.02	3.8%
10100830	520100	00000	Social Sec	9,828	646	10,474	390.75	.00	10,083.09	3.7%
10100830	520400	00000	State Reti	11,001	723	11,724	448.31	.00	11,275.62	3.8%
10100830	520600	00000	Life Ins E	119	0	119	4.96	.00	114.04	4.2%
10100830	520700	00000	Health Ins	23,856	0	23,856	1,973.00	.00	21,883.00	8.3%
10100830	520800	00000	Dental Ins	552	0	552	46.72	.00	505.28	8.5%
10100830	521000	00000	Unemp Comp	0	42	42	.00	.00	41.67	.0%
10100830	521200	00000	Employer M	2,299	151	2,450	91.39	.00	2,358.65	3.7%
10100830	530700	00000	Communicat	2,040	0	2,040	154.25	.00	1,885.75	7.6%
10100830	532000	00000	DuesMember	150	0	150	.00	107.95	42.05	72.0%
10100830	533000	00000	Lease Paym	1,200	0	1,200	95.15	1,104.85	.00	100.0%
10100830	534800	00000	Postal Cha	350	0	350	.00	.00	350.00	.0%
10100830	535500	00000	Travel	1,226	0	1,226	.00	.00	1,226.00	.0%
10100830	535600	00000	Tuition	1,000	0	1,000	15.00	.00	985.00	1.5%
10100830	539900	00000	Other Cont	8,000	0	8,000	.00	8,000.00	.00	100.0%
10100830	543500	00000	Office Sup	517	0	517	.00	.00	517.00	.0%
10100830	551300	00000	Workers Co	288	0	288	.00	.00	288.00	.0%
10570010	533800	00000	Maint. And	1,040	0	1,040	.00	.00	1,040.00	.0%
10570010	542500	00000	Gasoline	400	0	400	.00	.00	400.00	.0%
TOTAL Soil Conservation				222,377	11,978	234,355	9,716.74	9,212.80	215,425.73	8.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
58120 Industrial Development									
10100840	536400 00000 Contracts	2,216,700	0	2,216,700	198,875.00	.00	2,017,825.00	9.0%	
	TOTAL Industrial Development	2,216,700	0	2,216,700	198,875.00	.00	2,017,825.00	9.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
58300 Veterans Services							
10100850 510300 00000 Assistant	69,065	3,805	72,870	2,802.70	.00	70,067.38	3.8%
10100850 510500 00000 Supervisor	74,214	4,082	78,296	3,011.40	.00	75,284.85	3.8%
10100850 520100 00000 Social Sec	12,044	670	12,714	470.51	.00	12,243.88	3.7%
10100850 520400 00000 State Reti	13,481	750	14,231	546.18	.00	13,685.22	3.8%
10100850 520600 00000 Life Ins E	178	0	178	7.46	.00	170.54	4.2%
10100850 520700 00000 Health Ins	23,796	0	23,796	1,967.00	.00	21,829.00	8.3%
10100850 520800 00000 Dental Ins	828	0	828	70.08	.00	757.92	8.5%
10100850 521000 00000 Unemp Comp	0	43	43	.00	.00	43.25	.0%
10100850 521200 00000 Employer M	2,817	157	2,974	110.04	.00	2,863.74	3.7%
10100850 530700 00000 Communicat	4,010	0	4,010	250.83	.00	3,759.17	6.3%
10100850 533000 00000 Lease Paym	1,500	0	1,500	7.71	492.29	1,000.00	33.3%
10100850 533200 00000 Legal Noti	100	0	100	.00	.00	100.00	.0%
10100850 533400 00000 Maintenanc	2,300	0	2,300	.00	1,500.00	800.00	65.2%
10100850 533800 00000 Maint. And	800	0	800	.00	.00	800.00	.0%
10100850 534800 00000 PostalChg	500	0	500	.00	.00	500.00	.0%
10100850 535500 00000 Travel	3,100	0	3,100	.00	.00	3,100.00	.0%
10100850 535600 00000 Tuition	100	0	100	.00	.00	100.00	.0%
10100850 541400 00000 Duplicatin	1,500	0	1,500	.00	.00	1,500.00	.0%
10100850 542200 00000 Food Suppl	1,807	0	1,807	.00	.00	1,806.98	.0%
10100850 542500 00000 Gasoline	1,750	0	1,750	.00	.00	1,750.00	.0%
10100850 543500 00000 Office Sup	700	0	700	.00	.00	700.00	.0%
10100850 551300 00000 workers Co	432	0	432	.00	.00	432.00	.0%
10100850 571100 00000 Funiture a	400	0	400	.00	.00	400.00	.0%
10580010 516200 00000 Clerical P	50,970	2,925	53,895	2,072.90	.00	51,822.51	3.8%
10580010 534900 00000 Printing s	500	0	500	135.00	40.00	325.00	35.0%
10580010 559900 00000 other char	200	0	200	.00	.00	200.00	.0%
TOTAL Veterans Services	267,092	12,434	279,526	11,451.81	2,032.29	266,041.44	4.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
58500 ContributionsOther Agencies									
10580020	531600 00000 Contributi	131,928	0	131,928	12,500.00	.00	119,428.17	9.5%	
	TOTAL ContributionsOther Agencies	131,928	0	131,928	12,500.00	.00	119,428.17	9.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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64000 Litter and Trash Collection

10100860	516400	00000	Attendants	47,792	13,775	61,566	2,367.90	.00	59,198.50	3.8%
10100860	520100	00000	Social Sec	2,964	854	3,818	141.27	.00	3,676.27	3.7%
10100860	520400	00000	State Reti	3,317	3,111	6,428	163.39	.00	6,264.40	2.5%
10100860	520600	00000	Life Ins E	57	0	57	2.10	.00	54.90	3.7%
10100860	520700	00000	Health Ins	7,080	0	7,080	528.19	.00	6,551.81	7.5%
10100860	520800	00000	Dental Ins	276	0	276	20.91	.00	255.09	7.6%
10100860	521000	00000	Unemp Comp	28	55	83	.00	.00	83.10	.0%
10100860	521200	00000	Employer M	693	200	893	33.04	.00	859.70	3.7%
10100860	530900	00000	Contracts	13,200	0	13,200	.00	.00	13,200.00	.0%
10100860	531000	00000	Contracts	22,290	0	22,290	.00	22,200.00	90.00	99.6%
10100860	533300	00000	Licenses	65	0	65	.00	.00	65.00	.0%
10100860	539900	00000	Other Cont	6,000	0	6,000	.00	6,000.00	.00	100.0%
10100860	549900	00000	Other Supp	210	0	210	.00	.00	210.00	.0%
10100860	551300	00000	workers Co	1,224	0	1,224	.00	.00	1,224.00	.0%
TOTAL Litter and Trash Collection				105,195	17,995	123,190	3,256.80	28,200.00	91,732.77	25.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101	Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
<u>91110 General Administration Project</u>									
10100870	570900 00000 Data Proce	240,500	0	240,500	.00	.00	240,500.00	.0%	
	TOTAL General Administration Project	240,500	0	240,500	.00	.00	240,500.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
91130 Public Safety Projects							
10100880 570800 00000 Communicat	122,000	0	122,000	.00	.00	122,000.00	.0%
10100880 571800 00000 Motor Vehi	811,125	0	811,125	.00	.00	811,125.00	.0%
10910020 533000 00000 Lease Paym	572,130	0	572,130	203,813.30	.00	368,316.70	35.6%
10918010 560400 00000 Interest	19,937	0	19,937	.00	.00	19,937.17	.0%
TOTAL Public Safety Projects	1,525,192	0	1,525,192	203,813.30	.00	1,321,378.87	13.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
99100 Transfer OUT								
10100890 559000 00000 Transfers	2,141,125	0	2,141,125	365,500.00	.00		1,775,625.00	17.1%
TOTAL Transfer OUT	2,141,125	0	2,141,125	365,500.00	.00		1,775,625.00	17.1%
TOTAL Gen County	75,208,417	1,620,300	76,828,717	4,149,139.56	1,363,286.55		71,316,290.68	7.2%
TOTAL EXPENSES	75,208,417	1,620,300	76,828,717	4,149,139.56	1,363,286.55		71,316,290.68	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
112 CH/Jail Maintenance							
51800 County Buildings							
11200020 551000 00000 Trustee Co	2,500	0	2,500	.00	.00	2,500.00	.0%
11200020 570700 00000 Building I	180,200	0	180,200	250.00	.00	179,950.00	.1%
TOTAL County Buildings	182,700	0	182,700	250.00	.00	182,450.00	.1%
TOTAL CH/Jail Maintenance	182,700	0	182,700	250.00	.00	182,450.00	.1%
TOTAL EXPENSES	182,700	0	182,700	250.00	.00	182,450.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
114	Law Library	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
58400 Other Charges								
11400020	533300 00000 Licenses	9,888	0	9,888	.00	9,696.00	192.00	98.1%
11400020	551000 00000 Trustee Co	150	0	150	.00	.00	150.00	.0%
	TOTAL Other Charges	10,038	0	10,038	.00	9,696.00	342.00	96.6%
	TOTAL Law Library	10,038	0	10,038	.00	9,696.00	342.00	96.6%
	TOTAL EXPENSES	10,038	0	10,038	.00	9,696.00	342.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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56500 Libraries

11500030	510100	00000	County off	103,487	5,035	108,522	4,173.91	.00	104,348.09	3.8%
11500030	510500	00000	Supervisor	138,659	8,802	147,461	5,671.53	.00	141,789.58	3.8%
11500030	516900	00000	Part time	220,500	-3,163	217,337	9,341.93	.00	207,995.44	4.3%
11500030	520100	00000	Social Sec	89,627	6,535	96,162	3,287.10	.00	92,875.04	3.4%
11500030	520400	00000	State Reti	95,365	6,438	101,803	3,653.68	.00	98,149.53	3.6%
11500030	520600	00000	Life Ins E	1,145	0	1,145	47.54	.00	1,097.46	4.2%
11500030	520700	00000	Health Ins	214,284	0	214,284	16,055.00	.00	198,229.00	7.5%
11500030	520800	00000	Dental Ins	4,968	0	4,968	397.12	.00	4,570.88	8.0%
11500030	521000	00000	Unemp Comp	1,008	0	1,008	10.57	.00	997.43	1.0%
11500030	521100	00000	Retiree Be	35,000	0	35,000	.00	.00	35,000.00	.0%
11500030	521200	00000	Employer M	20,962	1,436	22,398	778.12	.00	21,619.63	3.5%
11500030	530600	00000	Bank Charg	3,800	0	3,800	619.90	.00	3,180.10	16.3%
11500030	530700	00000	communicat	32,000	0	32,000	1,313.32	.00	30,686.68	4.1%
11500030	531700	00000	Data Proce	30,019	0	30,019	10,000.00	.00	20,019.00	33.3%
11500030	531800	00000	Debt Colle	1,200	0	1,200	.00	.00	1,200.00	.0%
11500030	532000	00000	Dues and M	5,377	0	5,377	5,327.00	.00	50.00	99.1%
11500030	533000	00000	Lease Paym	8,000	0	8,000	224.31	5,951.69	1,824.00	77.2%
11500030	533300	00000	Licenses	90,003	0	90,003	3,343.10	8,400.00	78,259.40	13.0%
11500030	534800	00000	Postal Cha	250	0	250	.00	.00	250.00	.0%
11500030	534900	00000	Printing S	700	0	700	.00	200.00	500.00	28.6%
11500030	535500	00000	Travel	6,000	0	6,000	.00	.00	6,000.00	.0%
11500030	535600	00000	Tuition	4,000	0	4,000	.00	265.00	3,735.00	6.6%
11500030	536100	00000	Permits	250	0	250	.00	.00	250.00	.0%
11500030	539900	00000	Other Cont	265,432	0	265,432	.00	.00	265,432.00	.0%
11500030	541000	00000	Custodial	500	0	500	.00	.00	500.00	.0%
11500030	541100	00000	Data Proce	4,000	0	4,000	.00	.00	4,000.00	.0%
11500030	542100	00000	Food Prepa	5,000	0	5,000	194.58	84.86	4,720.56	5.6%
11500030	543200	00000	Library Bo	121,055	0	121,055	2,376.99	8,913.58	109,764.88	9.3%
11500030	543500	00000	Office sup	10,000	0	10,000	569.05	1,395.95	8,035.00	19.7%
11500030	543700	00000	Periodical	16,000	0	16,000	278.25	.00	15,721.75	1.7%
11500030	545200	00000	utilities	182,000	0	182,000	13,106.95	.00	168,893.05	7.2%
11500030	550600	00000	Liability	36,000	0	36,000	.00	.00	36,000.00	.0%
11500030	551000	00000	Trustee Co	1,000	0	1,000	.00	.00	1,000.00	.0%
11500030	551300	00000	workers Co	6,200	0	6,200	.00	.00	6,200.00	.0%
11560010	512900	00000	Librarian	541,741	36,135	577,876	22,284.76	.00	555,591.37	3.9%
11560010	513300	00000	Paraprof	137,975	6,895	144,870	5,961.30	.00	138,908.84	4.1%
11560010	513600	00000	onlineSer	39,904	3,617	43,521	1,673.90	.00	41,847.13	3.8%
11560010	516100	00000	Secretarys	123,874	39,727	163,601	5,150.37	.00	158,450.25	3.1%
11560010	516500	00000	CafePers	40,902	1,968	42,870	1,628.20	.00	41,242.23	3.8%
11560010	516800	00000	Temporary	124,500	-113,426	11,074	.00	.00	11,073.62	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:				ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
115	Library			APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET USED	
11560010	518700	00000	Overtime P	0	0	0	30.92	.00	-30.92	100.0%
11560010	542200	00000	FoodSupp	45,000	0	45,000	3,329.44	3,970.56	37,700.00	16.2%
11560010	570700	00000	BldgImprvt	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL Libraries				2,810,687	0	2,810,687	120,828.84	29,181.64	2,660,676.02	5.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
115 Library	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
91110 General Administration Project								
11500050 570700 00000 Building I	0	5,400	5,400	.00	.00		5,400.00	.0%
11500050 571700 00000 Maint Equi	0	76,320	76,320	.00	.00		76,319.99	.0%
TOTAL General Administration Project	0	81,720	81,720	.00	.00		81,719.99	.0%
TOTAL Library	2,810,687	81,720	2,892,406	120,828.84	29,181.64		2,742,396.01	5.2%
TOTAL EXPENSES	2,810,687	81,720	2,892,406	120,828.84	29,181.64		2,742,396.01	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
122 Drug Control							
54110 Sheriff Department							
12200030 539900 00000 Other Cont	25,600	0	25,600	270.00	.00	25,330.00	1.1%
12200030 540100 00000 Animal Foo	22,000	0	22,000	.00	.00	22,000.00	.0%
12200030 551000 00000 Trustee Co	3,500	0	3,500	.00	.00	3,500.00	.0%
12200030 559900 00000 Other Char	3,000	0	3,000	.00	.00	3,000.00	.0%
12200030 570700 00000 Building I	0	13,575	13,575	.00	13,575.00	.00	100.0%
12200030 571600 00000 Law Enf Eq	80,000	-13,575	66,425	.00	.00	66,425.00	.0%
12200030 579000 00000 Other Equi	12,400	0	12,400	.00	.00	12,400.00	.0%
TOTAL Sheriff Department	146,500	0	146,500	270.00	13,575.00	132,655.00	9.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
122 Drug Control							
54150 Drug Enforcement							
12200040 549900 00000 Other Supp	8,800	0	8,800	.00	.00	8,800.00	.0%
12200040 571600 00000 Law Enf Eq	95,700	0	95,700	.00	.00	95,700.00	.0%
TOTAL Drug Enforcement	104,500	0	104,500	.00	.00	104,500.00	.0%
TOTAL Drug Control	251,000	0	251,000	270.00	13,575.00	237,155.00	5.5%
TOTAL EXPENSES	251,000	0	251,000	270.00	13,575.00	237,155.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
127	Other Gen Govt Special Revenue	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
58831 AmericanRescuePlanActGrant1									
12580010	511900 00000 Accountant	50,101	2,799	52,900	2,034.60	.00	50,865.31	3.8%	
12580010	520100 00000 Social Sec	3,106	185	3,291	122.49	.00	3,168.24	3.7%	
12580010	520400 00000 State Reti	3,477	194	3,671	140.39	.00	3,530.85	3.8%	
12580010	520600 00000 Life Ins E	60	0	60	2.48	.00	57.52	4.1%	
12580010	520700 00000 Health Ins	7,080	0	7,080	590.00	.00	6,490.00	8.3%	
12580010	520800 00000 Dental Ins	276	0	276	23.36	.00	252.64	8.5%	
12580010	521000 00000 Unemp Comp	28	0	28	.00	.00	28.00	.0%	
12580010	521200 00000 Employer M	726	41	767	28.64	.00	737.94	3.7%	
12580010	539900 00000 Other Cont	542,000	0	542,000	.00	35,750.00	506,250.00	6.6%	
12580010	551300 00000 workers Co	144	0	144	.00	.00	144.00	.0%	
12588010	579100 00000 Other Cons	6,770,733	0	6,770,733	.00	.00	6,770,733.00	.0%	
12588020	579100 00000 Other Cons	2,800,000	0	2,800,000	.00	.00	2,800,000.00	.0%	
12588030	579100 00000 Other Cons	6,720,000	0	6,720,000	.00	.00	6,720,000.00	.0%	
12588040	579100 00000 Other Cons	3,785,000	0	3,785,000	.00	.00	3,785,000.00	.0%	
TOTAL AmericanRescuePlanActGrant1		20,682,731	3,218	20,685,949	2,941.96	35,750.00	20,647,257.50	.2%	
TOTAL Other Gen Govt Special Revenue		20,682,731	3,218	20,685,949	2,941.96	35,750.00	20,647,257.50	.2%	
TOTAL EXPENSES		20,682,731	3,218	20,685,949	2,941.96	35,750.00	20,647,257.50		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
131 Highway	APPROP	ADJSTMTS	BUDGET				BUDGET	USED	
61000 Administration									
13100020 510100 00000	County off	137,173	0	137,173	12,662.12	.00	124,510.88	9.2%	
13100020 510300 00000	Assistant	103,962	48,082	152,044	4,309.36	.00	147,734.70	2.8%	
13100020 510500 00000	Supervisor	85,423	4,498	89,921	3,458.48	.00	86,462.12	3.8%	
13100020 511900 00000	Accountant	110,615	7,045	117,660	4,525.43	.00	113,134.49	3.8%	
13100020 514000 00000	Salary Sup	27,535	0	27,535	2,110.34	.00	25,424.66	7.7%	
13100020 516700 00000	Maintenanc	89,808	6,790	96,598	3,891.62	.00	92,706.14	4.0%	
13100020 518900 00000	Other Sala	134,470	7,188	141,658	2,473.04	.00	139,185.33	1.7%	
13100020 520100 00000	Social Sec	39,657	7,798	47,455	2,005.45	.00	45,449.30	4.2%	
13100020 520400 00000	State Reti	44,390	2,332	46,722	2,137.61	.00	44,584.39	4.6%	
13100020 520600 00000	Life Ins E	491	0	491	20.00	.00	471.00	4.1%	
13100020 520700 00000	Health Ins	74,004	16,716	90,720	6,817.00	.00	83,903.00	7.5%	
13100020 520800 00000	Dental Ins	1,932	276	2,208	163.52	.00	2,044.48	7.4%	
13100020 521000 00000	Unemp Comp	224	360	584	.00	.00	584.00	.0%	
13100020 521100 00000	Retiree Be	156,000	6,246	162,246	.00	.00	162,246.00	.0%	
13100020 521200 00000	Employer M	9,275	1,792	11,067	469.02	.00	10,598.21	4.2%	
13100020 530700 00000	Communicat	60,400	0	60,400	5,657.66	.00	54,742.34	9.4%	
13100020 532000 00000	Dues and M	6,000	0	6,000	250.00	4,635.00	1,115.00	81.4%	
13100020 533100 00000	Legal Svcs	50,000	-7,224	42,776	.00	.00	42,775.75	.0%	
13100020 533300 00000	Licenses	13,000	0	13,000	34.00	.00	12,966.00	.3%	
13100020 533400 00000	Maintenanc	49,000	0	49,000	54.92	6,245.08	42,700.00	12.9%	
13100020 534800 00000	Postal Cha	50	0	50	.00	.00	50.00	.0%	
13100020 535500 00000	Travel	10,000	0	10,000	574.80	.00	9,425.20	5.7%	
13100020 535600 00000	Tuition	11,000	0	11,000	.00	3,036.97	7,963.03	27.6%	
13100020 541000 00000	Custodial	7,000	0	7,000	.00	511.70	6,488.30	7.3%	
13100020 541300 00000	Drugs and	1,500	0	1,500	.00	.00	1,500.00	.0%	
13100020 541500 00000	Electricit	7,000	0	7,000	40.76	.00	6,959.24	.6%	
13100020 543500 00000	Office Sup	10,400	0	10,400	.00	.00	10,400.00	.0%	
13100020 547100 00000	computer S	30,000	0	30,000	44.85	750.00	29,205.15	2.6%	
13100020 550600 00000	Liability	210,202	0	210,202	.00	.00	210,202.00	.0%	
13100020 551000 00000	Trustee Co	160,000	0	160,000	.00	.00	160,000.00	.0%	
13100020 551300 00000	Workers Co	9,832	0	9,832	.00	.00	9,832.00	.0%	
13100020 570700 00000	Building I	46,000	0	46,000	2,000.00	89.98	43,910.02	4.5%	
13610010 516900 00000	Part time	245,000	-245,000	0	.00	.00	.00	.0%	
13610010 518700 00000	overtimePa	1,250	0	1,250	.00	.00	1,250.00	.0%	
13610010 541200 00000	Diesel Fue	100,000	0	100,000	.00	.00	100,000.00	.0%	
13610010 545400 00000	Water and	200	0	200	.00	.00	200.00	.0%	
13610010 549900 00000	Other Supp	2,400	0	2,400	4,799.00	-4,900.00	2,501.00	-4.2%	
13610010 570900 00000	Data Proce	4,000	0	4,000	11.59	199.99	3,788.42	5.3%	
13610010 571100 00000	Furniture	20,000	0	20,000	.00	.00	20,000.00	.0%	
TOTAL Administration			2,069,193	-143,102	1,926,091	58,510.57	10,568.72	1,857,012.15	3.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
131	Highway		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
62000 Highway and Bridge Maintenance										
13100030	510500	00000	Supervisor	351,729	16,727	368,456	16,863.66	.00	351,592.56	4.6%
13100030	513500	00000	Assessment	143,322	12,770	156,092	4,574.78	.00	151,516.72	2.9%
13100030	514100	00000	Foreman	95,186	7,303	102,489	4,480.38	.00	98,008.68	4.4%
13100030	514300	00000	Equipment	1,608,499	119,368	1,727,868	63,239.40	.00	1,664,628.45	3.7%
13100030	514900	00000	Laborers	139,442	7,878	147,320	5,666.15	.00	141,653.96	3.8%
13100030	518700	00000	Overtime P	70,000	0	70,000	5,077.29	.00	64,922.71	7.3%
13100030	520100	00000	Social Sec	139,110	10,827	149,937	5,802.35	.00	144,134.71	3.9%
13100030	520400	00000	State Reti	155,714	11,385	167,099	6,795.28	.00	160,303.53	4.1%
13100030	520600	00000	Life Ins E	2,507	0	2,507	103.81	.00	2,403.19	4.1%
13100030	520700	00000	Health Ins	594,600	0	594,600	46,568.00	.00	548,032.00	7.8%
13100030	520800	00000	Dental Ins	10,764	0	10,764	852.64	.00	9,911.36	7.9%
13100030	521000	00000	Unemp Comp	1,372	0	1,372	.00	.00	1,372.00	.0%
13100030	521200	00000	Employer M	32,534	2,379	34,913	1,357.06	.00	33,555.61	3.9%
13100030	532100	00000	Engineerin	55,000	0	55,000	.00	.00	55,000.00	.0%
13100030	533000	00000	Lease Paym	1,000	0	1,000	.00	.00	1,000.00	.0%
13100030	535500	00000	Travel	15,000	0	15,000	399.49	-19.99	14,620.50	2.5%
13100030	539900	00000	Other Cont	400,000	0	400,000	6,484.39	137,076.38	256,439.23	35.9%
13100030	540400	00000	Asphalt Ho	2,000,000	0	2,000,000	.00	500.00	1,999,500.00	.0%
13100030	540500	00000	Ashphalt L	80,000	0	80,000	32,004.71	47,995.29	.00	100.0%
13100030	540800	00000	Concrete	10,000	0	10,000	.00	5,000.00	5,000.00	50.0%
13100030	540900	00000	Crushed St	275,000	0	275,000	30,933.23	39,066.77	205,000.00	25.5%
13100030	542000	00000	Fertilizer	15,000	0	15,000	.00	2,000.00	13,000.00	13.3%
13100030	542200	00000	Food Suppl	9,000	0	9,000	179.31	164.04	8,656.65	3.8%
13100030	544000	00000	Pipe Metal	350,000	0	350,000	39,836.16	80,000.00	230,163.84	34.2%
13100030	544300	00000	Road Signs	95,000	0	95,000	2,248.53	3,741.08	89,010.39	6.3%
13100030	544400	00000	Salt	80,000	0	80,000	.00	.00	80,000.00	.0%
13100030	544700	00000	Structural	20,000	0	20,000	.00	.00	20,000.00	.0%
13100030	545100	00000	Uniforms	20,000	0	20,000	746.39	10,022.18	9,231.43	53.8%
13100030	545900	00000	Drainage M	1,000	0	1,000	.00	.00	1,000.00	.0%
13100030	551300	00000	Workers Co	59,339	0	59,339	.00	.00	59,339.00	.0%
13100030	571400	00000	Highway Eq	13,000	-155	12,845	152.11	-306.87	13,000.00	-1.2%
13100030	572600	00000	State Aid	500,000	0	500,000	.00	.00	500,000.00	.0%
13620010	547100	00000	Computer S	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Highway and Bridge Maintenance			7,344,118	188,482	7,532,601	274,365.12	325,238.88	6,932,996.52	8.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
131	Highway	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
63100 Operation_Maint of Equipment									
13100040	510500 00000	Supervisor	72,019	3,350	75,369	3,437.26	.00	71,932.06	4.6%
13100040	513200 00000	Materials	39,225	3,569	42,794	1,645.92	.00	41,147.69	3.8%
13100040	514200 00000	Mechanics	205,898	14,777	220,675	8,487.52	.00	212,187.47	3.8%
13100040	518700 00000	Overtime P	6,000	0	6,000	.00	.00	6,000.00	.0%
13100040	520100 00000	Social Sec	19,663	1,432	21,095	786.48	.00	20,308.45	3.7%
13100040	520400 00000	State Reti	22,010	1,506	23,516	936.67	.00	22,579.03	4.0%
13100040	520600 00000	Life Ins E	332	0	332	14.15	.00	317.85	4.3%
13100040	520700 00000	Health Ins	81,144	0	81,144	6,700.00	.00	74,444.00	8.3%
13100040	520800 00000	Dental Ins	1,656	0	1,656	140.16	.00	1,515.84	8.5%
13100040	521000 00000	Unemp Comp	168	0	168	.00	.00	168.00	.0%
13100040	521200 00000	Employer M	4,599	315	4,914	183.94	.00	4,729.65	3.7%
13100040	533800 00000	Maint. And	15,000	0	15,000	.00	.00	15,000.00	.0%
13100040	541200 00000	Diesel Fue	325,000	0	325,000	9,970.90	.00	315,029.10	3.1%
13100040	541800 00000	Equipment	304,000	0	304,000	4,132.76	34,095.17	265,772.07	12.6%
13100040	542500 00000	Gasoline	210,000	0	210,000	7,291.34	.00	202,708.66	3.5%
13100040	543300 00000	Lubricants	16,000	0	16,000	.00	.00	16,000.00	.0%
13100040	544000 00000	Pipe Metal	1,000	0	1,000	.00	.00	1,000.00	.0%
13100040	544200 00000	Propane Ga	15,000	0	15,000	836.15	3,811.57	10,352.28	31.0%
13100040	545000 00000	Tires and	70,000	0	70,000	.00	9,154.40	60,845.60	13.1%
13100040	545100 00000	Uniforms	18,000	0	18,000	.00	.00	18,000.00	.0%
13100040	551300 00000	Workers Co	7,266	0	7,266	.00	.00	7,266.00	.0%
13100040	571700 00000	Maint Equi	8,000	0	8,000	.00	1,223.00	6,777.00	15.3%
TOTAL Operation_Maint of Equipment			1,441,980	24,948	1,466,928	44,563.25	48,284.14	1,374,080.75	6.3%
TOTAL Highway			10,855,292	70,328	10,925,620	377,438.94	384,091.74	10,164,089.42	7.0%
TOTAL EXPENSES			10,855,292	70,328	10,925,620	377,438.94	384,091.74	10,164,089.42	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
141	GPSF		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
71100 Regular Instruction Program										
14100030	511600	00000	Teachers	34,352,900	1,089,200	35,442,100	2,868,862.09	.00	32,573,237.91	8.1%
14100030	511700	00000	Career Lad	150,000	0	150,000	.00	.00	150,000.00	.0%
14100030	514000	00000	Salary Sup	1,051,000	0	1,051,000	.00	.00	1,051,000.00	.0%
14100030	516300	00000	Educational	2,431,000	29,000	2,460,000	180,291.20	.00	2,279,708.80	7.3%
14100030	518900	00000	Other Sala	184,000	0	184,000	.00	.00	184,000.00	.0%
14100030	520100	00000	Social Sec	2,420,000	-62,000	2,358,000	178,718.74	.00	2,179,281.26	7.6%
14100030	520400	00000	State Reti	2,505,000	-94,000	2,411,000	223,082.53	.00	2,187,917.47	9.3%
14100030	520600	00000	Life Ins E	44,000	-1,400	42,600	2,512.39	.00	40,087.61	5.9%
14100030	520700	00000	Health Ins	6,500,000	-354,000	6,146,000	470,643.43	.00	5,675,356.57	7.7%
14100030	520800	00000	Dental Ins	150,000	-7,000	143,000	10,244.75	.00	132,755.25	7.2%
14100030	521200	00000	Employer M	570,000	-14,500	555,500	42,200.61	.00	513,299.39	7.6%
14100030	521700	00000	Retire_Hyb	125,000	0	125,000	.00	.00	125,000.00	.0%
14100030	530900	00000	CongGovtAgc	10,000	0	10,000	.00	.00	10,000.00	.0%
14100030	534900	00000	Printing S	5,000	0	5,000	.00	.00	5,000.00	.0%
14100030	536900	00000	Contracts	1,950,000	0	1,950,000	.00	1,950,000.00	.00	100.0%
14100030	542900	00000	Instr Supp	800,000	0	800,000	2,868.56	89,588.79	707,542.65	11.6%
14100030	544900	00000	Textbooks	100,000	0	100,000	38,046.60	4,175.97	57,777.43	42.2%
14100030	559900	00000	Other Char	35,000	0	35,000	424.12	.00	34,575.88	1.2%
14100030	571100	00000	Furniture a	802,500	0	802,500	.00	.00	802,500.00	.0%
14100030	572200	00000	Regular In	100,000	0	100,000	40,000.00	.00	60,000.00	40.0%
TOTAL Regular Instruction Program				54,285,400	585,300	54,870,700	4,057,895.02	2,043,764.76	48,769,040.22	11.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
141	GPSF		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
71200 Special Education Program									
14100040	511600	00000	Teachers	0	5,901,000	411,837.10	.00	5,489,162.90	7.0%
14100040	511700	00000	Career Lad	0	15,000	.00	.00	15,000.00	.0%
14100040	516300	00000	Educationa	0	1,815,000	86,688.05	.00	1,728,311.95	4.8%
14100040	520100	00000	Social Sec	0	471,000	28,748.85	.00	442,251.15	6.1%
14100040	520400	00000	State Reti	0	435,000	34,451.58	.00	400,548.42	7.9%
14100040	520600	00000	Life Ins E	0	8,000	452.52	.00	7,547.48	5.7%
14100040	520700	00000	Health Ins	0	1,393,000	91,466.34	.00	1,301,533.66	6.6%
14100040	520800	00000	Dental Ins	0	34,000	1,986.98	.00	32,013.02	5.8%
14100040	521200	00000	Employer M	0	111,000	6,814.94	.00	104,185.06	6.1%
14100040	521700	00000	Retire_Hyb	0	30,000	.00	.00	30,000.00	.0%
14100040	531200	00000	Contracts	0	8,000	.00	.00	8,000.00	.0%
14100040	533600	00000	Maint. And	0	1,000	.00	.00	1,000.00	.0%
14100040	542900	00000	Instr Supp	0	120,000	5,611.00	15,614.00	98,775.00	17.7%
14100040	549900	00000	Other Supp	0	1,000	.00	.00	1,000.00	.0%
14100040	552400	00000	Inservice	0	7,500	.00	1,638.82	5,861.18	21.9%
14100040	572500	00000	Special Ed	0	15,000	1,768.00	3,000.00	10,232.00	31.8%
TOTAL Special Education Program				0	10,365,500	669,825.36	20,252.82	9,675,421.82	6.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 GPSF							
71300 Vocational Education Program							
14100050 511600 00000 Teachers	3,135,000	0	3,135,000	214,899.36	.00	2,920,100.64	6.9%
14100050 511700 00000 Career Lad	10,000	0	10,000	.00	.00	10,000.00	.0%
14100050 520100 00000 Social Sec	191,000	0	191,000	12,427.79	.00	178,572.21	6.5%
14100050 520400 00000 State Reti	210,000	0	210,000	16,369.30	.00	193,630.70	7.8%
14100050 520600 00000 Life Ins E	4,000	0	4,000	209.02	.00	3,790.98	5.2%
14100050 520700 00000 Health Ins	607,000	0	607,000	41,573.94	.00	565,426.06	6.8%
14100050 520800 00000 Dental Ins	15,000	0	15,000	869.28	.00	14,130.72	5.8%
14100050 521200 00000 Employer M	45,000	0	45,000	2,929.74	.00	42,070.26	6.5%
14100050 521700 00000 Retire_Hyb	15,000	0	15,000	.00	.00	15,000.00	.0%
14100050 533600 00000 Maint. And	4,000	0	4,000	552.00	.00	3,448.00	13.8%
14100050 533800 00000 Maint. And	5,000	0	5,000	.00	.00	5,000.00	.0%
14100050 542900 00000 Instr Supp	238,647	0	238,647	26.99	.00	238,620.01	.0%
14100050 544900 00000 Textbooks	15,000	0	15,000	.00	.00	15,000.00	.0%
14100050 549900 00000 Other Supp	82,100	0	82,100	.00	.00	82,100.00	.0%
14100050 550600 00000 Liability	2,000	0	2,000	.00	.00	2,000.00	.0%
14100050 573000 00000 Voc Instru	2,397,903	0	2,397,903	.00	.00	2,397,903.00	.0%
TOTAL Vocational Education Program	6,976,650	0	6,976,650	289,857.42	.00	6,686,792.58	4.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
71900 Other									
14100060	521100 00000 Retiree Be	1,310,000	0	1,310,000	.00	.00	1,310,000.00	.0%	
	TOTAL Other	1,310,000	0	1,310,000	.00	.00	1,310,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72110 Attendance									
14100070	510500 00000	Supervisor	58,000	0	58,000	2,199.49	.00	55,800.51	3.8%
14100070	516200 00000	Clerical P	35,000	0	35,000	2,398.80	.00	32,601.20	6.9%
14100070	520100 00000	Social Sec	5,800	0	5,800	277.83	.00	5,522.17	4.8%
14100070	520400 00000	State Reti	6,500	0	6,500	315.31	.00	6,184.69	4.9%
14100070	520600 00000	Life Ins E	100	0	100	5.30	.00	94.70	5.3%
14100070	520700 00000	Health Ins	11,000	0	11,000	147.50	.00	10,852.50	1.3%
14100070	520800 00000	Dental Ins	500	0	500	5.84	.00	494.16	1.2%
14100070	521200 00000	Employer M	1,400	0	1,400	64.98	.00	1,335.02	4.6%
TOTAL Attendance			118,300	0	118,300	5,415.05	.00	112,884.95	4.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
141	GPSF		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72120 Health Services										
14100080	513100	00000	Medical Pe	1,126,000	-267,000	859,000	1,328.80	.00	857,671.20	.2%
14100080	516100	00000	Secretary	36,000	0	36,000	2,489.80	.00	33,510.20	6.9%
14100080	518900	00000	Other Sala	56,500	0	56,500	3,986.40	.00	52,513.60	7.1%
14100080	520100	00000	Social Sec	75,000	-16,000	59,000	435.32	.00	58,564.68	.7%
14100080	520400	00000	State Reti	78,000	-18,000	60,000	538.54	.00	59,461.46	.9%
14100080	520600	00000	Life Ins E	1,400	0	1,400	9.22	.00	1,390.78	.7%
14100080	520700	00000	Health Ins	225,000	-7,500	217,500	2,710.00	.00	214,790.00	1.2%
14100080	520800	00000	Dental Ins	8,000	0	8,000	23.36	.00	7,976.64	.3%
14100080	521200	00000	Employer M	17,000	-3,800	13,200	101.81	.00	13,098.19	.8%
14100080	532000	00000	Dues and M	800	0	800	.00	.00	800.00	.0%
14100080	534000	00000	Medical an	2,000	0	2,000	.00	.00	2,000.00	.0%
14100080	535500	00000	Travel	3,500	0	3,500	.00	.00	3,500.00	.0%
14100080	539900	00000	Other Cont	600	0	600	.00	.00	600.00	.0%
14100080	541300	00000	Drugs and	35,000	0	35,000	.00	.00	35,000.00	.0%
14100080	542200	00000	Food Suppl	500	0	500	.00	500.00	.00	100.0%
14100080	542900	00000	Instr Supp	30,000	0	30,000	.00	.00	30,000.00	.0%
14100080	543500	00000	Office sup	500	0	500	.00	.00	500.00	.0%
14100080	549900	00000	Other Supp	500	0	500	.00	.00	500.00	.0%
14100080	552400	00000	inservice	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Health Services				1,698,300	-312,300	1,386,000	11,623.25	500.00	1,373,876.75	.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 GPSF							
72130 Other Student Support							
14100090 512300 00000 Guidance P	1,812,000	0	1,812,000	143,121.28	.00	1,668,878.72	7.9%
14100090 513000 00000 Social Wor	113,000	0	113,000	4,061.60	.00	108,938.40	3.6%
14100090 516100 00000 Secretary	76,000	0	76,000	3,061.40	.00	72,938.60	4.0%
14100090 520100 00000 Social Sec	123,000	0	123,000	8,765.52	.00	114,234.48	7.1%
14100090 520400 00000 State Reti	137,000	0	137,000	11,182.25	.00	125,817.75	8.2%
14100090 520600 00000 Life Ins E	2,300	0	2,300	120.77	.00	2,179.23	5.3%
14100090 520700 00000 Health Ins	408,000	0	408,000	23,316.96	.00	384,683.04	5.7%
14100090 520800 00000 Dental Ins	9,500	0	9,500	454.17	.00	9,045.83	4.8%
14100090 521200 00000 Employer M	29,000	0	29,000	2,074.26	.00	26,925.74	7.2%
14100090 521700 00000 Retire_Hyb	10,000	0	10,000	.00	.00	10,000.00	.0%
14100090 532200 00000 Evaluation	52,000	0	52,000	.00	.00	52,000.00	.0%
14100090 542900 00000 Instr Supp	6,000	0	6,000	.00	.00	6,000.00	.0%
14100090 543500 00000 Office Sup	500	0	500	.00	.00	500.00	.0%
14100090 552400 00000 Inservice	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL Other Student Support	2,782,300	0	2,782,300	196,158.21	.00	2,586,141.79	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
72210 Regular Instruction Program										
14100100	510500	00000	Supervisor	229,000	0	229,000	17,265.80	.00	211,734.20	7.5%
14100100	512900	00000	Librarians	1,400,000	0	1,400,000	103,286.61	.00	1,296,713.39	7.4%
14100100	516100	00000	Secretary	46,000	0	46,000	3,337.60	.00	42,662.40	7.3%
14100100	518900	00000	Other Sala	142,000	0	142,000	10,535.43	.00	131,464.57	7.4%
14100100	520100	00000	Social Sec	113,000	0	113,000	7,866.14	.00	105,133.86	7.0%
14100100	520400	00000	State Reti	126,000	0	126,000	9,394.74	.00	116,605.26	7.5%
14100100	520600	00000	Life Ins E	1,900	0	1,900	113.36	.00	1,786.64	6.0%
14100100	520700	00000	Health Ins	309,000	0	309,000	21,154.24	.00	287,845.76	6.8%
14100100	520800	00000	Dental Ins	7,000	0	7,000	514.25	.00	6,485.75	7.3%
14100100	521200	00000	Employer M	27,000	0	27,000	1,839.60	.00	25,160.40	6.8%
14100100	521700	00000	Retire_Hyb	4,000	0	4,000	.00	.00	4,000.00	.0%
14100100	530900	00000	Contracts	70,000	0	70,000	.00	23,000.00	47,000.00	32.9%
14100100	535500	00000	Travel	35,000	0	35,000	1,073.14	.00	33,926.86	3.1%
14100100	539900	00000	Other Cont	51,000	0	51,000	.00	.00	51,000.00	.0%
14100100	542200	00000	Food Suppl	7,000	0	7,000	198.83	1,353.48	5,447.69	22.2%
14100100	542900	00000	Instr Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
14100100	549900	00000	Other Supp	1,000	0	1,000	.00	.00	1,000.00	.0%
14100100	552400	00000	Inservice	25,000	0	25,000	1,017.84	-1,017.84	25,000.00	.0%
TOTAL Regular Instruction Program				2,594,900	0	2,594,900	177,597.58	23,335.64	2,393,966.78	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
141	GPSF		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72220 Special Education Program										
14100110	512400	00000	Psychologic	595,000	-72,000	523,000	34,728.50	.00	488,271.50	6.6%
14100110	520100	00000	Social Sec	36,500	-4,300	32,200	1,965.17	.00	30,234.83	6.1%
14100110	520400	00000	State Reti	41,000	-4,800	36,200	2,715.89	.00	33,484.11	7.5%
14100110	520600	00000	Life Ins E	700	0	700	27.28	.00	672.72	3.9%
14100110	520700	00000	Health Ins	103,000	-16,600	86,400	5,283.00	.00	81,117.00	6.1%
14100110	520800	00000	Dental Ins	3,000	-300	2,700	93.44	.00	2,606.56	3.5%
14100110	521200	00000	Employer M	8,800	0	8,800	484.83	.00	8,315.17	5.5%
14100110	521700	00000	Retire_Hyb	4,000	0	4,000	.00	.00	4,000.00	.0%
14100110	531200	00000	ConPriAgcy	375,000	215,000	590,000	.00	.00	590,000.00	.0%
14100110	533000	00000	Lease Paym	2,000	0	2,000	66.73	1,733.27	200.00	90.0%
14100110	535500	00000	Travel	20,000	0	20,000	53.18	.00	19,946.82	.3%
14100110	552400	00000	Inservice	20,000	0	20,000	29.61	2,667.75	17,302.64	13.5%
TOTAL Special Education Program				1,209,000	117,000	1,326,000	45,447.63	4,401.02	1,276,151.35	3.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:									
141	GPSF								
		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
72230 Vocational Education Program									
14100120	510500 00000	Supervisor	9,900	0	9,900	.00	.00	9,900.00	.0%
14100120	516100 00000	Secretary	73,000	0	73,000	2,761.60	.00	70,238.40	3.8%
14100120	520100 00000	Social Sec	5,200	0	5,200	148.81	.00	5,051.19	2.9%
14100120	520400 00000	State Reti	5,900	0	5,900	190.56	.00	5,709.44	3.2%
14100120	520600 00000	Life Ins E	100	0	100	4.18	.00	95.82	4.2%
14100120	520700 00000	Health Ins	18,500	0	18,500	1,266.41	.00	17,233.59	6.8%
14100120	520800 00000	Dental Ins	600	0	600	21.39	.00	578.61	3.6%
14100120	521200 00000	Employer M	1,300	0	1,300	34.80	.00	1,265.20	2.7%
14100120	532000 00000	DuesMember	5,000	0	5,000	.00	.00	5,000.00	.0%
14100120	535600 00000	Tuition	28,000	0	28,000	.00	.00	28,000.00	.0%
14100120	552400 00000	Inservice	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Vocational Education Program			150,000	0	150,000	4,427.75	.00	145,572.25	3.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT		
141	GPSF	APPROP	ADJSTMTS	BUDGET			BUDGET	USED		
72250 Technology										
14100130	510500	00000	Supervisor	107,000	0	107,000	8,096.80	.00	98,903.20	7.6%
14100130	512000	00000	Computer P	319,000	0	319,000	23,745.60	.00	295,254.40	7.4%
14100130	516200	00000	Clerical P	52,000	0	52,000	3,757.60	.00	48,242.40	7.2%
14100130	518900	00000	Other Sala	101,000	0	101,000	7,178.60	.00	93,821.40	7.1%
14100130	520100	00000	Social Sec	36,000	0	36,000	2,559.93	.00	33,440.07	7.1%
14100130	520400	00000	State Reti	40,500	0	40,500	2,951.75	.00	37,548.25	7.3%
14100130	520600	00000	Life Ins E	700	0	700	43.04	.00	656.96	6.1%
14100130	520700	00000	Health Ins	58,000	0	58,000	4,310.00	.00	53,690.00	7.4%
14100130	520800	00000	Dental Ins	3,000	0	3,000	116.80	.00	2,883.20	3.9%
14100130	521200	00000	Employer M	8,500	0	8,500	598.71	.00	7,901.29	7.0%
14100130	533300	00000	Licenses	1,020,350	0	1,020,350	215,538.32	39,363.25	765,448.43	25.0%
14100130	533600	00000	Maint. And	59,252	0	59,252	.00	3,000.00	56,252.00	5.1%
14100130	539900	00000	Other Cont	1,000	0	1,000	.00	.00	1,000.00	.0%
14100130	541100	00000	Data Proce	250,000	0	250,000	6,868.54	7,678.41	235,453.05	5.8%
14100130	549900	00000	Other Supp	4,500	0	4,500	.00	.00	4,500.00	.0%
14100130	552400	00000	Inservice	12,500	0	12,500	.00	.00	12,500.00	.0%
14100130	570900	00000	Data Proce	312,500	0	312,500	.00	83,016.80	229,483.20	26.6%
TOTAL Technology				2,385,802	0	2,385,802	275,765.69	133,058.46	1,976,977.85	17.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 GPSF							
72310 Board of Education							
14100150 518900 00000 Other Sala	385,000	0	385,000	6,306.44	.00	378,693.56	1.6%
14100150 519100 00000 BoardCommi	37,800	0	37,800	2,585.24	.00	35,214.76	6.8%
14100150 520100 00000 Social Sec	29,000	0	29,000	322.81	.00	28,677.19	1.1%
14100150 520400 00000 State Reti	25,000	0	25,000	23.46	.00	24,976.54	.1%
14100150 520600 00000 Life Ins E	200	0	200	.46	.00	199.54	.2%
14100150 520700 00000 Health Ins	20,000	0	20,000	116.59	.00	19,883.41	.6%
14100150 520800 00000 Dental Ins	900	0	900	2.33	.00	897.67	.3%
14100150 521000 00000 Unemp Comp	15,000	0	15,000	.00	.00	15,000.00	.0%
14100150 521200 00000 Employer M	6,800	0	6,800	91.53	.00	6,708.47	1.3%
14100150 530500 00000 Audit Serv	35,000	0	35,000	25,000.00	.00	10,000.00	71.4%
14100150 530900 00000 Contracts	5,000	0	5,000	.00	.00	5,000.00	.0%
14100150 532000 00000 Dues and M	9,200	0	9,200	8,314.00	.00	886.00	90.4%
14100150 532400 00000 Financial	3,000	0	3,000	.00	1,300.00	1,700.00	43.3%
14100150 533100 00000 Legal Svcs	40,000	0	40,000	.00	.00	40,000.00	.0%
14100150 534900 00000 Printing S	1,500	0	1,500	.00	.00	1,500.00	.0%
14100150 535100 00000 Rentals	2,500	0	2,500	.00	.00	2,500.00	.0%
14100150 535500 00000 Travel	4,500	0	4,500	.00	157.85	4,342.15	3.5%
14100150 535600 00000 Tuition	3,000	0	3,000	.00	.00	3,000.00	.0%
14100150 539900 00000 Other Cont	7,300	0	7,300	.00	1,300.00	6,000.00	17.8%
14100150 549900 00000 Other Supp	500	0	500	.00	.00	500.00	.0%
14100150 550600 00000 Liability	400,000	0	400,000	.00	.00	400,000.00	.0%
14100150 551000 00000 Trustee Co	902,000	0	902,000	.00	.00	902,000.00	.0%
14100150 551300 00000 workers co	429,000	0	429,000	.00	.00	429,000.00	.0%
14100150 552400 00000 Inservice	5,700	0	5,700	.00	.00	5,700.00	.0%
14100150 553300 00000 Licenses	30,000	0	30,000	1,560.30	8,470.20	19,969.50	33.4%
14100150 559900 00000 Other Char	135,000	0	135,000	.00	.00	135,000.00	.0%
TOTAL Board of Education	2,532,900	0	2,532,900	44,323.16	11,228.05	2,477,348.79	2.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT		
141	GPSF	APPROP	ADJSTMTS	BUDGET			BUDGET	USED		
72320 Director of Schools										
14100160	510100	00000	County off	165,000	0	165,000	11,692.35	.00	153,307.65	7.1%
14100160	510300	00000	Assistant	234,000	0	234,000	17,628.25	.00	216,371.75	7.5%
14100160	510500	00000	Supervisor	258,500	0	258,500	18,810.40	.00	239,689.60	7.3%
14100160	511700	00000	Career Lad	1,000	0	1,000	.00	.00	1,000.00	.0%
14100160	516100	00000	Secretary	172,000	0	172,000	12,616.80	.00	159,383.20	7.3%
14100160	520100	00000	Social Sec	52,000	0	52,000	3,595.50	.00	48,404.50	6.9%
14100160	520400	00000	State Reti	57,500	0	57,500	4,158.43	.00	53,341.57	7.2%
14100160	520600	00000	Life Ins E	500	0	500	38.54	.00	461.46	7.7%
14100160	520700	00000	Health Ins	102,000	0	102,000	6,965.44	.00	95,034.56	6.8%
14100160	520800	00000	Dental Ins	2,500	0	2,500	139.96	.00	2,360.04	5.6%
14100160	521200	00000	Employer M	12,500	0	12,500	840.87	.00	11,659.13	6.7%
14100160	530200	00000	Advertisng	70,000	0	70,000	5,005.39	153.27	64,841.34	7.4%
14100160	532000	00000	Dues and M	5,600	0	5,600	4,779.00	.00	821.00	85.3%
14100160	533000	00000	Lease Paym	4,000	0	4,000	.00	.00	4,000.00	.0%
14100160	534000	00000	MedDenSrv	5,000	0	5,000	.00	.00	5,000.00	.0%
14100160	534800	00000	Postal Cha	6,000	0	6,000	.00	.00	6,000.00	.0%
14100160	534900	00000	Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
14100160	535100	00000	Rentals	500	0	500	.00	.00	500.00	.0%
14100160	535500	00000	Travel	3,500	0	3,500	137.40	.00	3,362.60	3.9%
14100160	539900	00000	Other Cont	53,000	0	53,000	.00	6,000.00	47,000.00	11.3%
14100160	542200	00000	FoodSupply	10,600	0	10,600	362.41	2,700.00	7,537.59	28.9%
14100160	543500	00000	Office Sup	9,000	0	9,000	229.42	3,814.37	4,956.21	44.9%
14100160	549900	00000	Other Supp	8,000	0	8,000	2,074.50	.00	5,925.50	25.9%
14100160	552400	00000	Inservice	8,000	0	8,000	3,300.00	947.23	3,752.77	53.1%
14100160	559900	00000	Other Char	8,500	0	8,500	30.93	.00	8,469.07	.4%
14720100	570900	00000	Data Proce	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL Director of Schools				1,252,700	0	1,252,700	92,405.59	13,614.87	1,146,679.54	8.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
72410 Office of the Principal										
14100170	510400	00000	Principals	2,075,000	0	2,075,000	237,469.19	.00	1,837,530.81	11.4%
14100170	511900	00000	Accountant	108,000	0	108,000	7,192.00	.00	100,808.00	6.7%
14100170	513900	00000	Assistant	1,743,000	0	1,743,000	130,631.15	.00	1,612,368.85	7.5%
14100170	516100	00000	Secretary	1,780,000	0	1,780,000	118,587.20	.00	1,661,412.80	6.7%
14100170	520100	00000	Social Sec	350,000	0	350,000	28,812.96	.00	321,187.04	8.2%
14100170	520400	00000	State Reti	385,000	0	385,000	33,567.19	.00	351,432.81	8.7%
14100170	520600	00000	Life Ins E	5,700	0	5,700	380.94	.00	5,319.06	6.7%
14100170	520700	00000	Health Ins	999,000	0	999,000	73,961.40	.00	925,038.60	7.4%
14100170	520800	00000	Dental Ins	26,000	0	26,000	1,624.96	.00	24,375.04	6.2%
14100170	521200	00000	Employer M	82,000	0	82,000	6,845.41	.00	75,154.59	8.3%
14100170	530700	00000	Communicat	120,000	0	120,000	30,779.48	3,191.76	86,028.76	28.3%
14100170	532000	00000	Dues and M	3,000	0	3,000	.00	2,400.00	600.00	80.0%
14100170	535000	00000	Internet C	200,000	0	200,000	.00	.00	200,000.00	.0%
14100170	535100	00000	Rentals	4,000	0	4,000	.00	.00	4,000.00	.0%
14100170	539900	00000	Other Cont	6,000	0	6,000	.00	.00	6,000.00	.0%
14100170	559900	00000	Other Char	400,000	-35,000	365,000	365,000.00	.00	.00	100.0%
TOTAL Office of the Principal				8,286,700	-35,000	8,251,700	1,034,851.88	5,591.76	7,211,256.36	12.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
141	GPSF		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72510 Fiscal Services										
14100180	510500	00000	Supervisor	86,000	0	86,000	6,434.40	.00	79,565.60	7.5%
14100180	511900	00000	Accountant	121,000	0	121,000	8,805.60	.00	112,194.40	7.3%
14100180	520100	00000	Social Sec	13,000	0	13,000	879.09	.00	12,120.91	6.8%
14100180	520400	00000	State Reti	14,500	0	14,500	1,051.57	.00	13,448.43	7.3%
14100180	520600	00000	Life Ins E	300	0	300	13.98	.00	286.02	4.7%
14100180	520700	00000	Health Ins	41,500	0	41,500	3,350.00	.00	38,150.00	8.1%
14100180	520800	00000	Dental Ins	900	0	900	70.08	.00	829.92	7.8%
14100180	521200	00000	Employer M	3,100	0	3,100	205.59	.00	2,894.41	6.6%
14100180	535500	00000	Travel	1,000	0	1,000	.00	.00	1,000.00	.0%
14100180	552400	00000	Inservice	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Fiscal Services				291,300	0	291,300	20,810.31	.00	270,489.69	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
72610 Operation of Plant										
14100190	516600	00000	Custodial	3,390,000	0	3,390,000	242,528.90	.00	3,147,471.10	7.2%
14100190	520100	00000	Social Sec	207,000	0	207,000	14,043.48	.00	192,956.52	6.8%
14100190	520400	00000	State Reti	225,000	0	225,000	15,336.25	.00	209,663.75	6.8%
14100190	520600	00000	Life Ins E	4,000	0	4,000	276.70	.00	3,723.30	6.9%
14100190	520700	00000	Health Ins	702,000	0	702,000	52,315.00	.00	649,685.00	7.5%
14100190	520800	00000	Dental Ins	23,000	0	23,000	1,378.24	.00	21,621.76	6.0%
14100190	521200	00000	Employer M	49,500	0	49,500	3,331.08	.00	46,168.92	6.7%
14100190	531000	00000	ConothGovA	25,500	0	25,500	.00	.00	25,500.00	.0%
14100190	532200	00000	Evaluation	70,000	0	70,000	.00	.00	70,000.00	.0%
14100190	533400	00000	Maintenanc	365,000	0	365,000	7,917.92	136,813.97	220,268.11	39.7%
14100190	533600	00000	Maint. And	122,000	0	122,000	500.00	6,580.00	114,920.00	5.8%
14100190	536100	00000	Permits	6,000	0	6,000	.00	4,000.00	2,000.00	66.7%
14100190	536300	00000	Contracts	10,000	0	10,000	.00	.00	10,000.00	.0%
14100190	539900	00000	Other Cont	53,000	0	53,000	.00	.00	53,000.00	.0%
14100190	541000	00000	Custodial	275,000	0	275,000	46,341.95	213,658.05	15,000.00	94.5%
14100190	541500	00000	Electricit	3,400,000	0	3,400,000	.00	.00	3,400,000.00	.0%
14100190	542300	00000	Fuel Oil	14,500	0	14,500	.00	.00	14,500.00	.0%
14100190	543400	00000	Natural Ga	327,000	0	327,000	.00	.00	327,000.00	.0%
14100190	545400	00000	Water and	530,000	0	530,000	.00	.00	530,000.00	.0%
14100190	572000	00000	Plant Oper	50,000	0	50,000	.00	.00	50,000.00	.0%
14100190	579000	00000	Other Equi	75,000	0	75,000	.00	25,831.40	49,168.60	34.4%
TOTAL Operation of Plant				9,923,500	0	9,923,500	383,969.52	386,883.42	9,152,647.06	7.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT			
141 GPSF	APPROP	ADJSTMTS	BUDGET			BUDGET	USED			
72620 Maint. of Plant										
14100200	510500	00000	Supervisor	108,000	0	108,000	8,136.00	.00	99,864.00	7.5%
14100200	516100	00000	Secretary	56,000	0	56,000	4,088.80	.00	51,911.20	7.3%
14100200	516700	00000	Maintenanc	840,000	0	840,000	61,707.80	.00	778,292.20	7.3%
14100200	520100	00000	Social Sec	62,500	0	62,500	4,368.18	.00	58,131.82	7.0%
14100200	520400	00000	State Reti	70,000	0	70,000	4,807.75	.00	65,192.25	6.9%
14100200	520600	00000	Life Ins E	1,200	0	1,200	78.32	.00	1,121.68	6.5%
14100200	520700	00000	Health Ins	176,000	0	176,000	13,708.00	.00	162,292.00	7.8%
14100200	520800	00000	Dental Ins	5,500	0	5,500	397.12	.00	5,102.88	7.2%
14100200	521200	00000	Employer M	15,000	0	15,000	1,021.60	.00	13,978.40	6.8%
14100200	530400	00000	Architects	25,000	0	25,000	.00	.00	25,000.00	.0%
14100200	533000	00000	Lease Paym	54,000	0	54,000	4,487.85	49,372.15	140.00	99.7%
14100200	533400	00000	Maintenanc	325,000	0	325,000	.00	127,728.00	197,272.00	39.3%
14100200	533500	00000	Maint. And	864,000	0	864,000	34,750.50	214,962.40	614,287.10	28.9%
14100200	533600	00000	Maint. And	300,000	0	300,000	3,325.56	27,101.98	269,572.46	10.1%
14100200	533800	00000	Maint. And	30,000	0	30,000	266.76	6,233.24	23,500.00	21.7%
14100200	534700	00000	Pest Contr	25,000	0	25,000	.00	19,860.00	5,140.00	79.4%
14100200	535100	00000	Rentals	25,000	0	25,000	.00	.00	25,000.00	.0%
14100200	536100	00000	Permits	5,000	0	5,000	55.00	4,945.00	.00	100.0%
14100200	539900	00000	Other Cont	25,000	0	25,000	875.00	2,625.00	21,500.00	14.0%
14100200	541800	00000	Equipment	225,000	0	225,000	12,148.51	32,886.69	179,964.80	20.0%
14100200	542500	00000	Gasoline	70,000	0	70,000	4,732.75	65,267.25	.00	100.0%
14100200	542600	00000	GenConMt	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200	543500	00000	Office Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200	544600	00000	Small Tool	1,000	0	1,000	.00	.00	1,000.00	.0%
14100200	545300	00000	Vehicle Pa	3,000	0	3,000	.00	.00	3,000.00	.0%
14100200	549900	00000	Other Supp	175,000	0	175,000	12,230.64	10,129.22	152,640.14	12.8%
14100200	559900	00000	Other Char	5,000	0	5,000	.00	.00	5,000.00	.0%
14100200	570600	00000	Building C	100,000	0	100,000	.00	.00	100,000.00	.0%
14100200	570700	00000	Building I	130,000	0	130,000	.00	.00	130,000.00	.0%
14100200	571200	00000	HeatingAir	150,000	0	150,000	.00	25,344.00	124,656.00	16.9%
14100200	571700	00000	Maint Equi	50,000	0	50,000	.00	.00	50,000.00	.0%
14100200	571800	00000	Motor Vehi	50,000	0	50,000	.00	.00	50,000.00	.0%
14100200	579900	00000	Other Capi	75,000	0	75,000	.00	.00	75,000.00	.0%
TOTAL Maint. of Plant				4,048,200	0	4,048,200	171,186.14	586,454.93	3,290,558.93	18.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
72710 Transportation										
14100210	510500	00000	Supervisor	58,000	0	58,000	6,485.17	.00	51,514.83	11.2%
14100210	516200	00000	Clerical P	56,000	0	56,000	4,088.80	.00	51,911.20	7.3%
14100210	518900	00000	Other Sala	73,000	0	73,000	5,206.80	.00	67,793.20	7.1%
14100210	520100	00000	Social Sec	12,000	0	12,000	930.52	.00	11,069.48	7.8%
14100210	520400	00000	State Reti	13,000	0	13,000	1,083.02	.00	11,916.98	8.3%
14100210	520600	00000	Life Ins E	200	0	200	13.64	.00	186.36	6.8%
14100210	520700	00000	Health Ins	28,000	0	28,000	2,386.50	.00	25,613.50	8.5%
14100210	520800	00000	Dental Ins	800	0	800	64.24	.00	735.76	8.0%
14100210	521200	00000	Employer M	3,000	0	3,000	217.63	.00	2,782.37	7.3%
14100210	531300	00000	Contracts	5,000	0	5,000	.00	.00	5,000.00	.0%
14100210	531500	00000	Contracts	5,369,000	-140,000	5,229,000	230,050.00	.00	4,998,950.00	4.4%
14100210	533800	00000	Maint. And	15,000	0	15,000	.00	.00	15,000.00	.0%
14100210	534000	00000	Medical an	1,000	0	1,000	.00	.00	1,000.00	.0%
14100210	539900	00000	Other Cont	10,000	0	10,000	.00	.00	10,000.00	.0%
14100210	545000	00000	Tires and	1,000	0	1,000	.00	.00	1,000.00	.0%
14100210	572900	00000	Transporta	38,000	0	38,000	.00	.00	38,000.00	.0%
14720310	531500	00000	Contracts	1,820,000	0	1,820,000	.00	.00	1,820,000.00	.0%
TOTAL Transportation				7,503,000	-140,000	7,363,000	250,526.32	.00	7,112,473.68	3.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
141 GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
73400 Early Childhood Education							
14100230 511600 00000 Teachers	426,000	0	426,000	30,938.46	.00	395,061.54	7.3%
14100230 516300 00000 Educationa	139,000	0	139,000	7,546.60	.00	131,453.40	5.4%
14100230 520100 00000 Social Sec	35,000	0	35,000	2,231.12	.00	32,768.88	6.4%
14100230 520400 00000 State Reti	39,000	0	39,000	2,814.93	.00	36,185.07	7.2%
14100230 520600 00000 Life Ins E	700	0	700	36.99	.00	663.01	5.3%
14100230 520700 00000 Health Ins	140,000	0	140,000	7,683.49	.00	132,316.51	5.5%
14100230 520800 00000 Dental Ins	4,000	0	4,000	188.70	.00	3,811.30	4.7%
14100230 521200 00000 Employer M	8,500	0	8,500	521.79	.00	7,978.21	6.1%
14100230 531000 00000 Contracts	40,000	0	40,000	.00	.00	40,000.00	.0%
14100230 542900 00000 Instr Supp	38,000	0	38,000	.00	26,400.74	11,599.26	69.5%
14100230 552400 00000 Inservice	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Early Childhood Education	875,200	0	875,200	51,962.08	26,400.74	796,837.18	9.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
141	GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
76100 Regular Capital Outlay								
14100240	530400 00000	23,000	0	23,000	.00	.00	23,000.00	.0%
14100240	539900 00000	1,385,350	0	1,385,350	52,000.00	.00	1,333,350.00	3.8%
14100240	570700 00000	310,000	0	310,000	.00	181,322.27	128,677.73	58.5%
14100240	570800 00000	149,000	0	149,000	.00	.00	149,000.00	.0%
14100240	570900 00000	17,500	0	17,500	.00	.00	17,500.00	.0%
14100240	579900 00000	316,500	4,218,000	4,534,500	.00	22,636.87	4,511,863.13	.5%
TOTAL Regular Capital Outlay		2,201,350	4,218,000	6,419,350	52,000.00	203,959.14	6,163,390.86	4.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR: 141 GPSF	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
99100 Transfer OUT								
14990040 559000 00000 Transfers	1,364,798	0	1,364,798	.00	.00	1,364,798.00	.0%	
TOTAL Transfer OUT	1,364,798	0	1,364,798	.00	.00	1,364,798.00	.0%	
TOTAL GPSF	122,155,800	4,433,000	126,588,800	7,836,047.96	3,459,445.61	115,293,306.43	8.9%	
TOTAL EXPENSES	122,155,800	4,433,000	126,588,800	7,836,047.96	3,459,445.61	115,293,306.43		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
142 Federal School							

71100 Regular Instruction Program

14200020 511600 10023 Teachers	0	0	0	23,756.73	.00	-23,756.73	100.0%
14200020 511600 10024 Teachers	733,000	0	733,000	32,807.37	.00	700,192.63	4.5%
14200020 511600 96124 Teachers	129,500	0	129,500	.00	.00	129,500.00	.0%
14200020 511600 97023 Teachers	0	0	0	22,481.17	.00	-22,481.17	100.0%
14200020 511600 98023 Teachers	0	0	0	55,569.50	.00	-55,569.50	100.0%
14200020 511600 98024 Teachers	2,080,654	0	2,080,654	44,815.96	.00	2,035,838.04	2.2%
14200020 516300 10023 Educationa	0	0	0	57,053.48	.00	-57,053.48	100.0%
14200020 516300 10024 Educationa	980,000	0	980,000	.00	.00	980,000.00	.0%
14200020 516300 97023 Educationa	0	0	0	5,747.20	.00	-5,747.20	100.0%
14200020 516300 98024 Educationa	81,000	0	81,000	.00	.00	81,000.00	.0%
14200020 520100 10023 Social Sec	0	0	0	4,370.55	.00	-4,370.55	100.0%
14200020 520100 10024 Social Sec	106,206	0	106,206	1,922.49	.00	104,283.51	1.8%
14200020 520100 96124 Social Sec	8,029	0	8,029	.00	.00	8,029.00	.0%
14200020 520100 97023 Social Sec	0	0	0	1,692.28	.00	-1,692.28	100.0%
14200020 520100 98023 Social Sec	0	0	0	3,279.79	.00	-3,279.79	100.0%
14200020 520100 98024 Social Sec	134,023	0	134,023	2,653.89	.00	131,369.11	2.0%
14200020 520400 10023 State Reti	0	0	0	1,986.13	.00	-1,986.13	100.0%
14200020 520400 10024 State Reti	116,656	0	116,656	2,313.12	.00	114,342.88	2.0%
14200020 520400 96124 State Reti	17,638	0	17,638	.00	.00	17,638.00	.0%
14200020 520400 97023 State Reti	0	0	0	1,640.20	.00	-1,640.20	100.0%
14200020 520400 98023 State Reti	0	0	0	5,043.09	.00	-5,043.09	100.0%
14200020 520400 98024 State Reti	141,693	0	141,693	3,126.89	.00	138,566.11	2.2%
14200020 520600 10023 Life Ins E	0	0	0	28.43	.00	-28.43	100.0%
14200020 520600 10024 Life Ins E	900	0	900	29.76	.00	870.24	3.3%
14200020 520600 96124 Life Ins E	550	0	550	.00	.00	550.00	.0%
14200020 520600 97023 Life Ins E	0	0	0	17.22	.00	-17.22	100.0%
14200020 520600 98023 Life Ins E	0	0	0	46.65	.00	-46.65	100.0%
14200020 520600 98024 Life Ins E	2,056	0	2,056	42.11	.00	2,013.89	2.0%
14200020 520700 10023 Health Ins	0	0	0	4,837.25	.00	-4,837.25	100.0%
14200020 520700 10024 Health Ins	116,000	0	116,000	5,759.75	.00	110,240.25	5.0%
14200020 520700 96124 Health Ins	30,500	0	30,500	.00	.00	30,500.00	.0%
14200020 520700 97023 Health Ins	0	0	0	3,188.54	.00	-3,188.54	100.0%
14200020 520700 98023 Health Ins	0	0	0	9,080.16	.00	-9,080.16	100.0%
14200020 520700 98024 Health Ins	374,244	0	374,244	7,321.50	.00	366,922.50	2.0%
14200020 520800 10023 Dental Ins	0	0	0	132.00	.00	-132.00	100.0%
14200020 520800 10024 Dental Ins	4,700	0	4,700	105.12	.00	4,594.88	2.2%
14200020 520800 96124 Dental Ins	500	0	500	.00	.00	500.00	.0%
14200020 520800 97023 Dental Ins	0	0	0	46.06	.00	-46.06	100.0%
14200020 520800 98023 Dental Ins	0	0	0	204.69	.00	-204.69	100.0%
14200020 520800 98024 Dental Ins	7,452	0	7,452	140.16	.00	7,311.84	1.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:				ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
142	Federal	School		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED
14200020	521200	10023	Employer M	0	0	0	1,151.73	.00	100.0%
14200020	521200	10024	Employer M	24,839	0	24,839	449.62	.00	1.8%
14200020	521200	96124	Employer M	1,878	0	1,878	.00	.00	.0%
14200020	521200	97023	Employer M	0	0	0	395.79	.00	100.0%
14200020	521200	98023	Employer M	0	0	0	767.03	.00	100.0%
14200020	521200	98024	Employer M	31,344	0	31,344	620.67	.00	2.0%
14200020	542900	10024	Instr Supp	85,000	0	85,000	220.05	2,792.46	3.5%
14200020	542900	15024	Instr Supp	12,000	0	12,000	.00	.00	.0%
14200020	542900	16024	Instr Supp	32,000	0	32,000	.00	.00	.0%
14200020	542900	30024	Instr Supp	21,000	0	21,000	1,638.00	9,251.45	51.9%
14200020	542900	93024	Instr Supp	4,000	0	4,000	.00	.00	.0%
14200020	542900	98024	Instr Supp	215,000	0	215,000	9,165.75	61,095.72	32.7%
14200020	547100	98024	Computer S	472,300	0	472,300	78,446.00	.00	16.6%
14200020	549900	14024	Other Supp	1,500	0	1,500	.00	.00	.0%
14200020	572200	10024	Regular In	97,000	0	97,000	.00	.00	.0%
14200020	572200	16024	Regular In	26,900	0	26,900	.00	.00	.0%
14200020	572200	30024	Regular In	6,800	0	6,800	.00	.00	.0%
TOTAL Regular Instruction Program				6,096,862	0	6,096,862	394,093.88	73,139.63	7.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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71200 Special Education Program

14200030 511600 90023 Teachers	0	0	0	5,526.15	.00	-5,526.15	100.0%
14200030 511600 90024 Teachers	151,000	0	151,000	5,837.62	.00	145,162.38	3.9%
14200030 516200 90023 Clerical P	0	0	0	9,139.60	.00	-9,139.60	100.0%
14200030 516200 90024 Clerical P	114,000	0	114,000	.00	.00	114,000.00	.0%
14200030 516200 92024 Clerical P	15,000	0	15,000	.00	.00	15,000.00	.0%
14200030 516300 90023 Educationa	0	0	0	110,119.92	.00	-110,119.92	100.0%
14200030 516300 90024 Educationa	1,610,000	0	1,610,000	.00	.00	1,610,000.00	.0%
14200030 516300 91023 Educationa	0	0	0	8,248.60	.00	-8,248.60	100.0%
14200030 516300 91024 Educationa	94,200	0	94,200	.00	.00	94,200.00	.0%
14200030 516300 92024 Educationa	36,400	0	36,400	.00	.00	36,400.00	.0%
14200030 517100 90023 Speech Pat	0	0	0	1,784.22	.00	-1,784.22	100.0%
14200030 517100 90024 Speech Pat	49,000	0	49,000	1,904.94	.00	47,095.06	3.9%
14200030 520100 90023 Social Sec	0	0	0	7,291.07	.00	-7,291.07	100.0%
14200030 520100 90024 Social Sec	119,288	0	119,288	461.68	.00	118,826.32	.4%
14200030 520100 91023 Social Sec	0	0	0	436.52	.00	-436.52	100.0%
14200030 520100 91024 Social Sec	5,841	0	5,841	.00	.00	5,841.00	.0%
14200030 520100 92024 Social Sec	3,187	0	3,187	.00	.00	3,187.00	.0%
14200030 520400 90023 State Reti	0	0	0	4,858.22	.00	-4,858.22	100.0%
14200030 520400 90024 State Reti	131,025	0	131,025	569.00	.00	130,456.00	.4%
14200030 520400 91023 State Reti	0	0	0	366.48	.00	-366.48	100.0%
14200030 520400 91024 State Reti	6,416	0	6,416	.00	.00	6,416.00	.0%
14200030 520400 92024 State Reti	3,500	0	3,500	.00	.00	3,500.00	.0%
14200030 520600 90023 Life Ins E	0	0	0	98.85	.00	-98.85	100.0%
14200030 520600 90024 Life Ins E	1,100	0	1,100	6.10	.00	1,093.90	.6%
14200030 520600 91023 Life Ins E	0	0	0	9.70	.00	-9.70	100.0%
14200030 520600 91024 Life Ins E	70	0	70	.00	.00	70.00	.0%
14200030 520600 92024 Life Ins E	130	0	130	.00	.00	130.00	.0%
14200030 520700 90023 Health Ins	0	0	0	17,482.93	.00	-17,482.93	100.0%
14200030 520700 90024 Health Ins	215,000	0	215,000	688.50	.00	214,311.50	.3%
14200030 520700 91023 Health Ins	0	0	0	4,356.10	.00	-4,356.10	100.0%
14200030 520700 91024 Health Ins	22,000	0	22,000	.00	.00	22,000.00	.0%
14200030 520700 92024 Health Ins	7,000	0	7,000	.00	.00	7,000.00	.0%
14200030 520800 90023 Dental Ins	0	0	0	491.29	.00	-491.29	100.0%
14200030 520800 90024 Dental Ins	7,100	0	7,100	23.36	.00	7,076.64	.3%
14200030 520800 91023 Dental Ins	0	0	0	70.08	.00	-70.08	100.0%
14200030 520800 91024 Dental Ins	500	0	500	.00	.00	500.00	.0%
14200030 520800 92024 Dental Ins	800	0	800	.00	.00	800.00	.0%
14200030 521200 90023 Employer M	0	0	0	1,760.88	.00	-1,760.88	100.0%
14200030 521200 90024 Employer M	27,898	0	27,898	107.96	.00	27,790.04	.4%
14200030 521200 91023 Employer M	0	0	0	102.09	.00	-102.09	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:				ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
142	Federal	School		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED	
14200030	521200	91024	Employer M	1,366	0	1,366	.00	.00	1,366.00	.0%
14200030	521200	92024	Employer M	746	0	746	.00	.00	746.00	.0%
14200030	542900	90024	Instr Supp	55,000	0	55,000	.00	.00	55,000.00	.0%
14200030	542900	92024	Instr Supp	34,000	0	34,000	.00	.00	34,000.00	.0%
14200030	542900	92124	Instr Supp	2,000	0	2,000	.00	.00	2,000.00	.0%
14200030	572500	90024	Special Ed	80,000	0	80,000	.00	.00	80,000.00	.0%
14200030	572500	90124	Special Ed	58,000	0	58,000	.00	.00	58,000.00	.0%
14200030	572500	92024	Special Ed	110,000	0	110,000	.00	.00	110,000.00	.0%
14200030	572500	92124	Special Ed	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL Special Education Program				2,965,567	0	2,965,567	181,741.86	.00	2,783,825.14	6.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
142 Federal School									
71300 Vocational Education Program									
14200040 518900 81023 Other Sala	0	0	0	11,200.89	.00	-11,200.89	100.0%		
14200040 518900 81024 Other Sala	125,000	0	125,000	1,998.68	.00	123,001.32	1.6%		
14200040 520100 81023 Social Sec	0	0	0	711.40	.00	-711.40	100.0%		
14200040 520100 81024 Social Sec	7,750	0	7,750	123.92	.00	7,626.08	1.6%		
14200040 520400 81023 State Reti	0	0	0	736.46	.00	-736.46	100.0%		
14200040 520400 81024 State Reti	8,513	0	8,513	136.11	.00	8,376.89	1.6%		
14200040 520600 81023 Life Ins E	0	0	0	12.61	.00	-12.61	100.0%		
14200040 520600 81024 Life Ins E	170	0	170	2.43	.00	167.57	1.4%		
14200040 520700 81023 Health Ins	0	0	0	-758.00	.00	758.00	100.0%		
14200040 520700 81024 Health Ins	14,600	0	14,600	.00	.00	14,600.00	.0%		
14200040 520800 81023 Dental Ins	0	0	0	.01	.00	-.01	100.0%		
14200040 521200 81023 Employer M	0	0	0	166.38	.00	-166.38	100.0%		
14200040 521200 81024 Employer M	1,813	0	1,813	28.98	.00	1,784.02	1.6%		
14200040 542900 80024 Instr Supp	56,000	0	56,000	3,560.74	25,072.50	27,366.76	51.1%		
14200040 542900 98024 Instr Supp	155,000	0	155,000	165.59	5,487.05	149,347.36	3.6%		
14200040 549900 80024 Other Supp	22,700	0	22,700	.00	.00	22,700.00	.0%		
14200040 573000 80024 Voc Instru	81,000	0	81,000	1,010.95	.00	79,989.05	1.2%		
14200040 573000 98024 Voc Instru	285,000	0	285,000	20,750.50	.00	264,249.50	7.3%		
TOTAL Vocational Education Program	757,546	0	757,546	39,847.65	30,559.55	687,138.80	9.3%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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72120 Health Services

14720270 513100 96323 Medical Pe	0	0	0	53,956.20	.00	-53,956.20	100.0%
14720270 513100 96324 Medical Pe	179,000	0	179,000	.00	.00	179,000.00	.0%
14720270 513100 98024 Medical Pe	1,010,800	0	1,010,800	28,124.00	.00	982,676.00	2.8%
14720270 520100 96323 Social Sec	0	0	0	3,193.67	.00	-3,193.67	100.0%
14720270 520100 96324 Social Sec	11,098	0	11,098	.00	.00	11,098.00	.0%
14720270 520100 98024 Social Sec	62,670	0	62,670	1,650.12	.00	61,019.88	2.6%
14720270 520400 96323 State Reti	0	0	0	3,584.71	.00	-3,584.71	100.0%
14720270 520400 96324 State Reti	18,437	0	18,437	.00	.00	18,437.00	.0%
14720270 520400 98024 State Reti	70,150	0	70,150	1,808.00	.00	68,342.00	2.6%
14720270 520600 96323 Life Ins E	0	0	0	82.31	.00	-82.31	100.0%
14720270 520600 96324 Life Ins E	142	0	142	.00	.00	142.00	.0%
14720270 520600 98024 Life Ins E	1,201	0	1,201	44.57	.00	1,156.43	3.7%
14720270 520700 96323 Health Ins	0	0	0	9,111.96	.00	-9,111.96	100.0%
14720270 520700 96324 Health Ins	26,909	0	26,909	.00	.00	26,909.00	.0%
14720270 520700 98024 Health Ins	209,640	0	209,640	6,193.50	.00	203,446.50	3.0%
14720270 520800 96323 Dental Ins	0	0	0	238.09	.00	-238.09	100.0%
14720270 520800 96324 Dental Ins	1,167	0	1,167	.00	.00	1,167.00	.0%
14720270 520800 98024 Dental Ins	7,176	0	7,176	128.48	.00	7,047.52	1.8%
14720270 521200 96323 Employer M	0	0	0	746.91	.00	-746.91	100.0%
14720270 521200 96324 Employer M	2,596	0	2,596	.00	.00	2,596.00	.0%
14720270 521200 98024 Employer M	14,657	0	14,657	385.91	.00	14,271.09	2.6%
14720270 539900 14024 Other Cont	2,000	0	2,000	.00	.00	2,000.00	.0%
14720270 549900 93024 Other Supp	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Health Services	1,622,643	0	1,622,643	109,248.43	.00	1,513,394.57	6.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
142 Federal School							
72130 Other Student Support							
14200050 512300 98023 Guidance P	0	0	0	3,955.31	.00	-3,955.31	100.0%
14200050 512300 98024 Guidance P	110,000	0	110,000	.00	.00	110,000.00	.0%
14200050 513000 98023 Social Wor	0	0	0	3,970.40	.00	-3,970.40	100.0%
14200050 513000 98024 Social Wor	55,100	0	55,100	.00	.00	55,100.00	.0%
14200050 520100 98023 Social Sec	0	0	0	455.06	.00	-455.06	100.0%
14200050 520100 98024 Social Sec	10,236	0	10,236	.00	.00	10,236.00	.0%
14200050 520400 98023 State Reti	0	0	0	559.74	.00	-559.74	100.0%
14200050 520400 98024 State Reti	11,315	0	11,315	.00	.00	11,315.00	.0%
14200050 520600 98023 Life Ins E	0	0	0	9.72	.00	-9.72	100.0%
14200050 520600 98024 Life Ins E	196	0	196	.00	.00	196.00	.0%
14200050 520700 98023 Health Ins	0	0	0	2,698.50	.00	-2,698.50	100.0%
14200050 520700 98024 Health Ins	50,148	0	50,148	.00	.00	50,148.00	.0%
14200050 520800 98023 Dental Ins	0	0	0	46.72	.00	-46.72	100.0%
14200050 520800 98024 Dental Ins	828	0	828	.00	.00	828.00	.0%
14200050 521200 98023 Employer M	0	0	0	106.41	.00	-106.41	100.0%
14200050 521200 98024 Employer M	2,394	0	2,394	.00	.00	2,394.00	.0%
14200050 532200 20024 Evaluation	3,000	0	3,000	.00	.00	3,000.00	.0%
14200050 535500 80023 Travel	0	0	0	943.42	.00	-943.42	100.0%
14200050 535500 80024 Travel	19,000	0	19,000	987.52	.00	18,012.48	5.2%
14200050 535500 93024 Travel	5,000	0	5,000	.00	.00	5,000.00	.0%
14200050 539900 80024 Other Cont	18,000	0	18,000	.00	.00	18,000.00	.0%
14200050 539900 93024 Other Cont	6,000	0	6,000	.00	.00	6,000.00	.0%
14200050 549900 10024 Other Supp	10,000	0	10,000	.00	.00	10,000.00	.0%
14200050 552400 80024 Inservice	11,000	0	11,000	2,026.39	.00	8,973.61	18.4%
14200050 559900 10024 Other Char	22,000	0	22,000	.00	120.00	21,880.00	.5%
14200050 559900 93024 Other Char	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Other Student Support	339,217	0	339,217	15,759.19	120.00	323,337.81	4.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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72210 Regular Instruction Program

14200070	510500	01023	Supervisor	0	0	0	4,404.70	.00	-4,404.70	100.0%
14200070	510500	01024	Supervisor	110,000	0	110,000	4,523.99	.00	105,476.01	4.1%
14200070	516100	01023	Secretary	0	0	0	4,088.80	.00	-4,088.80	100.0%
14200070	516100	01024	Secretary	53,000	0	53,000	.00	.00	53,000.00	.0%
14200070	516200	98023	Clerical P	0	0	0	3,399.20	.00	-3,399.20	100.0%
14200070	518900	10023	Other Sala	0	0	0	9,576.65	.00	-9,576.65	100.0%
14200070	518900	10024	Other Sala	240,000	0	240,000	8,988.53	.00	231,011.47	3.7%
14200070	518900	20023	Other Sala	0	0	0	8,185.85	.00	-8,185.85	100.0%
14200070	518900	20024	Other Sala	225,500	0	225,500	8,571.29	.00	216,928.71	3.8%
14200070	520100	01023	Social Sec	0	0	0	509.26	.00	-509.26	100.0%
14200070	520100	01024	Social Sec	11,280	0	11,280	270.98	.00	11,009.02	2.4%
14200070	520100	10023	Social Sec	0	0	0	506.53	.00	-506.53	100.0%
14200070	520100	10024	Social Sec	14,880	0	14,880	542.25	.00	14,337.75	3.6%
14200070	520100	20023	Social Sec	0	0	0	480.88	.00	-480.88	100.0%
14200070	520100	20024	Social Sec	1,395	0	1,395	504.78	.00	890.22	36.2%
14200070	520100	98023	Social Sec	0	0	0	203.97	.00	-203.97	100.0%
14200070	520400	01023	State Reti	0	0	0	582.09	.00	-582.09	100.0%
14200070	520400	01024	State Reti	11,101	0	11,101	308.08	.00	10,792.92	2.8%
14200070	520400	10023	State Reti	0	0	0	572.86	.00	-572.86	100.0%
14200070	520400	10024	State Reti	16,344	0	16,344	612.12	.00	15,731.88	3.7%
14200070	520400	20023	State Reti	0	0	0	585.44	.00	-585.44	100.0%
14200070	520400	20024	State Reti	17,400	0	17,400	613.49	.00	16,786.51	3.5%
14200070	520400	98023	State Reti	0	0	0	234.54	.00	-234.54	100.0%
14200070	520600	01023	Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070	520600	01024	Life Ins E	200	0	200	2.48	.00	197.52	1.2%
14200070	520600	10023	Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070	520600	10024	Life Ins E	260	0	260	7.44	.00	252.56	2.9%
14200070	520600	20023	Life Ins E	0	0	0	7.44	.00	-7.44	100.0%
14200070	520600	20024	Life Ins E	300	0	300	7.44	.00	292.56	2.5%
14200070	520600	98023	Life Ins E	0	0	0	4.26	.00	-4.26	100.0%
14200070	520700	01023	Health Ins	0	0	0	1,273.00	.00	-1,273.00	100.0%
14200070	520700	01024	Health Ins	23,200	0	23,200	677.00	.00	22,523.00	2.9%
14200070	520700	10023	Health Ins	0	0	0	975.00	.00	-975.00	100.0%
14200070	520700	10024	Health Ins	24,000	0	24,000	975.00	.00	23,025.00	4.1%
14200070	520700	20023	Health Ins	0	0	0	1,675.00	.00	-1,675.00	100.0%
14200070	520700	20024	Health Ins	52,750	0	52,750	1,675.00	.00	51,075.00	3.2%
14200070	520700	98023	Health Ins	0	0	0	596.00	.00	-596.00	100.0%
14200070	520800	01023	Dental Ins	0	0	0	35.04	.00	-35.04	100.0%
14200070	520800	01024	Dental Ins	830	0	830	11.68	.00	818.32	1.4%
14200070	520800	10023	Dental Ins	0	0	0	23.36	.00	-23.36	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
142 Federal School	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
14200070 520800 10024 Dental Ins	830	0	830	23.36	.00	806.64	2.8%		
14200070 520800 20023 Dental Ins	0	0	0	35.04	.00	-35.04	100.0%		
14200070 520800 20024 Dental Ins	1,660	0	1,660	35.04	.00	1,624.96	2.1%		
14200070 520800 98023 Dental Ins	0	0	0	23.36	.00	-23.36	100.0%		
14200070 521200 01023 Employer M	0	0	0	119.11	.00	-119.11	100.0%		
14200070 521200 01024 Employer M	2,364	0	2,364	63.38	.00	2,300.62	2.7%		
14200070 521200 10023 Employer M	0	0	0	135.34	.00	-135.34	100.0%		
14200070 521200 10024 Employer M	3,480	0	3,480	126.84	.00	3,353.16	3.6%		
14200070 521200 20023 Employer M	0	0	0	112.46	.00	-112.46	100.0%		
14200070 521200 20024 Employer M	3,270	0	3,270	118.06	.00	3,151.94	3.6%		
14200070 521200 98023 Employer M	0	0	0	47.70	.00	-47.70	100.0%		
14200070 535500 01024 Travel	2,850	0	2,850	.00	.00	2,850.00	.0%		
14200070 535500 10024 Travel	7,000	0	7,000	.00	.00	7,000.00	.0%		
14200070 535500 20024 Travel	15,000	0	15,000	.00	.00	15,000.00	.0%		
14200070 539900 01024 Other Cont	1,500	0	1,500	.00	.00	1,500.00	.0%		
14200070 539900 15024 Other Cont	182,000	0	182,000	.00	60,000.00	122,000.00	33.0%		
14200070 539900 16024 Other Cont	58,000	0	58,000	.00	40,000.00	18,000.00	69.0%		
14200070 539900 96424 Other Cont	35,500	0	35,500	.00	.00	35,500.00	.0%		
14200070 549900 01024 Other Supp	2,000	0	2,000	.00	.00	2,000.00	.0%		
14200070 549900 14024 Other Supp	700	0	700	.00	.00	700.00	.0%		
14200070 549900 20024 Other Supp	11,000	0	11,000	.00	.00	11,000.00	.0%		
14200070 552400 01024 Inservice	4,500	0	4,500	89.00	1,200.00	3,211.00	28.6%		
14200070 552400 10024 Inservice	24,000	0	24,000	1,006.00	2,567.00	20,427.00	14.9%		
14200070 552400 15024 Inservice	4,300	0	4,300	.00	.00	4,300.00	.0%		
14200070 552400 20024 Inservice	44,000	0	44,000	1,557.80	5,107.90	37,334.30	15.1%		
14200070 552400 30024 Inservice	5,500	0	5,500	.00	.00	5,500.00	.0%		
14200070 552400 98023 Inservice	0	0	0	4,337.76	-4,397.76	60.00	100.0%		
14200070 552400 98024 Inservice	150,000	0	150,000	3,092.04	7,480.00	139,427.96	7.0%		
14200070 559900 01024 Other Char	3,500	0	3,500	.00	.00	3,500.00	.0%		
14200070 579000 01024 Other Equi	2,500	0	2,500	.00	.00	2,500.00	.0%		
14200070 579000 20024 Other Equi	6,000	0	6,000	.00	.00	6,000.00	.0%		
TOTAL Regular Instruction Program	1,373,894	0	1,373,894	77,148.59	111,957.14	1,184,788.27	13.8%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01				ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
ACCOUNTS FOR:	142	Federal	School							
72220 Special Education Program										
14200080	510500	90023	Supervisor	0	0	0	7,678.48	.00	-7,678.48	100.0%
14200080	510500	90024	Supervisor	208,000	0	208,000	7,868.16	.00	200,131.84	3.8%
14200080	512400	90023	Psychologic	0	0	0	8,391.33	.00	-8,391.33	100.0%
14200080	512400	90024	Psychologic	150,000	0	150,000	5,659.06	.00	144,340.94	3.8%
14200080	512400	98023	Psychologic	0	0	0	2,598.77	.00	-2,598.77	100.0%
14200080	512400	98024	Psychologic	72,000	0	72,000	2,768.23	.00	69,231.77	3.8%
14200080	516200	90023	Clerical P	0	0	0	10,580.00	.00	-10,580.00	100.0%
14200080	516200	90024	Clerical P	170,000	0	170,000	.00	.00	170,000.00	.0%
14200080	520100	90023	Social Sec	0	0	0	1,575.80	.00	-1,575.80	100.0%
14200080	520100	90024	Social Sec	32,736	0	32,736	803.91	.00	31,932.09	2.5%
14200080	520100	98023	Social Sec	0	0	0	151.53	.00	-151.53	100.0%
14200080	520100	98024	Social Sec	4,464	0	4,464	162.04	.00	4,301.96	3.6%
14200080	520400	90023	State Reti	0	0	0	1,891.09	.00	-1,891.09	100.0%
14200080	520400	90024	State Reti	35,957	0	35,957	955.05	.00	35,001.95	2.7%
14200080	520400	98023	State Reti	0	0	0	176.98	.00	-176.98	100.0%
14200080	520400	98024	State Reti	4,903	0	4,903	188.52	.00	4,714.48	3.8%
14200080	520600	90023	Life Ins E	0	0	0	20.39	.00	-20.39	100.0%
14200080	520600	90024	Life Ins E	410	0	410	9.92	.00	400.08	2.4%
14200080	520600	98023	Life Ins E	0	0	0	2.48	.00	-2.48	100.0%
14200080	520600	98024	Life Ins E	86	0	86	2.48	.00	83.52	2.9%
14200080	520700	90023	Health Ins	0	0	0	4,412.88	.00	-4,412.88	100.0%
14200080	520700	90024	Health Ins	48,000	0	48,000	1,653.00	.00	46,347.00	3.4%
14200080	520700	98023	Health Ins	0	0	0	688.50	.00	-688.50	100.0%
14200080	520700	98024	Health Ins	16,716	0	16,716	688.50	.00	16,027.50	4.1%
14200080	520800	90023	Dental Ins	0	0	0	60.85	.00	-60.85	100.0%
14200080	520800	90024	Dental Ins	1,200	0	1,200	46.72	.00	1,153.28	3.9%
14200080	520800	98023	Dental Ins	0	0	0	11.68	.00	-11.68	100.0%
14200080	520800	98024	Dental Ins	276	0	276	11.68	.00	264.32	4.2%
14200080	521200	90023	Employer M	0	0	0	368.53	.00	-368.53	100.0%
14200080	521200	90024	Employer M	7,656	0	7,656	188.01	.00	7,467.99	2.5%
14200080	521200	98023	Employer M	0	0	0	35.44	.00	-35.44	100.0%
14200080	521200	98024	Employer M	1,044	0	1,044	37.90	.00	1,006.10	3.6%
14200080	531200	98024	Contracts	50,000	0	50,000	.00	.00	50,000.00	.0%
14200080	535500	92024	Travel	2,700	0	2,700	.00	.00	2,700.00	.0%
14200080	552400	90024	Inservice	20,000	0	20,000	.00	.00	20,000.00	.0%
14200080	552400	92024	Inservice	17,500	0	17,500	.00	.00	17,500.00	.0%
14200080	552400	92124	Inservice	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Special Education Program				845,648	0	845,648	59,687.91	.00	785,960.09	7.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
142	Federal School	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72230 Vocational Education Program									
14200090	535500 80024 Travel	2,500	0	2,500	.00	.00	2,500.00	.00%	
14200090	552400 80024 Inservice	2,500	0	2,500	333.04	.00	2,166.96	13.3%	
TOTAL Vocational Education Program		5,000	0	5,000	333.04	.00	4,666.96	6.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
142 Federal School							
72250 Technology							
14720280 512000 98023 Computer P	0	0	0	3,564.00	.00	-3,564.00	100.0%
14720280 520100 98023 Social Sec	0	0	0	200.22	.00	-200.22	100.0%
14720280 520400 98023 State Reti	0	0	0	245.91	.00	-245.91	100.0%
14720280 520600 98023 Life Ins E	0	0	0	4.36	.00	-4.36	100.0%
14720280 520700 98023 Health Ins	0	0	0	1,377.00	.00	-1,377.00	100.0%
14720280 520800 98023 Dental Ins	0	0	0	23.36	.00	-23.36	100.0%
14720280 521200 98023 Employer M	0	0	0	46.82	.00	-46.82	100.0%
TOTAL Technology	0	0	0	5,461.67	.00	-5,461.67	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
142	Federal School	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
72710 Transportation									
14200100	531300 90024 Contracts	4,000	0	4,000	.00	.00	4,000.00	.0%	
14200100	531500 14024 Contracts	1,800	0	1,800	.00	.00	1,800.00	.0%	
14200100	531500 90024 Contracts	135,000	0	135,000	.00	.00	135,000.00	.0%	
TOTAL Transportation		140,800	0	140,800	.00	.00	140,800.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
142 Federal School								
76100 Regular Capital Outlay								
14760020 570700 98024 Building I	1,225,000	0	1,225,000	.00	.00	1,225,000.00	.0%	
TOTAL Regular Capital Outlay	1,225,000	0	1,225,000	.00	.00	1,225,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
142 Federal School							
99100 Transfer OUT							
14990030 550400 01024 IndirCost	2,600	0	2,600	.00	.00	2,600.00	.0%
14990030 550400 10024 IndirCost	45,000	0	45,000	.00	.00	45,000.00	.0%
14990030 550400 15024 IndirCost	5,400	0	5,400	.00	.00	5,400.00	.0%
14990030 550400 16024 IndirCost	2,400	0	2,400	.00	.00	2,400.00	.0%
14990030 550400 20024 IndirCost	10,750	0	10,750	.00	.00	10,750.00	.0%
14990030 550400 30024 IndirCost	400	0	400	.00	.00	400.00	.0%
14990030 550400 90024 IndirCost	85,000	0	85,000	.00	.00	85,000.00	.0%
14990030 550400 93024 IndirCost	2,500	0	2,500	.00	.00	2,500.00	.0%
14990030 550400 98024 IndirCost	190,000	0	190,000	.00	.00	190,000.00	.0%
TOTAL Transfer OUT	344,050	0	344,050	.00	.00	344,050.00	.0%
TOTAL Federal School	15,716,227	0	15,716,227	883,322.22	215,776.32	14,617,128.46	7.0%
TOTAL EXPENSES	15,716,227	0	15,716,227	883,322.22	215,776.32	14,617,128.46	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			ENCUMBRANCES	AVAILABLE	PCT	
143 Café	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED		BUDGET	USED	
73100 Food Service									
14300020 510500 00000	Supervisor	74,000	0	74,000	5,383.20	.00	68,616.80	7.3%	
14300020 511900 00000	Accountant	46,500	0	46,500	3,399.20	.00	43,100.80	7.3%	
14300020 516500 00000	Cafeteria	2,823,000	0	2,823,000	78,634.77	.00	2,744,365.23	2.8%	
14300020 520100 00000	Social Sec	177,000	0	177,000	5,186.50	.00	171,813.50	2.9%	
14300020 520400 00000	State Reti	88,000	0	88,000	5,206.23	.00	82,793.77	5.9%	
14300020 520600 00000	Life Ins E	1,600	0	1,600	107.90	.00	1,492.10	6.7%	
14300020 520700 00000	Health Ins	308,000	0	308,000	13,237.45	.00	294,762.55	4.3%	
14300020 520800 00000	Dental Ins	9,500	0	9,500	397.12	.00	9,102.88	4.2%	
14300020 521200 00000	Employer M	42,000	0	42,000	1,220.85	.00	40,779.15	2.9%	
14300020 532000 00000	Dues and M	9,000	0	9,000	181.00	4,819.00	4,000.00	55.6%	
14300020 533000 00000	Lease Paym	27,600	0	27,600	43.05	-601.21	28,158.16	-2.0%	
14300020 533400 00000	Maintenanc	92,600	0	92,600	.00	85,000.00	7,600.00	91.8%	
14300020 533600 00000	Maint. And	145,000	0	145,000	16,874.76	40,186.75	87,938.49	39.4%	
14300020 534900 00000	Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%	
14300020 535400 00000	TranspComm	30,000	0	30,000	.00	20,000.00	10,000.00	66.7%	
14300020 535500 00000	Travel	3,000	0	3,000	.00	.00	3,000.00	.0%	
14300020 536100 00000	Permits	2,000	0	2,000	1,680.00	.00	320.00	84.0%	
14300020 539900 00000	Other Cont	60,000	0	60,000	.00	.00	60,000.00	.0%	
14300020 541000 00000	Custodial	60,000	-11,303	48,697	.00	28,696.81	20,000.00	58.9%	
14300020 542100 00000	Food Prepa	200,000	-9,064	190,936	.00	60,935.55	130,000.00	31.9%	
14300020 542200 00000	Food Suppl	2,311,200	-133,113	2,178,087	.00	972,472.72	1,205,614.59	44.6%	
14300020 543500 00000	Office Sup	5,000	0	5,000	.00	4,000.00	1,000.00	80.0%	
14300020 545100 00000	Uniforms	5,000	0	5,000	.00	-1,731.81	6,731.81	-34.6%	
14300020 546900 00000	USDA-Commo	450,000	0	450,000	.00	.00	450,000.00	.0%	
14300020 547100 00000	computer S	8,000	0	8,000	4,140.00	.00	3,860.00	51.8%	
14300020 549900 00000	Other Supp	3,000	0	3,000	2,425.00	.00	575.00	80.8%	
14300020 551300 00000	Workers Co	76,000	0	76,000	.00	.00	76,000.00	.0%	
14300020 552400 00000	Inservice	30,000	0	30,000	2,192.81	3,069.54	24,737.65	17.5%	
14300020 559900 00000	Other Char	1,000	0	1,000	.00	.00	1,000.00	.0%	
14300020 570900 00000	Data Proce	5,000	0	5,000	.00	.00	5,000.00	.0%	
14300020 571000 00000	Food Servi	350,000	0	350,000	.00	.00	350,000.00	.0%	
TOTAL Food Service		7,445,000	-153,480	7,291,520	140,309.84	1,216,847.35	5,934,362.48	18.6%	
TOTAL Café		7,445,000	-153,480	7,291,520	140,309.84	1,216,847.35	5,934,362.48	18.6%	
TOTAL EXPENSES		7,445,000	-153,480	7,291,520	140,309.84	1,216,847.35	5,934,362.48		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
146 Ext Daycare									
73300 Community Services									
14600020 510300 00000 Assistant	110,000	0	110,000	7,964.00	.00	102,036.00	7.2%		
14600020 516600 00000 Custodial	45,000	0	45,000	.00	.00	45,000.00	.0%		
14600020 516900 00000 Part time	1,575,000	0	1,575,000	202,089.56	.00	1,372,910.44	12.8%		
14600020 520100 00000 Social Sec	107,000	0	107,000	12,652.22	.00	94,347.78	11.8%		
14600020 520400 00000 State Reti	47,000	0	47,000	4,095.22	.00	42,904.78	8.7%		
14600020 520600 00000 Life Ins E	800	0	800	61.60	.00	738.40	7.7%		
14600020 520700 00000 Health Ins	192,000	0	192,000	14,836.89	.00	177,163.11	7.7%		
14600020 520800 00000 Dental Ins	4,000	0	4,000	357.55	.00	3,642.45	8.9%		
14600020 521200 00000 Employer M	25,000	0	25,000	2,965.14	.00	22,034.86	11.9%		
14600020 531500 00000 Contracts	28,000	0	28,000	6,265.00	.00	21,735.00	22.4%		
14600020 533000 00000 Lease Paym	2,400	0	2,400	.00	.00	2,400.00	.0%		
14600020 535500 00000 Travel	1,500	0	1,500	.00	.00	1,500.00	.0%		
14600020 539900 00000 Other Cont	40,000	0	40,000	15,551.97	-8,643.32	33,091.35	17.3%		
14600020 542200 00000 Food Suppl	80,800	0	80,800	3,043.32	12,456.68	65,300.00	19.2%		
14600020 542900 00000 Instr Supp	17,000	0	17,000	386.26	5,313.74	11,300.00	33.5%		
14600020 547100 00000 Computer S	3,000	0	3,000	2,508.00	.00	492.00	83.6%		
14600020 549900 00000 Other Supp	15,000	0	15,000	.00	.00	15,000.00	.0%		
14600020 551000 00000 Trustee Co	19,000	0	19,000	.00	.00	19,000.00	.0%		
14600020 552400 00000 Inservice	1,500	0	1,500	.00	.00	1,500.00	.0%		
14600020 559900 00000 Other Char	1,000	0	1,000	.00	.00	1,000.00	.0%		
14600020 570900 00000 Data Proce	10,000	0	10,000	.00	.00	10,000.00	.0%		
14600020 579000 00000 Other Equi	5,000	0	5,000	.00	.00	5,000.00	.0%		
TOTAL Community Services	2,330,000	0	2,330,000	272,776.73	9,127.10	2,048,096.17	12.1%		
TOTAL Ext Daycare	2,330,000	0	2,330,000	272,776.73	9,127.10	2,048,096.17	12.1%		
TOTAL EXPENSES	2,330,000	0	2,330,000	272,776.73	9,127.10	2,048,096.17			

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
151	Gen Debt Service	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
82110 Principal on Debt Gen Govt									
15100020	560100 00000 Principal	10,300,000	0	10,300,000	77,244.07	.00	10,222,755.93	.7%	
	TOTAL Principal on Debt Gen Govt	10,300,000	0	10,300,000	77,244.07	.00	10,222,755.93	.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
151	Gen Debt Service	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
82210 Interest on Debt Gen Govt									
15100040	560300 00000 Interest o	6,400,000	0	6,400,000	65,470.04	.00	6,334,529.96	1.0%	
	TOTAL Interest on Debt Gen Govt	6,400,000	0	6,400,000	65,470.04	.00	6,334,529.96	1.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
151	Gen Debt Service	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
82310 Other Debt Service Gen Govt									
15100060	532400 00000	Financial	50,000	0	50,000	.00	.00	50,000.00	.0%
15100060	551000 00000	Trustee Co	400,000	0	400,000	.00	.00	400,000.00	.0%
15100060	559900 00000	Other Char	20,000	0	20,000	990.33	.00	19,009.67	5.0%
15820020	533100 00000	Legal Svcs	50,000	0	50,000	.00	.00	50,000.00	.0%
15820020	559000 00000	Transfers	850,000	0	850,000	.00	.00	850,000.00	.0%
15828010	533100 00000	Legal Svcs	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Other Debt Service Gen Govt			1,375,000	0	1,375,000	990.33	.00	1,374,009.67	.1%
TOTAL Gen Debt Service			18,075,000	0	18,075,000	143,704.44	.00	17,931,295.56	.8%
TOTAL EXPENSES			18,075,000	0	18,075,000	143,704.44	.00	17,931,295.56	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
176 Highway Capital							
91200 Highway and Street Capital Pro							
17910010 539900 00000 Other Cont	0	0	0	1,200.00	-1,200.00	.00	.0%
17910010 571400 00000 Highway Eq	1,355,500	0	1,355,500	.00	688,198.65	667,301.35	50.8%
17910020 570700 00000 Building I	1,200,000	0	1,200,000	.00	14,037.42	1,185,962.58	1.2%
TOTAL Highway and Street Capital Pro	2,555,500	0	2,555,500	1,200.00	701,036.07	1,853,263.93	27.5%
TOTAL Highway Capital	2,555,500	0	2,555,500	1,200.00	701,036.07	1,853,263.93	27.5%
TOTAL EXPENSES	2,555,500	0	2,555,500	1,200.00	701,036.07	1,853,263.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
177	Education Capital	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
82330 Other Debt Service Education									
17820010	562000 00000 EduDebtSrv	1,366,800	0	1,366,800	.00	.00	1,366,800.00	.0%	
	TOTAL Other Debt Service Education	1,366,800	0	1,366,800	.00	.00	1,366,800.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
177 Education Capital	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED
91300 Education Capital Projects								
17700030 551000 00000 Trustee Co	150,000	0	150,000		.00	.00	150,000.00	.0%
TOTAL Education Capital Projects	150,000	0	150,000		.00	.00	150,000.00	.0%
TOTAL Education Capital	1,516,800	0	1,516,800		.00	.00	1,516,800.00	.0%
TOTAL EXPENSES	1,516,800	0	1,516,800		.00	.00	1,516,800.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
189	Gen Construction	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
91120 Administration of Justice Proj								
18900110	570900 00000 Data Proce	115,000	0	115,000	.00	.00	115,000.00	.0%
	TOTAL Administration of Justice Proj	115,000	0	115,000	.00	.00	115,000.00	.0%
	TOTAL Gen Construction	115,000	0	115,000	.00	.00	115,000.00	.0%
	TOTAL EXPENSES	115,000	0	115,000	.00	.00	115,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
263 Gen Liability							
58900 Miscellaneous							
26300020 532500 00000 Fiscal Age	37,500	0	37,500	25,000.00	.00	12,500.00	66.7%
26300020 533100 00000 Legal Svcs	1,200	0	1,200	.00	.00	1,200.00	.0%
26300020 550200 00000 Building a	389,880	0	389,880	53,359.00	.00	336,521.00	13.7%
26300020 550600 00000 Liability	157,500	0	157,500	21,758.00	.00	135,742.00	13.8%
26300020 551600 00000 Self Insur	750,000	0	750,000	1,680.00	.00	748,320.00	.2%
26300020 559900 00000 Other Char	22,000	0	22,000	.00	8,100.00	13,900.00	36.8%
TOTAL Miscellaneous	1,358,080	0	1,358,080	101,797.00	8,100.00	1,248,183.00	8.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
263 Gen Liability	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
99100 Transfer OUT								
26300030 559000 00000 Transfers	95,000	0	95,000	.00	.00		95,000.00	.0%
TOTAL Transfer OUT	95,000	0	95,000	.00	.00		95,000.00	.0%
TOTAL Gen Liability	1,453,080	0	1,453,080	101,797.00	8,100.00		1,343,183.00	7.6%
TOTAL EXPENSES	1,453,080	0	1,453,080	101,797.00	8,100.00		1,343,183.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
264 Health							
58600 Employee Benefits							
26400020 520700 00000 Health Ins	680,000	0	680,000	49,296.30	.00	630,703.70	7.2%
26400020 531200 00000 Contracts	545,000	0	545,000	43,043.43	.00	501,956.57	7.9%
26400020 532500 00000 Fiscal Age	1,816,000	0	1,816,000	177,232.40	.00	1,638,767.60	9.8%
26400020 550700 00000 Medical Cl	21,000,000	0	21,000,000	890,206.46	.00	20,109,793.54	4.2%
26400020 553000 00000 Fines and	10,500	0	10,500	.00	.00	10,500.00	.0%
26581010 532500 00000 Fiscal Age	92,000	0	92,000	14,166.00	.00	77,834.00	15.4%
26581010 550700 00000 Medical Cl	1,025,000	0	1,025,000	78,902.65	.00	946,097.35	7.7%
TOTAL Employee Benefits	25,168,500	0	25,168,500	1,252,847.24	.00	23,915,652.76	5.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
264 Health	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED
99100 Transfer OUT								
26400030 559000 00000 Transfers	75,000	0	75,000		.00	.00	75,000.00	.0%
TOTAL Transfer OUT	75,000	0	75,000		.00	.00	75,000.00	.0%
TOTAL Health	25,243,500	0	25,243,500	1,252,847.24		.00	23,990,652.76	5.0%
TOTAL EXPENSES	25,243,500	0	25,243,500	1,252,847.24		.00	23,990,652.76	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
266 Workers Comp	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
58600 Employee Benefits								
26600020 532500 00000 Fiscal Age	85,000	-16,128	68,872	18,980.00	.00		49,892.00	27.6%
26600020 550700 00000 Medical Cl	632,920	0	632,920	.00	.00		632,920.00	.0%
26600020 551300 00000 Workers Co	210,000	16,128	226,128	226,128.00	.00		.00	100.0%
TOTAL Employee Benefits	927,920	0	927,920	245,108.00	.00		682,812.00	26.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
266 Workers Comp	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
99100 Transfer OUT								
26600030 559000 00000 Transfers	110,000	0	110,000	.00	.00		110,000.00	.0%
TOTAL Transfer OUT	110,000	0	110,000	.00	.00		110,000.00	.0%
TOTAL workers Comp	1,037,920	0	1,037,920	245,108.00	.00		792,812.00	23.6%
TOTAL EXPENSES	1,037,920	0	1,037,920	245,108.00	.00		792,812.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
333 Private Purpose Trust	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
58500 ContributionsOther Agencies								
33580010 531600 00000 Contributi	30,000	0	30,000	.00	.00		30,000.00	.0%
TOTAL ContributionsOther Agencies	30,000	0	30,000	.00	.00		30,000.00	.0%
TOTAL Private Purpose Trust	30,000	0	30,000	.00	.00		30,000.00	.0%
TOTAL EXPENSES	30,000	0	30,000	.00	.00		30,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
351 City Sales Tax							
58700 Payments to Cities							
35100020 535800 00000 Remit of R	39,699,000	0	39,699,000	.00	.00	39,699,000.00	.0%
35100020 551000 00000 Trustee Co	401,000	0	401,000	.00	.00	401,000.00	.0%
TOTAL Payments to Cities	40,100,000	0	40,100,000	.00	.00	40,100,000.00	.0%
TOTAL City Sales Tax	40,100,000	0	40,100,000	.00	.00	40,100,000.00	.0%
TOTAL EXPENSES	40,100,000	0	40,100,000	.00	.00	40,100,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
355 City School-Alcoa							
58700 Payments to Cities							
35500020 535800 00000 Remit of R	11,602,650	0	11,602,650	.00	.00	11,602,650.00	.0%
35500020 551000 00000 Trustee Co	200,000	0	200,000	.00	.00	200,000.00	.0%
TOTAL Payments to Cities	11,802,650	0	11,802,650	.00	.00	11,802,650.00	.0%
TOTAL City School-Alcoa	11,802,650	0	11,802,650	.00	.00	11,802,650.00	.0%
TOTAL EXPENSES	11,802,650	0	11,802,650	.00	.00	11,802,650.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
356 City School-Maryville								
58700 Payments to Cities								
35600020 535800 00000 Remit of R	27,840,250	0	27,840,250	.00	.00	27,840,250.00	.0%	
35600020 551000 00000 Trustee Co	420,000	0	420,000	.00	.00	420,000.00	.0%	
TOTAL Payments to Cities	28,260,250	0	28,260,250	.00	.00	28,260,250.00	.0%	
TOTAL City School-Maryville	28,260,250	0	28,260,250	.00	.00	28,260,250.00	.0%	
TOTAL EXPENSES	28,260,250	0	28,260,250	.00	.00	28,260,250.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
363 5TH JDDTF							
54150 Drug Enforcement							
36300030 518700 0000 Overtime	15,000	0	15,000	.00	.00	15,000.00	.0%
36300030 530500 0000 Audit Serv	2,000	0	2,000	1,483.00	.00	517.00	74.2%
36300030 530700 0000 Communicat	24,000	0	24,000	1,561.74	.00	22,438.26	6.5%
36300030 531700 0000 Data Proce	27,500	0	27,500	.00	.00	27,500.00	.0%
36300030 531900 0000 Drug Contr	60,000	0	60,000	.00	.00	60,000.00	.0%
36300030 532000 0000 Dues and M	1,820	0	1,820	.00	.00	1,820.00	.0%
36300030 532800 0000 Janitorial	3,130	0	3,130	250.00	2,750.00	130.00	95.8%
36300030 533000 0000 Lease Paym	2,500	0	2,500	103.06	1,129.88	1,267.06	49.3%
36300030 533300 0000 Licenses	1,000	0	1,000	87.00	.00	913.00	8.7%
36300030 533400 0000 Maintenanc	3,000	0	3,000	1,910.00	495.00	595.00	80.2%
36300030 533600 0000 Maint. And	1,500	0	1,500	.00	.00	1,500.00	.0%
36300030 533800 0000 Maint. And	3,400	0	3,400	.00	448.40	2,951.60	13.2%
36300030 534700 0000 Pest Contr	500	0	500	35.00	385.00	80.00	84.0%
36300030 534800 0000 Postal cha	500	0	500	16.74	.00	483.26	3.3%
36300030 534900 0000 Printing S	2,000	0	2,000	.00	.00	2,000.00	.0%
36300030 535100 0000 Rentals	240	0	240	.00	.00	240.00	.0%
36300030 535500 0000 Travel	19,500	0	19,500	3,214.56	-1,861.37	18,146.81	6.9%
36300030 535600 0000 Tuition	11,000	0	11,000	3,095.00	1,025.00	6,880.00	37.5%
36300030 539900 0000 Other Cont	100	0	100	3,552.50	-3,552.50	100.00	.0%
36300030 541000 0000 Custodial	2,500	0	2,500	.00	.00	2,500.00	.0%
36300030 543100 0000 Law Enforc	6,850	0	6,850	.00	120.43	6,729.57	1.8%
36300030 543500 0000 Office Sup	3,500	0	3,500	49.65	92.86	3,357.49	4.1%
36300030 545000 0000 Tires and	3,000	0	3,000	1,312.96	.00	1,687.04	43.8%
36300030 545100 0000 Uniforms	500	0	500	.00	.00	500.00	.0%
36300030 545200 0000 Utilities	15,000	0	15,000	1,262.92	.00	13,737.08	8.4%
36300030 545300 0000 Vehicle Pa	1,000	0	1,000	.00	.00	1,000.00	.0%
36300030 550600 0000 Liability	5,000	0	5,000	.00	.00	5,000.00	.0%
36300030 550800 0000 Premiums C	600	0	600	.00	.00	600.00	.0%
36300030 551000 0000 Trustee Co	2,000	0	2,000	.00	.00	2,000.00	.0%
36300030 553600 0000 Hazardous	500	0	500	.00	.00	500.00	.0%
36300030 559900 0000 Other char	2,000	0	2,000	115.87	-200.00	2,084.13	-4.2%
36300030 570900 0000 Data Proce	9,000	0	9,000	.00	.00	9,000.00	.0%
36300030 571100 0000 Furniture	2,000	0	2,000	.00	.00	2,000.00	.0%
36300030 571600 0000 Law Enf Eq	21,000	0	21,000	4,613.00	3,540.00	12,847.00	38.8%
TOTAL Drug Enforcement	253,140	0	253,140	22,663.00	4,372.70	226,104.30	10.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
363	5TH JDDTF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
91130 Public Safety Projects								
36300040	571800 00000 Motor Vehi	50,000	0	50,000	.00	.00	50,000.00	.0%
	TOTAL Public Safety Projects	50,000	0	50,000	.00	.00	50,000.00	.0%
	TOTAL 5TH JDDTF	303,140	0	303,140	22,663.00	4,372.70	276,104.30	8.9%
	TOTAL EXPENSES	303,140	0	303,140	22,663.00	4,372.70	276,104.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
364	District Attorney General	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
53600 District Attorney General									
36400020	551000 00000	Trustee Co	250	0	250	.00	.00	250.00	.0%
36400020	559900 00000	Other Char	5,000	0	5,000	.00	.00	5,000.00	.0%
36530010	535500 00000	Travel	2,000	0	2,000	.00	.00	2,000.00	.0%
36530010	535600 00000	Tuition	13,500	0	13,500	.00	.00	13,500.00	.0%
36530010	570900 00000	Data Proce	7,000	0	7,000	.00	.00	7,000.00	.0%
36530010	571100 00000	Furniture a	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL District Attorney General			31,750	0	31,750	.00	.00	31,750.00	.0%
TOTAL District Attorney General			31,750	0	31,750	.00	.00	31,750.00	.0%
TOTAL EXPENSES			31,750	0	31,750	.00	.00	31,750.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
365 Other Agency Fund - Tourism	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
58110 Tourism							
36500020 531200 00000 Contracts	4,550,000	0	4,550,000	.00	.00	4,550,000.00	.0%
36500020 551000 00000 Trustee Co	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL Tourism	4,600,000	0	4,600,000	.00	.00	4,600,000.00	.0%
TOTAL Other Agency Fund - Tourism	4,600,000	0	4,600,000	.00	.00	4,600,000.00	.0%
TOTAL EXPENSES	4,600,000	0	4,600,000	.00	.00	4,600,000.00	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	392,772,481	6,055,086	398,827,568	15,550,645.73	7,450,286.08	375,826,635.70	5.8%
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** END OF REPORT - Generated by Kyle Smith **

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Gen County							
00000 No Department							
10001020 475900 00000 OthFedStat	-165,500	0	-165,500	.00	.00	-165,500.00	.0%
10001050 421900 00000 Data Entry	-2,300	0	-2,300	.00	.00	-2,300.00	.0%
10001050 423203 00000 Gen Sess.	-800	0	-800	.00	.00	-800.00	.0%
10001050 424100 00000 Juv Fines	-2,400	0	-2,400	.00	.00	-2,400.00	.0%
10001050 424200 00000 JuvOfficer	-11,200	0	-11,200	.00	.00	-11,200.00	.0%
10001050 424910 00000 JuvCrtSecu	-300	0	-300	.00	.00	-300.00	.0%
10001050 455600 00000 Juv Court	-55,000	0	-55,000	.00	.00	-55,000.00	.0%
10005030 449900 00000 Other Loca	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
10005050 422420 00000 CrimVetera	-440	0	-440	.00	.00	-440.00	.0%
10005080 421420 00000 Cirveteran	-1,733	0	-1,733	.00	.00	-1,733.00	.0%
10005080 423420 00000 Vet Treatm	-12,500	0	-12,500	.00	.00	-12,500.00	.0%
10005100 475900 00000 Other	0	-1,175,400	-1,175,400	.00	.00	-1,175,400.00	.0%
10006020 469800 00000 Other St g	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
101 497000 00000 InsurRecov	0	-200,000	-200,000	-200,000.00	.00	.00	100.0%
10100010 401100 00000 Prop Tax	-44,807,300	0	-44,807,300	.00	.00	-44,807,300.00	.0%
10100010 401150 00000 Disc. Prop	800,000	0	800,000	.00	.00	800,000.00	.0%
10100010 401200 00000 PY Trustee	-520,000	0	-520,000	.00	.00	-520,000.00	.0%
10100010 401250 00000 Bankrup Tr	-160,000	0	-160,000	.00	.00	-160,000.00	.0%
10100010 401300 00000 PY C.M Col	-130,000	0	-130,000	.00	.00	-130,000.00	.0%
10100010 401400 00000 Interest P	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
10100010 401630 00000 PLT other	-3,175,000	0	-3,175,000	.00	.00	-3,175,000.00	.0%
10100010 402200 00000 Hotel Mote	-1,800,000	0	-1,800,000	.00	.00	-1,800,000.00	.0%
10100010 402504 00000 L Tax Circ	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
10100010 402505 00000 L Tax Sess	-229,000	0	-229,000	.00	.00	-229,000.00	.0%
10100010 402507 00000 L Tax CM	-62,000	0	-62,000	.00	.00	-62,000.00	.0%
10100010 402681 00000 L Tax Cour	-122,000	0	-122,000	.00	.00	-122,000.00	.0%
10100010 402682 00000 L Tax Cour	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
10100010 402700 00000 Bus. Tax	-850,000	0	-850,000	.00	.00	-850,000.00	.0%
10100010 402750 00000 Mixed Tax	-300,000	0	-300,000	.00	.00	-300,000.00	.0%
10100010 403200 00000 Bank Excis	-350,000	0	-350,000	.00	.00	-350,000.00	.0%
10100010 403300 00000 W Beer Tax	-404,000	0	-404,000	.00	.00	-404,000.00	.0%
10100010 411400 00000 Cable TV F	-790,000	0	-790,000	.00	.00	-790,000.00	.0%
10100010 415200 00000 Building P	-575,000	0	-575,000	-113,077.00	.00	-461,923.00	19.7%
10100010 415900 00000 Other Perm	-15,000	0	-15,000	-1,420.00	.00	-13,580.00	9.5%
10100010 421900 00000 Data Entry	-70,200	0	-70,200	.00	.00	-70,200.00	.0%
10100010 422101 00000 Criminal C	-2,700	0	-2,700	.00	.00	-2,700.00	.0%
10100010 422200 00000 Crim. Cour	-17,000	0	-17,000	.00	.00	-17,000.00	.0%
10100010 422920 00000 Data Entry	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
10100010 423101 00000 Gen Sessio	-60,743	0	-60,743	.00	.00	-60,743.00	.0%
10100010 423105 00000 Gen Sess.	-14,700	0	-14,700	.00	.00	-14,700.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
10100010 423201 00000 Gen Sess.	-213,000	0	-213,000	.00	.00	-213,000.00	.0%		
10100010 423203 00000 Gen Sess.	-19,500	0	-19,500	.00	.00	-19,500.00	.0%		
10100010 423300 00000 Gen Sess.	-120	0	-120	.00	.00	-120.00	.0%		
10100010 423500 00000 Gen Sess.	-31,600	0	-31,600	.00	.00	-31,600.00	.0%		
10100010 423601 00000 Gen Sess.	-55,000	0	-55,000	.00	.00	-55,000.00	.0%		
10100010 423910 00000 Gen Sess.	-17,500	0	-17,500	.00	.00	-17,500.00	.0%		
10100010 423920 00000 Gen Sess.	-39,000	0	-39,000	.00	.00	-39,000.00	.0%		
10100010 424103 00000 J Court Fe	-1,200	0	-1,200	.00	.00	-1,200.00	.0%		
10100010 425200 00000 Chancery o	-10,000	0	-10,000	.00	.00	-10,000.00	.0%		
10100010 429900 00000 Rural Metr	-5,000	0	-5,000	.00	.00	-5,000.00	.0%		
10100010 431901 00000 Field Line	-190,000	0	-190,000	-17,960.00	.00	-172,040.00	9.5%		
10100010 431902 00000 Records Fi	-10,000	0	-10,000	.00	.00	-10,000.00	.0%		
10100010 431906 00000 Subdivisio	-10,000	0	-10,000	-1,265.00	.00	-8,735.00	12.7%		
10100010 433500 00000 Copy Fees	-4,000	0	-4,000	.00	.00	-4,000.00	.0%		
10100010 433700 00000 Tele Commi	-200,000	0	-200,000	.00	.00	-200,000.00	.0%		
10100010 433830 00000 Title&Reg	0	-45,000	-45,000	.00	.00	-45,000.00	.0%		
10100010 433920 00000 Register D	-50,000	0	-50,000	.00	.00	-50,000.00	.0%		
10100010 433930 00000 Probation	-302,000	0	-302,000	-23,619.00	.00	-278,381.00	7.8%		
10100010 433950 00000 SexOffende	-21,000	0	-21,000	.00	.00	-21,000.00	.0%		
10100010 433960 00000 Data Proc	-7,200	0	-7,200	.00	.00	-7,200.00	.0%		
10100010 433961 00000 Data Proc	-13,500	0	-13,500	.00	.00	-13,500.00	.0%		
10100010 433990 00000 Electronic	-6,000	0	-6,000	.00	.00	-6,000.00	.0%		
10100010 441100 00000 Investment	-1,900,000	0	-1,900,000	.00	.00	-1,900,000.00	.0%		
10100010 441200 00000 Rental Rev	-14,000	0	-14,000	-48.40	.00	-13,951.60	.3%		
10100010 441300 00000 Sale of Ma	-1,500	0	-1,500	.00	.00	-1,500.00	.0%		
10100010 441400 00000 Sale of Ma	-100	0	-100	.00	.00	-100.00	.0%		
10100010 441401 00000 Speciality	-200	0	-200	.00	.00	-200.00	.0%		
10100010 441700 00000 Misc Payme	-20,000	0	-20,000	.00	.00	-20,000.00	.0%		
10100010 441701 00000 USBANK	-12,500	0	-12,500	.00	.00	-12,500.00	.0%		
10100010 445300 00000 Sale of Eq	-500	0	-500	.00	.00	-500.00	.0%		
10100010 445400 00000 Sale of Pr	-500	0	-500	.00	.00	-500.00	.0%		
10100010 445401 00000 Sale of ve	-25,000	0	-25,000	.00	.00	-25,000.00	.0%		
10100010 445600 00000 Damage Rec	-2,000	0	-2,000	.00	.00	-2,000.00	.0%		
10100010 445700 00000 Contributi	-2,000	0	-2,000	.00	.00	-2,000.00	.0%		
10100010 449900 00000 Other Loca	-115,000	0	-115,000	.00	.00	-115,000.00	.0%		
10100010 449901 00000 Copier Fee	-50	0	-50	.00	.00	-50.00	.0%		
10100010 449902 00000 Animal She	-35,000	0	-35,000	-2,546.28	.00	-32,453.72	7.3%		
10100010 449903 00000 Certificat	-50	0	-50	.00	.00	-50.00	.0%		
10100010 449904 00000 GPS Monito	-100	0	-100	-2,033.13	.00	1,933.13	2033.1%		
10100010 449905 00000 Circuit Co	-21,000	0	-21,000	.00	.00	-21,000.00	.0%		
10100010 449906 00000 Gen Sessio	-11,000	0	-11,000	.00	.00	-11,000.00	.0%		
10100010 449907 00000 Data Proce	-850	0	-850	-110.00	.00	-740.00	12.9%		
10100010 455101 00000 Excess Fee	-1,800,000	0	-1,800,000	.00	.00	-1,800,000.00	.0%		
10100010 455102 00000 Excess Fee	-4,000	0	-4,000	.00	.00	-4,000.00	.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
10100010 455201 00000 Excess Fee	-335,000	0	-335,000	.00	.00	-335,000.00	.0%		
10100010 455401 00000 Excess Gen	-1,250,000	0	-1,250,000	.00	.00	-1,250,000.00	.0%		
10100010 455501 00000 Excess Gen	-375,000	0	-375,000	.00	.00	-375,000.00	.0%		
10100010 455801 00000 Excess Fee	-580,000	0	-580,000	.00	.00	-580,000.00	.0%		
10100010 455802 00000 Excess Fee	-1,000	0	-1,000	.00	.00	-1,000.00	.0%		
10100010 455803 00000 Excess Fee	-150,000	0	-150,000	.00	.00	-150,000.00	.0%		
10100010 455901 00000 Excess Fee	-85,000	0	-85,000	.00	.00	-85,000.00	.0%		
10100010 456100 00000 Excess Fee	-3,450,000	0	-3,450,000	.00	.00	-3,450,000.00	.0%		
10100010 461101 00000 Juvenile S	-9,000	0	-9,000	.00	.00	-9,000.00	.0%		
10100010 464300 00000 Litter Pro	-74,300	0	-74,300	.00	.00	-74,300.00	.0%		
10100010 468300 00000 Beer tax	-20,000	0	-20,000	.00	.00	-20,000.00	.0%		
10100010 468350 00000 Veh. Certi	-108,000	0	-108,000	.00	.00	-108,000.00	.0%		
10100010 468400 00000 Beverage T	-260,000	0	-260,000	.00	.00	-260,000.00	.0%		
10100010 468521 00000 TeleCommTx	-55,000	0	-55,000	.00	.00	-55,000.00	.0%		
10100010 468550 00000 Sports Gam	-150,000	0	-150,000	.00	.00	-150,000.00	.0%		
10100010 469150 00000 Prisoner B	-1,500,000	0	-1,500,000	.00	.00	-1,500,000.00	.0%		
10100010 469600 00000 Reg Salary	-18,000	0	-18,000	.00	.00	-18,000.00	.0%		
10100010 469800 00000 Other St g	-1,470,000	-200,000	-1,670,000	.00	.00	-1,670,000.00	.0%		
10100010 469900 00000 Other Stat	-155,000	0	-155,000	.00	.00	-155,000.00	.0%		
10100010 469901 00000 Other Stat	-1,000	0	-1,000	.00	.00	-1,000.00	.0%		
10100010 469904 00000 Rev-OT-TBI	-30,000	0	-30,000	-3,774.49	.00	-26,225.51	12.6%		
10100010 471000 00000 Fed thr St	-36,701	0	-36,701	.00	.00	-36,701.00	.0%		
10100010 475900 00000 other	-383,250	0	-383,250	.00	.00	-383,250.00	.0%		
10100010 477150 00000 Tax Credit	-680,000	0	-680,000	.00	.00	-680,000.00	.0%		
10100010 479900 00000 Other	-2,000,000	0	-2,000,000	-1,800.00	.00	-1,998,200.00	.1%		
10100010 481100 00000 Prisoner B	-20,000	0	-20,000	.00	.00	-20,000.00	.0%		
10100010 481301 00000 COM Contri	-131,458	0	-131,458	.00	.00	-131,458.40	.0%		
10100010 481303 00000 COA Contri	-121,381	0	-121,381	.00	.00	-121,380.83	.0%		
10100010 481400 00000 Contracted	-10,000	0	-10,000	.00	.00	-10,000.00	.0%		
10100010 481401 00000 COM Contra	-43,000	0	-43,000	.00	.00	-43,000.00	.0%		
10100010 481402 00000 City Elect	-1,500	0	-1,500	.00	.00	-1,500.00	.0%		
10100010 481403 00000 COA Contra	-17,500	0	-17,500	.00	.00	-17,500.00	.0%		
10100010 481404 00000 Louisville	-12,500	0	-12,500	-12,500.00	.00	.00	100.0%		
10100010 486100 00000 Donations	-22,500	0	-22,500	-960.00	.00	-21,540.00	4.3%		
10100010 489901 00000 BCSO Train	-220,000	0	-220,000	-12,100.00	.00	-207,900.00	5.5%		
10100040 402505 00000 L Tax Sess	-44,600	0	-44,600	.00	.00	-44,600.00	.0%		
10100040 421410 00000 Drug Court	-21,700	0	-21,700	.00	.00	-21,700.00	.0%		
10100040 421801 00000 DUI Circui	-1,800	0	-1,800	.00	.00	-1,800.00	.0%		
10100040 423801 00000 Gen Sess.	-17,000	0	-17,000	.00	.00	-17,000.00	.0%		
10100040 439908 00000 Recovery C	-7,400	0	-7,400	.00	.00	-7,400.00	.0%		
10100040 449904 00000 GPS Monito	-1,500	0	-1,500	.00	.00	-1,500.00	.0%		
10100040 469800 00000 Other St g	-100,500	0	-100,500	.00	.00	-100,500.00	.0%		
10100040 475900 00000 other	-1,000	0	-1,000	.00	.00	-1,000.00	.0%		
10100120 475900 00000 other	-58,000	0	-58,000	.00	.00	-58,000.00	.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
101 Gen County	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
10100140 475900 00000 Other	-49,000	0	-49,000		.00	.00	-49,000.00	.0%	
10100160 475900 00000 Other	-10,000	0	-10,000		.00	.00	-10,000.00	.0%	
10100200 463100 00000 Health Gra	-986,613	0	-986,613		.00	.00	-986,613.00	.0%	
10100220 486100 00000 Donations	-80,000	0	-80,000	-82,833.00	.00	.00	2,833.00	103.5%	
10100260 421900 00000 Data Entry	-38,000	0	-38,000		.00	.00	-38,000.00	.0%	
10100260 422200 00000 Crim. Cour	-7,000	0	-7,000		.00	.00	-7,000.00	.0%	
10100260 423201 00000 Gen Sess.	-300,000	0	-300,000		.00	.00	-300,000.00	.0%	
10100260 423203 00000 Gen Sess.	-23,000	0	-23,000		.00	.00	-23,000.00	.0%	
10100260 423910 00000 Gen Sess.	-900	0	-900		.00	.00	-900.00	.0%	
10100260 424200 00000 JuvOfficer	-84,000	0	-84,000		.00	.00	-84,000.00	.0%	
10100260 424910 00000 JuvCrtSecu	-2,500	0	-2,500		.00	.00	-2,500.00	.0%	
10100260 449906 00000 Gen Sessio	-50	0	-50		.00	.00	-50.00	.0%	
10100260 455201 00000 Excess Fee	-36,000	0	-36,000		.00	.00	-36,000.00	.0%	
10100260 455401 00000 Excess Gen	-400,000	0	-400,000		.00	.00	-400,000.00	.0%	
10100260 455600 00000 Juv Court	-105,000	0	-105,000		.00	.00	-105,000.00	.0%	
TOTAL No Department	-75,357,439	-1,620,400	-76,977,839	-476,046.30		.00	-76,501,792.93	.6%	
TOTAL Gen County	-75,357,439	-1,620,400	-76,977,839	-476,046.30		.00	-76,501,792.93	.6%	
TOTAL REVENUES	-75,357,439	-1,620,400	-76,977,839	-476,046.30		.00	-76,501,792.93		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
112 CH/Jail Maintenance	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
00000 No Department							
11200010 402605 00000 L Tax Spec	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
11200010 402661 00000 L Tax Spec	-155,000	0	-155,000	.00	.00	-155,000.00	.0%
11200010 402662 00000 L Tax Spec	-9,700	0	-9,700	.00	.00	-9,700.00	.0%
TOTAL No Department	-184,700	0	-184,700	.00	.00	-184,700.00	.0%
TOTAL CH/Jail Maintenance	-184,700	0	-184,700	.00	.00	-184,700.00	.0%
TOTAL REVENUES	-184,700	0	-184,700	.00	.00	-184,700.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
114	Law Library	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
00000 No Department									
11400010	402604 00000 L Tax Spec	-385	0	-385	.00	.00	-385.00	.0%	
11400010	402605 00000 L Tax Spec	-6,400	0	-6,400	.00	.00	-6,400.00	.0%	
11400010	402606 00000 L Tax Spec	-1,450	0	-1,450	.00	.00	-1,450.00	.0%	
11400010	402607 00000 L Tax Spec	-1,803	0	-1,803	.00	.00	-1,803.00	.0%	
TOTAL No Department		-10,038	0	-10,038	.00	.00	-10,038.00	.0%	
TOTAL Law Library		-10,038	0	-10,038	.00	.00	-10,038.00	.0%	
TOTAL REVENUES		-10,038	0	-10,038	.00	.00	-10,038.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
115 Library							
00000 No Department							
11500010 433500 00000 Copy Fees	-14,000	0	-14,000	-807.95	.00	-13,192.05	5.8%
11500010 433600 00000 Fines/Fees	-46,500	0	-46,500	-463.40	.00	-46,036.60	1.0%
11500010 441100 00000 Investment	-50,000	0	-50,000	.00	.00	-50,000.00	.0%
11500010 445700 00000 Memorials	0	-81,720	-81,720	.00	.00	-81,719.99	.0%
11500010 449904 00000 Resale	-1,180	0	-1,180	-34.62	.00	-1,145.38	2.9%
11500010 449908 00000 Cafe	-54,000	0	-54,000	-1,299.56	.00	-52,700.44	2.4%
11500010 449909 00000 Meet Rooms	-42,000	0	-42,000	-1,850.00	.00	-40,150.00	4.4%
11500010 481401 00000 Maryville	-877,026	0	-877,026	.00	.00	-877,026.00	.0%
11500010 481403 00000 Alcoa	-264,118	0	-264,118	.00	.00	-264,117.80	.0%
11500010 498002 00000 Transfers	-1,462,000	0	-1,462,000	-365,500.00	.00	-1,096,500.00	25.0%
TOTAL No Department	-2,810,824	-81,720	-2,892,544	-369,955.53	.00	-2,522,588.26	12.8%
TOTAL Library	-2,810,824	-81,720	-2,892,544	-369,955.53	.00	-2,522,588.26	12.8%
TOTAL REVENUES	-2,810,824	-81,720	-2,892,544	-369,955.53	.00	-2,522,588.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
122	Drug Control							
00000 No Department								
12200010	421400 00000 Drug Contr	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
12200010	423400 00000 Gen Sess.	-13,000	0	-13,000	.00	.00	-13,000.00	.0%
12200010	429100 00000 Proceeds C	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
12200010	433700 00000 Tele Commi	-200,000	0	-200,000	.00	.00	-200,000.00	.0%
12200010	441100 00000 Investment	-35,000	0	-35,000	.00	.00	-35,000.00	.0%
	TOTAL No Department	-251,000	0	-251,000	.00	.00	-251,000.00	.0%
	TOTAL Drug Control	-251,000	0	-251,000	.00	.00	-251,000.00	.0%
	TOTAL REVENUES	-251,000	0	-251,000	.00	.00	-251,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
127 Other Gen Govt Special Revenue	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
00000 No Department								
12000010 489900 00000 other	-20,682,731	-3,218	-20,685,949	.00	.00		-20,685,949.46	.0%
TOTAL No Department	-20,682,731	-3,218	-20,685,949	.00	.00		-20,685,949.46	.0%
TOTAL Other Gen Govt Special Revenue	-20,682,731	-3,218	-20,685,949	.00	.00		-20,685,949.46	.0%
TOTAL REVENUES	-20,682,731	-3,218	-20,685,949	.00	.00		-20,685,949.46	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
131 Highway							
00000 No Department							
13006020 489900 00000 Other	0	-70,483	-70,483	.00	.00	-70,483.00	.0%
13100010 401620 00000 PLT Local	-225,000	0	-225,000	.00	.00	-225,000.00	.0%
13100010 402100 00000 Local Sale	-6,200,000	0	-6,200,000	.00	.00	-6,200,000.00	.0%
13100010 402800 00000 Mineral Sv	-125,000	0	-125,000	.00	.00	-125,000.00	.0%
13100010 415900 00000 Other Perm	-225,000	0	-225,000	-36,244.19	.00	-188,755.81	16.1%
13100010 441100 00000 Investment	-275,000	0	-275,000	.00	.00	-275,000.00	.0%
13100010 441300 00000 Sale of Ma	0	0	0	-19.59	.00	19.59	100.0%
13100010 445300 00000 Sale of Eq	0	0	0	-3,727.77	.00	3,727.77	100.0%
13100010 469200 00000 Gas Fuel T	-3,775,000	0	-3,775,000	.00	.00	-3,775,000.00	.0%
13100010 469300 00000 Petroleum	-85,000	0	-85,000	.00	.00	-85,000.00	.0%
13100010 497000 00000 Ins Recove	0	0	0	-32,208.00	.00	32,208.00	100.0%
TOTAL No Department	-10,910,000	-70,483	-10,980,483	-72,199.55	.00	-10,908,283.45	.7%
TOTAL Highway	-10,910,000	-70,483	-10,980,483	-72,199.55	.00	-10,908,283.45	.7%
TOTAL REVENUES	-10,910,000	-70,483	-10,980,483	-72,199.55	.00	-10,908,283.45	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
141 GPSF	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
00000 No Department								
141 441300 00000 SaleMatSup	0	0	0	-95.00	.00	95.00	100.0%	
141 468521 00000 IntTeleTax	-45,000	0	-45,000	.00	.00	-45,000.00	.0%	
14100010 401100 00000 Prop Tax	-20,137,800	0	-20,137,800	.00	.00	-20,137,800.00	.0%	
14100010 401150 00000 Disc. Prop	360,000	0	360,000	.00	.00	360,000.00	.0%	
14100010 401200 00000 PY Trustee	-400,000	0	-400,000	.00	.00	-400,000.00	.0%	
14100010 401250 00000 Bankrup Tr	-130,000	0	-130,000	.00	.00	-130,000.00	.0%	
14100010 401300 00000 PY C.M Col	-180,000	0	-180,000	.00	.00	-180,000.00	.0%	
14100010 401400 00000 Interest P	-70,000	0	-70,000	.00	.00	-70,000.00	.0%	
14100010 401610 00000 PLT TVA	-13,300	0	-13,300	-1,106.55	.00	-12,193.45	8.3%	
14100010 401620 00000 PLT Local	-190,000	0	-190,000	.00	.00	-190,000.00	.0%	
14100010 401630 00000 PLT other	-14,000	0	-14,000	.00	.00	-14,000.00	.0%	
14100010 402100 00000 Local Sale	-26,300,000	0	-26,300,000	.00	.00	-26,300,000.00	.0%	
14100010 402700 00000 Bus. Tax	-650,000	0	-650,000	.00	.00	-650,000.00	.0%	
14100010 402750 00000 Mixed Tax	-340,000	0	-340,000	-3,083.75	.00	-336,916.25	.9%	
14100010 411100 00000 Marriage L	-5,500	0	-5,500	.00	.00	-5,500.00	.0%	
14100010 435420 00000 Instr Svc	-50,000	0	-50,000	-48,000.00	.00	-2,000.00	96.0%	
14100010 439900 00000 Other Chg	-170,000	0	-170,000	-1,141.45	.00	-168,858.55	.7%	
14100010 441100 00000 Investment	-750,000	0	-750,000	.00	.00	-750,000.00	.0%	
14100010 441200 00000 Rental Rev	-15,000	0	-15,000	-1,400.00	.00	-13,600.00	9.3%	
14100010 445300 00000 Sale of Eq	-15,000	0	-15,000	.00	.00	-15,000.00	.0%	
14100010 445600 00000 Damage Rec	-6,000	0	-6,000	.00	.00	-6,000.00	.0%	
14100010 445700 00000 Contributi	-25,000	0	-25,000	.00	.00	-25,000.00	.0%	
14100010 449900 00000 Other Loca	-115,000	0	-115,000	-2,920.55	.00	-112,079.45	2.5%	
14100010 465100 00000 TISA	-62,935,000	0	-62,935,000	.00	.00	-62,935,000.00	.0%	
14100010 465110 00000 Basic Educ	0	0	0	-1,227,547.53	.00	1,227,547.53	100.0%	
14100010 465150 00000 Early Chil	-597,000	0	-597,000	-82,582.38	.00	-514,417.62	13.8%	
14100010 466100 00000 Career Lad	-205,000	0	-205,000	-1,163.40	.00	-203,836.60	.6%	
14100010 467900 00000 State-Voc	-4,000,000	0	-4,000,000	.00	.00	-4,000,000.00	.0%	
14100010 468510 00000 Rev Sharin	-1,600,000	0	-1,600,000	.00	.00	-1,600,000.00	.0%	
14100010 469800 00000 Other St g	-934,000	0	-934,000	.00	.00	-934,000.00	.0%	
14100010 471430 00000 Spec Ed	-150,000	0	-150,000	.00	.00	-150,000.00	.0%	
14100010 476400 00000 ROTC	-140,000	0	-140,000	.00	.00	-140,000.00	.0%	
14100010 489900 00000 Other	-2,071,000	-4,433,000	-6,504,000	.00	.00	-6,504,000.00	.0%	
14100010 498001 00000 TransferIN	-262,200	0	-262,200	.00	.00	-262,200.00	.0%	
TOTAL No Department	-122,155,800	-4,433,000	-126,588,800	-1,369,040.61	.00	-125,219,759.39	1.1%	
TOTAL GPSF	-122,155,800	-4,433,000	-126,588,800	-1,369,040.61	.00	-125,219,759.39	1.1%	
TOTAL REVENUES	-122,155,800	-4,433,000	-126,588,800	-1,369,040.61	.00	-125,219,759.39		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01											
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
142	Federal School		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
00000 No Department											
14200010	471310	80024	Voc Ed Gra		-212,700	0	-212,700	.00	.00	-212,700.00	.0%
14200010	471410	01024	Title I Gr		-231,425	0	-231,425	.00	.00	-231,425.00	.0%
14200010	471410	10024	Title I Gr		-2,672,095	0	-2,672,095	.00	.00	-2,672,095.00	.0%
14200010	471410	14024	Title I Gr		-6,000	0	-6,000	.00	.00	-6,000.00	.0%
14200010	471410	15024	Title I Gr		-203,700	0	-203,700	.00	.00	-203,700.00	.0%
14200010	471410	16024	Title I Gr		-119,300	0	-119,300	.00	.00	-119,300.00	.0%
14200010	471430	90024	Spec Ed		-3,458,370	0	-3,458,370	.00	.00	-3,458,370.00	.0%
14200010	471430	90124	Spec Ed		-58,000	0	-58,000	.00	.00	-58,000.00	.0%
14200010	471430	91024	Spec Ed		-130,393	0	-130,393	.00	.00	-130,393.00	.0%
14200010	471460	30024	English La		-33,700	0	-33,700	.00	.00	-33,700.00	.0%
14200010	471890	20024	Prof Devel		-392,025	0	-392,025	.00	.00	-392,025.00	.0%
14200010	473070	96124	COVID19		-188,595	0	-188,595	.00	.00	-188,595.00	.0%
14200010	473070	96424	COVID19		-35,500	0	-35,500	.00	.00	-35,500.00	.0%
14200010	473090	98024	ESSER 3.0		-7,310,766	0	-7,310,766	.00	.00	-7,310,766.00	.0%
14200010	474010	92024	ARP		-230,963	0	-230,963	.00	.00	-230,963.00	.0%
14200010	474020	92124	ARP		-8,000	0	-8,000	.00	.00	-8,000.00	.0%
14200010	474030	93024	ARP Home 2		-27,500	0	-27,500	.00	.00	-27,500.00	.0%
14200010	475900	96324	Other		-239,349	0	-239,349	.00	.00	-239,349.00	.0%
14200010	475906	81023	Voc Transi		0	0	0	.00	.00	40,961.50	100.0%
14200010	475906	81024	Voc Transi		-157,846	0	-157,846	.00	.00	-157,846.00	.0%
TOTAL No Department					-15,716,227	0	-15,716,227	-40,961.50	.00	-15,675,265.50	.3%
TOTAL Federal School					-15,716,227	0	-15,716,227	-40,961.50	.00	-15,675,265.50	.3%
TOTAL REVENUES					-15,716,227	0	-15,716,227	-40,961.50	.00	-15,675,265.50	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
143	Café	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
00000 No Department								
143	441300	00000	SaleMatSup	0	0	-5.00	5.00	100.0%
143	471140	00000	USDAOther	-250,000	0	-250,000	-250,000.00	.0%
14300010	435700	00000	Receipts f	-2,081,000	0	-2,081,000	-11,735.52	.6%
14300010	441100	00000	Investment	-120,000	0	-120,000	.00	.0%
14300010	445300	00000	Sale of Eq	-1,000	0	-1,000	.00	.0%
14300010	445700	00000	Contributi	-10,000	0	-10,000	-1,221.07	12.2%
14300010	465200	00000	School Foo	-49,000	0	-49,000	.00	.0%
14300010	471110	00000	USDA lunch	-2,551,000	0	-2,551,000	-33,792.04	1.3%
14300010	471120	00000	USDA Commo	-450,000	0	-450,000	.00	.0%
14300010	471130	00000	Breakfast	-1,000,000	0	-1,000,000	-18,529.80	1.9%
14300010	489900	00000	Other	-933,000	0	-933,000	.00	.0%
TOTAL No Department		-7,445,000	0	-7,445,000	-65,283.43	.00	-7,379,716.57	.9%
TOTAL Café		-7,445,000	0	-7,445,000	-65,283.43	.00	-7,379,716.57	.9%
TOTAL REVENUES		-7,445,000	0	-7,445,000	-65,283.43	.00	-7,379,716.57	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
146	Ext Daycare								
00000 No Department									
14600010	435810 00000	-1,538,000	0	-1,538,000	-124,205.27	.00	-1,413,794.73	8.1%	Community
14600010	441100 00000	-84,000	0	-84,000	.00	.00	-84,000.00	.0%	Investment
14600010	449901 00000	-1,000	0	-1,000	.00	.00	-1,000.00	.0%	Copier Fee
14600010	465900 00000	-80,000	0	-80,000	.00	.00	-80,000.00	.0%	Other Ed
14600010	465901 00000	-90,000	0	-90,000	-8,804.80	.00	-81,195.20	9.8%	Childcare
14600010	489900 00000	-537,000	0	-537,000	.00	.00	-537,000.00	.0%	Other
TOTAL No Department		-2,330,000	0	-2,330,000	-133,010.07	.00	-2,196,989.93	5.7%	
TOTAL Ext Daycare		-2,330,000	0	-2,330,000	-133,010.07	.00	-2,196,989.93	5.7%	
TOTAL REVENUES		-2,330,000	0	-2,330,000	-133,010.07	.00	-2,196,989.93		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
151 Gen Debt Service							
00000 No Department							
15100010 401100 00000 Prop Tax	-14,257,400	0	-14,257,400	.00	.00	-14,257,400.00	.0%
15100010 401150 00000 Disc. Prop	300,000	0	300,000	.00	.00	300,000.00	.0%
15100010 401200 00000 PY Trustee	-210,000	0	-210,000	.00	.00	-210,000.00	.0%
15100010 401250 00000 Bankrup Tr	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
15100010 401300 00000 PY C.M Col	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
15100010 401400 00000 Interest P	-35,000	0	-35,000	.00	.00	-35,000.00	.0%
15100010 401620 00000 PLT Local	-120,000	0	-120,000	.00	.00	-120,000.00	.0%
15100010 402100 00000 Local Sale	-1,800,000	0	-1,800,000	.00	.00	-1,800,000.00	.0%
15100010 402700 00000 Bus. Tax	-380,000	0	-380,000	.00	.00	-380,000.00	.0%
15100010 441100 00000 Investment	-900,000	0	-900,000	-5,546.70	.00	-894,453.30	.6%
15100010 498000 00000 Transfer I	-850,000	0	-850,000	.00	.00	-850,000.00	.0%
TOTAL No Department	-18,392,400	0	-18,392,400	-5,546.70	.00	-18,386,853.30	.0%
TOTAL Gen Debt Service	-18,392,400	0	-18,392,400	-5,546.70	.00	-18,386,853.30	.0%
TOTAL REVENUES	-18,392,400	0	-18,392,400	-5,546.70	.00	-18,386,853.30	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
176 Highway Capital	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
00000 No Department								
17000010 402100 00000 Local Sale	-2,775,000	0	-2,775,000	.00	.00		-2,775,000.00	.0%
TOTAL No Department	-2,775,000	0	-2,775,000	.00	.00		-2,775,000.00	.0%
TOTAL Highway Capital	-2,775,000	0	-2,775,000	.00	.00		-2,775,000.00	.0%
TOTAL REVENUES	-2,775,000	0	-2,775,000	.00	.00		-2,775,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
177 Education Capital									
00000 No Department									
177 403500 00000 Interstate	-9,000	0	-9,000	.00	.00	-9,000.00	.0%		
177 498001 00000 TransferIN	-1,366,800	0	-1,366,800	.00	.00	-1,366,800.00	.0%		
17700010 401100 00000 Prop Tax	-6,487,000	0	-6,487,000	.00	.00	-6,487,000.00	.0%		
17700010 401150 00000 Disc. Prop	120,000	0	120,000	.00	.00	120,000.00	.0%		
17700010 401200 00000 PY Trustee	-65,000	0	-65,000	.00	.00	-65,000.00	.0%		
17700010 401250 00000 Bankrup Tr	-30,000	0	-30,000	.00	.00	-30,000.00	.0%		
17700010 401300 00000 PY C.M Col	-39,000	0	-39,000	.00	.00	-39,000.00	.0%		
17700010 401400 00000 Interest P	-15,000	0	-15,000	.00	.00	-15,000.00	.0%		
17700010 401620 00000 PLT Local	-40,000	0	-40,000	.00	.00	-40,000.00	.0%		
17700010 401630 00000 PLT other	-3,000	0	-3,000	.00	.00	-3,000.00	.0%		
17700010 402700 00000 Bus. Tax	-165,000	0	-165,000	.00	.00	-165,000.00	.0%		
17700010 441100 00000 Investment	-131,000	0	-131,000	.00	.00	-131,000.00	.0%		
17700010 489900 00000 Other	-750,000	0	-750,000	.00	.00	-750,000.00	.0%		
TOTAL No Department	-8,980,800	0	-8,980,800	.00	.00	-8,980,800.00	.0%		
TOTAL Education Capital	-8,980,800	0	-8,980,800	.00	.00	-8,980,800.00	.0%		
TOTAL REVENUES	-8,980,800	0	-8,980,800	.00	.00	-8,980,800.00	.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
189	Gen Construction	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
00000 No Department									
18900010	401100 00000 Prop Tax	-1,949,100	0	-1,949,100	.00	.00	-1,949,100.00	.0%	
18900010	401250 00000 Bankrup Tr	-6,000	0	-6,000	.00	.00	-6,000.00	.0%	
18900010	402700 00000 Bus. Tax	-5,500	0	-5,500	.00	.00	-5,500.00	.0%	
	TOTAL No Department	-1,960,600	0	-1,960,600	.00	.00	-1,960,600.00	.0%	
	TOTAL Gen Construction	-1,960,600	0	-1,960,600	.00	.00	-1,960,600.00	.0%	
	TOTAL REVENUES	-1,960,600	0	-1,960,600	.00	.00	-1,960,600.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
263	Gen Liability	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
00000 No Department									
26300010	431010 00000 Self Ins C	-1,380,000	0	-1,380,000	.00	.00	-1,380,000.00	.0%	
26300010	441100 00000 Investment	-90,000	0	-90,000	.00	.00	-90,000.00	.0%	
26300010	497000 00000 Ins Recove	0	0	0	-591.00	.00	591.00	100.0%	
TOTAL No Department		-1,470,000	0	-1,470,000	-591.00	.00	-1,469,409.00	.0%	
TOTAL Gen Liability		-1,470,000	0	-1,470,000	-591.00	.00	-1,469,409.00	.0%	
TOTAL REVENUES		-1,470,000	0	-1,470,000	-591.00	.00	-1,469,409.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
264	Health	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
00000 No Department								
26001010	431010 00000 Self Ins C	-1,100,000	0	-1,100,000	-87,633.76	.00	-1,012,366.24	8.0%
26001010	441600 00000 Retiree Pm	-75,000	0	-75,000	.00	.00	-75,000.00	.0%
26001010	441610 00000 COBRA Pmts	-500	0	-500	.00	.00	-500.00	.0%
26400010	431010 00000 Self Ins C	-21,700,000	0	-21,700,000	-1,735,637.30	.00	-19,964,362.70	8.0%
26400010	441100 00000 Investment	-350,000	0	-350,000	.00	.00	-350,000.00	.0%
26400010	441600 00000 Retiree Pm	-2,040,000	0	-2,040,000	.00	.00	-2,040,000.00	.0%
26400010	441610 00000 COBRA Pmts	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
TOTAL No Department		-25,270,500	0	-25,270,500	-1,823,271.06	.00	-23,447,228.94	7.2%
TOTAL Health		-25,270,500	0	-25,270,500	-1,823,271.06	.00	-23,447,228.94	7.2%
TOTAL REVENUES		-25,270,500	0	-25,270,500	-1,823,271.06	.00	-23,447,228.94	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
266	Workers Comp	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
00000 No Department									
26600010	431010 00000 Self Ins C	-1,000,000	0	-1,000,000	.00	.00		-1,000,000.00	.0%
26600010	441100 00000 Investment	-100,000	0	-100,000	.00	.00		-100,000.00	.0%
	TOTAL No Department	-1,100,000	0	-1,100,000	.00	.00		-1,100,000.00	.0%
	TOTAL Workers Comp	-1,100,000	0	-1,100,000	.00	.00		-1,100,000.00	.0%
	TOTAL REVENUES	-1,100,000	0	-1,100,000	.00	.00		-1,100,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
333 Private Purpose Trust	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
00000 No Department								
33000020 441100 00000 Investment	-30,000	0	-30,000	.00	.00		-30,000.00	.0%
TOTAL No Department	-30,000	0	-30,000	.00	.00		-30,000.00	.0%
TOTAL Private Purpose Trust	-30,000	0	-30,000	.00	.00		-30,000.00	.0%
TOTAL REVENUES	-30,000	0	-30,000	.00	.00		-30,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
336 Tax Trust Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
00000 No Department								
33600010 489900 00000 other	-100,000	0	-100,000	-4,080.00	.00		-95,920.00	4.1%
TOTAL No Department	-100,000	0	-100,000	-4,080.00	.00		-95,920.00	4.1%
TOTAL Tax Trust Fund	-100,000	0	-100,000	-4,080.00	.00		-95,920.00	4.1%
TOTAL REVENUES	-100,000	0	-100,000	-4,080.00	.00		-95,920.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
351	City Sales Tax	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
00000 No Department									
35100010	402101 00000 COM Local	-20,000,000	0	-20,000,000	.00	.00	-20,000,000.00	.0%	
35100010	402103 00000 COA Local	-17,000,000	0	-17,000,000	.00	.00	-17,000,000.00	.0%	
35100010	402105 00000 COF Local	-400,000	0	-400,000	.00	.00	-400,000.00	.0%	
35100010	402106 00000 COR Local	-700,000	0	-700,000	.00	.00	-700,000.00	.0%	
35100010	402107 00000 COT Local	-1,200,000	0	-1,200,000	.00	.00	-1,200,000.00	.0%	
35100010	402108 00000 COL Local	-800,000	0	-800,000	.00	.00	-800,000.00	.0%	
TOTAL No Department		-40,100,000	0	-40,100,000	.00	.00	-40,100,000.00	.0%	
TOTAL City Sales Tax		-40,100,000	0	-40,100,000	.00	.00	-40,100,000.00	.0%	
TOTAL REVENUES		-40,100,000	0	-40,100,000	.00	.00	-40,100,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
355	City School-Alcoa									
00000 No Department										
35500010	401100	00000	Prop Tax	-5,800,000	0	-5,800,000	.00	.00	-5,800,000.00	.0%
35500010	401150	00000	Disc. Prop	90,000	0	90,000	.00	.00	90,000.00	.0%
35500010	401200	00000	PY Trustee	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
35500010	401250	00000	Bankrup Tr	-40,000	0	-40,000	.00	.00	-40,000.00	.0%
35500010	401300	00000	PY C.M Col	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
35500010	401400	00000	Interest P	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
35500010	401620	00000	PLT Local	-40,000	0	-40,000	.00	.00	-40,000.00	.0%
35500010	401630	00000	PLT other	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
35500010	402100	00000	Local Sale	-5,500,000	0	-5,500,000	.00	.00	-5,500,000.00	.0%
35500010	402700	00000	Bus. Tax	-200,000	0	-200,000	.00	.00	-200,000.00	.0%
35500010	411100	00000	Marriage L	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
35500010	449900	00000	Other Loca	-150	0	-150	.00	.00	-150.00	.0%
35500010	468521	00000	TeleCommTx	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
35500010	469900	00000	Other Stat	-175,000	0	-175,000	.00	.00	-175,000.00	.0%
TOTAL No Department				-11,802,650	0	-11,802,650	.00	.00	-11,802,650.00	.0%
TOTAL City School-Alcoa				-11,802,650	0	-11,802,650	.00	.00	-11,802,650.00	.0%
TOTAL REVENUES				-11,802,650	0	-11,802,650	.00	.00	-11,802,650.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01										
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
356	City School-Maryville	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED	
00000 No Department										
35600010	401100	00000	Prop Tax	-14,000,000	0	-14,000,000	.00	.00	-14,000,000.00	.0%
35600010	401150	00000	Disc. Prop	250,000	0	250,000	.00	.00	250,000.00	.0%
35600010	401200	00000	PY Trustee	-200,000	0	-200,000	.00	.00	-200,000.00	.0%
35600010	401250	00000	Bankrup Tr	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
35600010	401300	00000	PY C.M Col	-80,000	0	-80,000	.00	.00	-80,000.00	.0%
35600010	401400	00000	Interest P	-38,000	0	-38,000	.00	.00	-38,000.00	.0%
35600010	401620	00000	PLT Local	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
35600010	401630	00000	PLT other	-8,000	0	-8,000	.00	.00	-8,000.00	.0%
35600010	402100	00000	Local Sale	-13,500,000	0	-13,500,000	.00	.00	-13,500,000.00	.0%
35600010	402700	00000	Bus. Tax	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
35600010	411100	00000	Marriage L	-32,000	0	-32,000	.00	.00	-32,000.00	.0%
35600010	449900	00000	Other Loca	-250	0	-250	.00	.00	-250.00	.0%
35600010	468521	00000	TeleCommTx	-22,000	0	-22,000	.00	.00	-22,000.00	.0%
TOTAL No Department				-28,260,250	0	-28,260,250	.00	.00	-28,260,250.00	.0%
TOTAL City School-Maryville				-28,260,250	0	-28,260,250	.00	.00	-28,260,250.00	.0%
TOTAL REVENUES				-28,260,250	0	-28,260,250	.00	.00	-28,260,250.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
363 5TH JDDTF							
00000 No Department							
36300010 428100 00000 Judicial M	-500	0	-500	.00	.00	-500.00	.0%
36300010 428101 00000 Judicial G	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
36300010 428102 00000 Judicial C	-65,000	0	-65,000	.00	.00	-65,000.00	.0%
36300010 428651 00000 Forfeiture	-85,500	0	-85,500	.00	.00	-85,500.00	.0%
36300010 441100 00000 Investment	-12,000	0	-12,000	.00	.00	-12,000.00	.0%
36300010 441300 00000 Sale of Ma	-390	0	-390	.00	.00	-390.00	.0%
36300010 445401 00000 Sale of ve	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
36300010 449904 00000 GPS Monito	0	0	0	-30.00	.00	30.00	100.0%
36300010 481309 00000 5th Contri	-99,750	0	-99,750	-63,750.00	.00	-36,000.00	63.9%
TOTAL No Department	-303,140	0	-303,140	-63,780.00	.00	-239,360.00	21.0%
TOTAL 5TH JDDTF	-303,140	0	-303,140	-63,780.00	.00	-239,360.00	21.0%
TOTAL REVENUES	-303,140	0	-303,140	-63,780.00	.00	-239,360.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
364	District Attorney General	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
00000 No Department								
36400010	423600 00000 Gen Sess.	-14,000	0	-14,000	.00	.00	-14,000.00	.0%
36400010	441100 00000 Investment	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
36400010	489900 00000 Other	-10,750	0	-10,750	.00	.00	-10,750.00	.0%
	TOTAL No Department	-31,750	0	-31,750	.00	.00	-31,750.00	.0%
	TOTAL District Attorney General	-31,750	0	-31,750	.00	.00	-31,750.00	.0%
	TOTAL REVENUES	-31,750	0	-31,750	.00	.00	-31,750.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
365 Other Agency Fund - Tourism	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED
00000 No Department								
36500010 402200 00000 Hotel Mote	-4,600,000	0	-4,600,000		.00	.00	-4,600,000.00	.0%
TOTAL No Department	-4,600,000	0	-4,600,000		.00	.00	-4,600,000.00	.0%
TOTAL Other Agency Fund - Tourism	-4,600,000	0	-4,600,000		.00	.00	-4,600,000.00	.0%
TOTAL REVENUES	-4,600,000	0	-4,600,000		.00	.00	-4,600,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
GRAND TOTAL	-403,030,849	-6,208,821	-409,239,670	-4,423,765.75	.00	-404,815,904.73	1.1%	
** END OF REPORT - Generated by Kyle Smith **								

Name	Transaction Amount	Merchant Name
SCHOOL MAINT 16 Total	\$4,163.13	
SCHOOL MAINT 17 Total	\$1,203.83	
ACCTG DEPT Total	\$530.00	
ANIMAL CONTROL Total	\$1,509.11	
STEVEN CARDWELL Total	\$150.00	
CIRCUIT COURT CLERK Total	\$377.87	
CO COMMISSION Total	\$9.99	
COUNTY CLERK Total	\$1,108.79	
HIGHWAY DEPARTMENT Total	\$629.78	
DEVELOPMENT SRVCS Total	\$2,747.87	
ELECTION Total	\$17.55	
EMA Total	\$1,612.09	
EXT SCH - MDLESETLMNT	\$224.00	
EXT SCH - MONTVALE Total	\$1,186.00	
EXT SCHOOL - CES Total	\$2,111.55	
EXT SCHOOL - EES Total	\$1,484.33	
EXT SCHOOL - FAIRVIEW Total	\$1,337.73	
EXT SCHOOL - LANIER Total	\$1,000.00	
EXT SCHOOL - MBES Total	\$857.00	
EXT SCHOOL - PORTER Total	\$1,580.03	
EXT SCHOOL - ROCKFORD	\$893.59	
EXT SCHOOL - TOWNSEND	\$2,925.26	
EXT SCHOOL - WALLAND Total	\$715.00	
EXT SCHOOL - WBMS Total	\$1,386.03	
EXTENDED SCHOOL Total	\$49.59	
GEN SERV - RISK MGMT Total	\$728.89	
GEN SES JUDGE DIV III Total	\$39.54	
HIGHWAY DEPT Total	\$1,320.97	
HR-PAYROLL Total	\$589.96	
INFO TECHNOLOGY Total	\$79.39	
JUVENILE CRT SERVICES Total	\$230.47	
PROBATION Total	\$318.55	
PROPERTY ASSESSOR Total	\$1,096.94	
PUBLIC LIBRARY Total	\$698.58	
PURCHASING Total	\$1,354.58	
RECOVERY CRT Total	\$5,499.34	
SCHOOLS CNTRL OFFICE Total	\$12,248.97	
SCHOOLS FEDERAL PRGM	\$4,654.80	
SCHOOLS MAINT 11 Total	\$150.99	
SCHOOLS MAINT 15 Total	\$175.50	
SCHOOLS MAINT 1 Total	\$45.90	
SCHOOLS MAINT 11 Total	\$1,145.87	
SCHOOLS MAINT 10 Total	\$374.50	
SCHOOLS MAINT 11 Total	\$1,292.34	
SCHOOLS MAINT 14 Total	\$39.99	
SCHOOLS MAINT 10 Total	\$49.98	
SCHOOLS MAINT 12 Total	\$199.96	
SCHOOLS MAINT 11 Total	\$760.00	
SCHOOLS MAINT 14 Total	\$659.12	
SCHOOLS MAINT 1 Total	\$220.86	
SCHOOLS MAINT 14 Total	\$796.05	
SCHOOLS MAINT 15 Total	\$33.96	
SCHOOLS MAINT 2 Total	\$1,837.88	
SCHOOLS MAINT 4 Total	\$1,491.62	

SCHOOLS MAINT 6 Total	\$1,101.50
SCHOOLS MAINT 7 Total	\$64.80
SCHOOLS MAINT 8 Total	\$517.31
SCHOOLS MAINT 9 Total	\$540.23
SCHOOLS NUTRITION Total	\$2,040.00
SHERIFF'S OFFICE Total	\$11,143.73
RON TALBOTT Total	\$3,324.48
TRUSTEE Total	\$255.00
Grand Total	\$86,932.67

Name	Transaction Amount	Merchant Name
SCHOOL MAINT 16	\$3.63	WHOLESALE SUPPLY GROUP
SCHOOL MAINT 16	\$1,999.80	JOHNSTONE SUPPLY
SCHOOL MAINT 16	\$2,159.70	JOHNSTONE SUPPLY
SCHOOL MAINT 17	\$67.44	LANSING BP KNOX
SCHOOL MAINT 17	\$1,136.39	LANSING BP KNOX
ACCTG DEPT	\$110.00	UT IPS ONLINE
ACCTG DEPT	\$200.00	TNGFOA
ACCTG DEPT	\$110.00	UT IPS ONLINE
ACCTG DEPT	\$110.00	UT IPS ONLINE
ANIMAL CONTROL	\$559.30	WALMART.COM 8009666546
ANIMAL CONTROL	\$11.64	WALMART.COM
ANIMAL CONTROL	\$155.87	MARYVILLE RURAL KING
ANIMAL CONTROL	\$60.00	L2G*BRD OF VET MEDEXRS
ANIMAL CONTROL	\$10.10	TA # 139 JEFFERSONV
ANIMAL CONTROL	\$27.00	BUC-EE'S #55
ANIMAL CONTROL	\$6.97	SHEETZ 0760 00007609
ANIMAL CONTROL	\$7.48	TIM HORTONS #919014
ANIMAL CONTROL	\$42.88	TST* MAXIS BISTRO
ANIMAL CONTROL	\$15.59	WENDYS #307
ANIMAL CONTROL	\$156.45	HOTWIRE-SALES FINAL
ANIMAL CONTROL	\$21.60	DOUBLETREE HOTELS
ANIMAL CONTROL	\$39.47	TEXAS ROADHOUSE #2521
ANIMAL CONTROL	\$254.83	LYFT *1 RIDE 07-09
ANIMAL CONTROL	\$20.00	IL TOLLWAY-AUTOREPLENI
ANIMAL CONTROL	\$52.00	PETMART PHARMACY
ANIMAL CONTROL	\$67.93	MARYVILLE RURAL KING
STEVEN CARDWELL	\$150.00	STARLINK INTERNET
CIRCUIT COURT CLERK	\$71.00	TXTSIGNAL.COM
CIRCUIT COURT CLERK	\$145.73	WAL-MART #0672
CIRCUIT COURT CLERK	\$51.14	WM SUPERCENTER #672
CIRCUIT COURT CLERK	\$110.00	UT IPS ONLINE
CO COMMISSION	\$9.99	TN-NC NEWS SUBSCRIPTIO
COUNTY CLERK	\$25.95	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$48.05	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$28.75	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$75.39	SHIPPO.COM

COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$38.40	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$38.40	USPS.COM CLICKNSHIP
COUNTY CLERK	\$57.70	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$38.40	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$89.86	SHIPPO.COM
COUNTY CLERK	\$28.95	USPS.COM CLICKNSHIP
COUNTY CLERK	\$24.15	USPS.COM CLICKNSHIP
COUNTY CLERK	\$28.95	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$48.05	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$75.39	SHIPPO.COM
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$48.05	USPS.COM CLICKNSHIP
COUNTY CLERK	\$38.40	USPS.COM CLICKNSHIP
COUNTY CLERK	\$9.65	USPS.COM CLICKNSHIP
COUNTY CLERK	\$19.30	USPS.COM CLICKNSHIP
COUNTY CLERK	\$38.40	USPS.COM CLICKNSHIP
COUNTY CLERK	\$57.70	USPS.COM CLICKNSHIP
COUNTY CLERK	\$28.95	USPS.COM CLICKNSHIP
HIGHWAY DEPARTMENT	\$0.99	APPLE.COM/BILL
HIGHWAY DEPARTMENT	\$29.00	L2G*TBI BACKGROUND CK
HIGHWAY DEPARTMENT	\$5.00	L2G*TN DEPT SAFETY 8
HIGHWAY DEPARTMENT	\$19.99	DELTA 00641012787380
HIGHWAY DEPARTMENT	\$574.80	BAYMONT INN & SUITES C
DEVELOPMENT SRVCS	\$116.96	ELLIOTT'S BOOTS SHOES
DEVELOPMENT SRVCS	\$125.96	ELLIOTT'S BOOTS SHOES
DEVELOPMENT SRVCS	\$134.96	ELLIOTT'S BOOTS SHOES
DEVELOPMENT SRVCS	\$121.46	ELLIOTT'S BOOTS SHOES
DEVELOPMENT SRVCS	\$2,248.53	GRIMCO INC
ELECTION	\$17.55	USPS PO 4700840702
EMA	\$402.50	PAR*SALSARITA'S FRESH
EMA	\$18.06	FOOD CITY #651
EMA	\$33.45	DUNKIN #356434
EMA	\$41.48	CHICK-FIL-A #01235
EMA	\$33.45	DUNKIN #356434
EMA	\$35.26	KROGER #683
EMA	\$33.45	DUNKIN #356434
EMA	\$450.00	LAMBERTS SOUTHERN PIES
EMA	\$490.00	FOOTHILLS MILLING CO
EMA	\$40.99	PAPA JOHN'S #0347
EMA	\$33.45	DUNKIN #356434
EXT SCH - MDLESETLMNT	\$224.00	CREST BOWLING LANES
EXT SCH - MONTVALE	\$744.00	SQ *FARRAGUT GOLF AND
EXT SCH - MONTVALE	\$442.00	MAYFIELD DAIRY FARMS T
EXT SCHOOL - CES	\$992.95	ME-KNOXVILLE-MICROS
EXT SCHOOL - CES	\$50.63	TARGET 00012500

EXT SCHOOL - CES	\$918.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - CES	\$149.97	WAL-MART #0672
EXT SCHOOL - EES	\$258.00	LITTLE PONDEROSA ZOO A
EXT SCHOOL - EES	\$826.33	DEFY KNOXVILLE
EXT SCHOOL - EES	\$400.00	SIR GOONYS
EXT SCHOOL - FAIRVIEW	\$470.00	KNOXVILLE ZOO
EXT SCHOOL - FAIRVIEW	\$75.73	WM SUPERCENTER #672
EXT SCHOOL - FAIRVIEW	\$792.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - LANIER	\$1,000.00	ME-KNOXVILLE-MICROS
EXT SCHOOL - MBES	\$357.00	MUSE KNOXVILLE
EXT SCHOOL - MBES	\$500.00	SQ *CAPITOL THEATRE
EXT SCHOOL - PORTER	\$472.41	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - PORTER	\$656.72	WONDERWORKS PIGEON FOR
EXT SCHOOL - PORTER	\$34.90	DOLLAR GENERAL #15888
EXT SCHOOL - PORTER	\$416.00	SEVIER AIR
EXT SCHOOL - ROCKFORD	\$176.00	CREST BOWLING LANES
EXT SCHOOL - ROCKFORD	\$491.59	WONDERWORKS PIGEON FOR
EXT SCHOOL - ROCKFORD	\$226.00	LITTLE PONDEROSA ZOO A
EXT SCHOOL - TOWNSEND	\$954.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - TOWNSEND	\$1,971.26	ME-KNOXVILLE-MICROS
EXT SCHOOL - WALLAND	\$715.00	SEVIER AIR
EXT SCHOOL - WBMS	\$846.00	ZSK*CE PIGEON FRESNOW
EXT SCHOOL - WBMS	\$325.00	ROLL ARENA PARTY ZONE
EXT SCHOOL - WBMS	\$75.03	WAL-MART #0672
EXT SCHOOL - WBMS	\$140.00	CREST BOWLING LANES
EXTENDED SCHOOL	\$49.59	PIGEON FORGE SNOW
GEN SERV - RISK MGMT	\$17.10	RACETRAC2554 00025544
GEN SERV - RISK MGMT	\$404.80	EMBASSY SUITES NSHVILE
GEN SERV - RISK MGMT	\$111.99	ENTERPRISE RENT-A-CAR
GEN SERV - RISK MGMT	\$195.00	TNPRIMA
GEN SES JUDGE DIV III	\$39.54	KROGER #862
HIGHWAY DEPT	\$0.99	APPLE.COM/BILL
HIGHWAY DEPT	\$10.96	APPLE.COM/BILL
HIGHWAY DEPT	\$115.50	MR. T S RAPID FLOW PRO
HIGHWAY DEPT	\$19.99	PUREMAGIC CARWASH OF A
HIGHWAY DEPT	\$48.57	VISTAPRINT
HIGHWAY DEPT	\$39.99	PUREMAGIC CARWASH OF A
HIGHWAY DEPT	\$152.11	BROADWAY OUTDOOR POWER
HIGHWAY DEPT	\$10.96	GOOGLE *GOOGLE STORAGE
HIGHWAY DEPT	\$10.96	GOOGLE *GOOGLE STORAGE
HIGHWAY DEPT	\$0.99	APPLE.COM/BILL
HIGHWAY DEPT	\$9.99	APPLE.COM/BILL
HIGHWAY DEPT	\$720.65	AIRGAS - SOUTH
HIGHWAY DEPT	\$135.96	WM SUPERCENTER #672
HIGHWAY DEPT	\$43.35	MARYVILLE RURAL KING
HR-PAYROLL	\$329.93	OFFICE DEPOT #623
HR-PAYROLL	\$260.03	ACCURATE - USD
INFO TECHNOLOGY	\$40.00	ZOOM.US 888-799-9666
INFO TECHNOLOGY	\$39.39	AMAZON WEB SERVICES
JUVENILE CRT SERVICES	\$230.47	DOCUSIGN INC.
PROBATION	\$168.06	QUALITY SUITES
PROBATION	\$177.85	QUALITY SUITES
PROBATION	(\$13.29)	QUALITY SUITES
PROBATION	(\$14.07)	QUALITY SUITES
PROPERTY ASSESSOR	\$177.49	DRURY INN NASHVILLE AP

PROPERTY ASSESSOR	\$167.49	DRURY INN NASHVILLE AP
PROPERTY ASSESSOR	\$177.49	DRURY INN NASHVILLE AP
PROPERTY ASSESSOR	\$167.49	DRURY INN NASHVILLE AP
PROPERTY ASSESSOR	\$34.00	SHELL OIL 10084842003
PROPERTY ASSESSOR	\$22.98	MARYVILLE RURAL KING
PROPERTY ASSESSOR	\$175.00	L2G*RETREATREGPMT 615-
PROPERTY ASSESSOR	\$175.00	L2G*RETREATREGPMT 615-
PUBLIC LIBRARY	\$66.16	FOOD CITY #626
PUBLIC LIBRARY	\$71.79	ALDI 70013
PUBLIC LIBRARY	\$113.73	ALDI 70013
PUBLIC LIBRARY	\$86.15	ALDI 70013
PUBLIC LIBRARY	\$30.64	FOOD CITY #626
PUBLIC LIBRARY	\$79.72	THE WEBSTAURANT STORE
PUBLIC LIBRARY	\$94.58	ALDI 70013
PUBLIC LIBRARY	\$155.81	ALDI 70013
PURCHASING	\$299.00	MYFEDTRAINER
PURCHASING	\$165.00	NATIONAL INSITUTE OF G
PURCHASING	\$301.63	WM SUPERCENTER #672
PURCHASING	\$183.00	POKEYS SPORTS
PURCHASING	\$349.95	VISTAPRINT
PURCHASING	\$56.00	POKEYS SPORTS
RECOVERY CRT	\$565.45	TRANSMED CO LLC
RECOVERY CRT	\$26.00	EZ STOP FOOD MART 27
RECOVERY CRT	\$245.89	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$245.89	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$837.68	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$1,083.57	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$1,083.57	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$837.68	AC HOTEL HOUSTON DOWNT
RECOVERY CRT	\$447.97	ENTERPRISE RENT-A-CAR
RECOVERY CRT	(\$51.85)	ENTERPRISE RENT-A-CAR
RECOVERY CRT	\$30.35	EZ STOP FOOD MART 27
RECOVERY CRT	\$56.11	ENTERPRISE RENT-A-CAR
RECOVERY CRT	\$25.01	EZ STOP FOOD MART 27
RECOVERY CRT	\$66.02	ENTERPRISE RENT-A-CAR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$770.64	HOLIDAY INN EXPRESS GA
SCHOOLS CNTRL OFFICE	\$722.10	BAUDVILLE INC.
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$1,159.38	RENAISSANCE HOTELS F/B
SCHOOLS CNTRL OFFICE	\$1,159.38	RENAISSANCE HOTELS F/B
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$998.70	DOUBLETREE HOTEL ATLAN
SCHOOLS CNTRL OFFICE	\$212.06	RENAISSANCE HOTELS F/B
SCHOOLS CNTRL OFFICE	\$212.06	RENAISSANCE HOTELS F/B
SCHOOLS CNTRL OFFICE	\$1,020.30	DOUBLETREE HOTEL ATLAN
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR
SCHOOLS CNTRL OFFICE	\$37.15	IDENTOGO - TN FINGERPR

SCHOOLS FEDERAL PRGM	\$226.40	DELTA 00680102016750
SCHOOLS MAINT 11	\$150.99	BLEVINS PAINT CENTER,
SCHOOLS MAINT 15	\$175.50	BLEVINS PAINT CENTER,
SCHOOLS MAINT 1	\$45.90	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 11	\$319.98	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 11	\$825.89	BLEVINS PAINT CENTER,
SCHOOLS MAINT 10	\$374.50	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 11	\$448.99	MARYVILLE RURAL KING
SCHOOLS MAINT 11	\$843.35	BLEVINS PAINT CENTER,
SCHOOLS MAINT 14	\$39.99	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 10	\$49.98	MARYVILLE RURAL KING
SCHOOLS MAINT 12	\$199.96	MARYVILLE RURAL KING
SCHOOLS MAINT 11	\$760.00	BLEVINS PAINT CENTER,
SCHOOLS MAINT 14	\$659.12	MOTION INDUSTRIES TN06
SCHOOLS MAINT 1	\$220.86	MARYVILLE RURAL KING
SCHOOLS MAINT 14	\$25.96	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 14	\$724.75	JOHNSTONE SUPPLY
SCHOOLS MAINT 14	\$45.34	MARYVILLE RURAL KING
SCHOOLS MAINT 15	\$33.96	MARYVILLE RURAL KING
SCHOOLS MAINT 2	\$687.40	COMMERCIAL LIGHTING SU
SCHOOLS MAINT 2	\$779.48	THE KENDALL GROUP INC.
SCHOOLS MAINT 2	\$371.00	STOKES ELECTRIC COMPAN
SCHOOLS MAINT 4	\$169.99	HARBOR FREIGHT TOOLS29
SCHOOLS MAINT 4	\$169.99	HARBOR FREIGHT TOOLS29
SCHOOLS MAINT 4	\$371.76	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 4	\$167.98	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	\$83.99	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	\$48.99	AGCENTRAL FARMERS CO-O
SCHOOLS MAINT 4	\$31.50	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 4	\$172.97	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	\$7.99	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	\$155.99	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 4	\$73.48	TRACTOR-SUPPLY-CO #038
SCHOOLS MAINT 4	\$36.99	BROADWAY OUTDOOR POWER
SCHOOLS MAINT 6	\$799.43	WHOLESALE SUPPLY GROUP
SCHOOLS MAINT 6	\$302.07	GRAY HODGES- 4
SCHOOLS MAINT 7	\$64.80	THE HOME DEPOT #0724
SCHOOLS MAINT 8	\$479.27	UNITED REFRIG BR #W8
SCHOOLS MAINT 8	\$38.04	COASTAL SUPPLY MARYVIL
SCHOOLS MAINT 9	\$208.64	THE HOME DEPOT #0724
SCHOOLS MAINT 9	\$227.76	HARBOR FREIGHT TOOLS29
SCHOOLS MAINT 9	\$103.83	ANDERSON LUMBER
SCHOOLS NUTRITION	\$1,020.00	HOLIDAY INN EXPRESS GA
SCHOOLS NUTRITION	\$1,149.92	HOLIDAY INN EXPRESS GA
SCHOOLS NUTRITION	(\$129.92)	HOLIDAY INN EXPRESS
SHERIFF'S OFFICE	\$158.52	HANDCUFF/BATON WHSE/BU
SHERIFF'S OFFICE	\$140.11	HILTON GARDEN INN PG
SHERIFF'S OFFICE	\$299.97	HARBOR FREIGHT TOOLS 8
SHERIFF'S OFFICE	\$199.98	HARBOR FREIGHT TOOLS 6
SHERIFF'S OFFICE	\$457.45	FAIRFIELD INN COOKEVIL
SHERIFF'S OFFICE	\$255.38	OFFICE DEPOT #623
SHERIFF'S OFFICE	\$861.80	HOLIDAY INNEXP SPRG HI
SHERIFF'S OFFICE	\$294.38	HGI NASH/FRANK/CS
SHERIFF'S OFFICE	\$294.38	HGI NASH/FRANK/CS
SHERIFF'S OFFICE	\$294.38	HGI NASH/FRANK/CS

SHERIFF'S OFFICE	\$821.30	HILTON HOTELS
SHERIFF'S OFFICE	\$866.25	BEST WESTERN INN
SHERIFF'S OFFICE	\$52.46	HGI NASH/FRANK/CS
SHERIFF'S OFFICE	\$9.06	MSFT * E0100NWUME
SHERIFF'S OFFICE	\$133.58	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	\$133.58	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	\$135.82	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	\$135.82	MUSIC ROAD RESORT HOTE
SHERIFF'S OFFICE	\$9.06	MICROSOFT#G024736342
SHERIFF'S OFFICE	\$550.00	DIVE RESCUE INTERNATIO
SHERIFF'S OFFICE	\$179.88	PAYPAL *TNGIA TNGIA
SHERIFF'S OFFICE	\$179.88	PAYPAL *TNGIA TNGIA
SHERIFF'S OFFICE	\$179.88	PAYPAL *TNGIA TNGIA
SHERIFF'S OFFICE	\$662.40	LEXISNEXIS EPIC
SHERIFF'S OFFICE	\$415.95	BLOUNT DISCOUNT PHARMA
SHERIFF'S OFFICE	\$109.00	DOWNTOWN MARRIOTT
SHERIFF'S OFFICE	\$625.00	QGV*NATIONAL INFORMATI
SHERIFF'S OFFICE	\$600.00	IAAI
SHERIFF'S OFFICE	\$979.38	ARIZONA GRAND RESORT
SHERIFF'S OFFICE	\$224.37	GAYLORD ROCKIES RESORT
SHERIFF'S OFFICE	\$224.37	GAYLORD ROCKIES RESORT
SHERIFF'S OFFICE	\$224.37	GAYLORD ROCKIES RESORT
SHERIFF'S OFFICE	\$224.37	GAYLORD ROCKIES RESORT
SHERIFF'S OFFICE	\$76.60	FOOD LION #1362
SHERIFF'S OFFICE	\$135.00	PAPA JOHN'S #0347
RON TALBOTT	\$115.87	SHONEY'S #19
RON TALBOTT	\$252.43	NEST LABS
RON TALBOTT	\$35.00	UNITED 01642213140853
RON TALBOTT	\$35.00	UNITED 01642213143211
RON TALBOTT	\$35.00	UNITED 01642213162391
RON TALBOTT	\$995.00	NATIONAL TECHNICAL INV
RON TALBOTT	\$249.02	ENTERPRISE RENT-A-CAR
RON TALBOTT	\$12.00	SHELL OIL 910029511QPS
RON TALBOTT	\$35.00	UNITED 01642226836143
RON TALBOTT	\$45.00	UNITED 01642226836154
RON TALBOTT	\$35.00	UNITED 01642226836165
RON TALBOTT	\$45.00	UNITED 01642226836176
RON TALBOTT	\$35.00	UNITED 01642226836180
RON TALBOTT	\$723.06	HILTON HOTEL AMERICAS
RON TALBOTT	\$677.10	HILTON HOTEL AMERICAS
TRUSTEE	\$255.00	SQ *COUNTY OFFICIALS A
	\$86,932.67	



Legislation Details (With Text)

File #: 23-225 **Version:** 1 **Name:**

Type: Report **Status:** Agenda Ready

File created: 8/1/2023 **In control:** Board of Commissioners

On agenda: 8/17/2023 **Final action:**

Title: Tennessee Comptroller of the Treasury letter of acknowledgement in receipt of the certified copy of the fiscal year 2024 budget. (Information Only)

Sponsors:

Indexes:

Code sections:

Attachments: [Blount County Budget-County Metro Letter 07-21-2023](#)

Date	Ver.	Action By	Action	Result
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Tennessee Comptroller of the Treasury letter of acknowledgement in receipt of the certified copy of the fiscal year 2024 budget. (For Information Only)



JASON E. MUMPOWER
Comptroller

July 21, 2023

Honorable Ed Mitchell, Mayor
and Honorable Board of Commissioners
Blount County
341 Court Street
Maryville, TN 37804

Dear Mayor Mitchell and Board of Commissioners:

This letter acknowledges receipt of a certified copy of the fiscal year 2024 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. Please note local officials are required to ensure the budget remains balanced throughout the fiscal year and that all maintenance of effort requirements are met – our office has not reviewed or approved any maintenance of effort programs in this budget. Budget amendments must be sent to our office for formal acknowledgement after they are approved by the local governing body (submit to: LGF@cot.tn.gov).

This letter constitutes approval, by this office, for the County's fiscal year 2024 budget as adopted by the County Commission.

Budget Considerations

During our review of the budget we identified the following items for your attention.

American Rescue Plan Spending

The governing body budgeted the use American Rescue Plan (ARP) funds. This budget approval is not an approval for the planned use of the ARP funds and the governing body, with the assistance of its attorney, should determine that the planned use complies with Federal regulations concerning the use of ARP funds. ARP funds spent contrary to Federal regulations must be returned.

Blount County
Budget Approval Letter
July 21, 2023

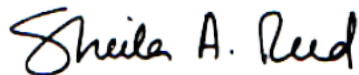
ARP funds are non-recurring and should only be used for one-time expenses. When purchasing capital items, ongoing maintenance and operating expenses should be analyzed to show future demand on recurring revenues.

Commendation

We commend the governing body for adopting this year's budget prior to the beginning of the budget year. Timely adoption will result in better management of public dollars in the coming year by immediately instituting appropriate budgetary controls. Adopting the budget in a timely manner allows your financial staff more time to close the official accounting records and have those records available for audit no later than two months after the close of your fiscal year as required by Tenn. Code Ann. § 9-2-102.

If you should have questions or need assistance, please refer to our online resources on our website or feel free to contact your financial analyst, William Wood, at 615.401.7893 or william.wood@cot.tn.gov.

Sincerely,



Sheila Reed, Director
Division of Local Government Finance



William Wood, Financial Analyst
Division of Local Government Finance

cc: Brian Baldwin, Finance Director, Blount County

SR:ww



Legislation Details (With Text)

File #: 23-228 **Version:** 1 **Name:**
Type: Appointment **Status:** Agenda Ready
File created: 8/2/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Confirmation of Mayoral Appointment for Blount County Purchasing Agent Charles Rafford.
Sponsors:
Indexes:
Code sections:
Attachments: [Appointment of Charles Rafford Memo 2023](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission Workshop		

Confirmation of Mayoral Appointment for Blount County Purchasing Agent Charles Rafford.



**BLOUNT COUNTY MAYOR
ED MITCHELL**

"LET'S BE BLOUNT...WORK HARD. WORK HONEST. WORK TOGETHER"

MEMO

TO: Blount County Board of Commissioners
FROM: Mayor Ed Mitchell
RE: Appointment of Charles Rafford
DATE: July 24, 2023

For the consideration of the full commission, pursuant to T.C.A. § 5-14-103, I am asking for your confirmation of Charles Rafford as the Purchasing Agent for Blount County Government.

Attached is his resume. Procurement has been important aspects of leadership positions throughout his career. Charlie brings great leadership, unsurpassed integrity and has continued over the years to take great pride in the job he does for Blount County Government. I have great confidence in his ability and appreciate his continued leadership and contribution to Blount County.

Thank you for your consideration.

CHARLES BYRON RAFFORD

crafford@blounttn.org

EDUCATION

Bachelor of Science in Psychology and Criminal Justice

University of Alabama in Birmingham 1996

Associate in Applied Science in Engineering / Construction Technology

Community College of the Air Force 1991

FBI National Academy

Quantico, Va. 2002 Session 210

University of Virginia

Certificate of Achievement – Criminal Justice Education 2002

Argenbright International Institute of Polygraph

Atlanta, Ga. 1998 Alabama State License #1546/Reg #447

APOSTC / AACOP

Certified Chief Law Enforcement Executive 2011 #G-12162

Emergency Medical Technician

Roane State Community College

State of Tn Dept of Health Services License #210410

Certified Police Officer – State of TN

City of Townsend – Part Time Police Officer Unit 724

WORK HISTORY

Blount County Government

Director of the Blount County Animal Center and Blount County Animal Control

2013- 2016 and 2020 to Present

Chief of Police / Director of Public Safety Alexander City, Alabama

Alexander City Police Department Nov 20, 2007 – Nov 2013 I was the chief executive / department head of the Alexander City Police Department.

Birmingham Police Department 1987-2007

Deputy Commander Investigative Operations U.S. Marshal – 2006-Nov 2007-Gulf Coast Regional Fugitive Task Force -
(First non-federal Officer to serve in this capacity.)

Captain Detective Division – Commander Investigative Operations July 2005-Nov 2007– I worked as the Captain of Detectives for the Deputy Chief of the Detective Division and the US Marshal Service as the Deputy Commander of the Gulf Coast Regional Fugitive Task Force

Departmental Polygraph Examiner 1998-2012

Honor Guard Commander 1992-1999 Formed the Honor Guard in 1992. Responsible for outfitting and training all original members.

MILITARY SERVICE

USAF 01 June 1976 – 31 May 1980 Active Duty Honorable Discharge

IRR 01 June 1980 – 31 May 1982

Alabama Air National Guard 21 March 1988 – 21 April 2001

Engineering Technician /Msgt NCOIC Engineering Shop

IRR and Retired Reserve- 2001 to 2016

Retired and Released from Military Service-Honorable Discharge 12/2016

AWARDS

Management Team of the Year 2006 – Exchange Club Northern Alabama
Academic Trophy Winner – Police Academy Class 57-89
Outstanding Young Men of America 1989
Air Force Commendation Medal w/ Oak Leaf
Air Force Achievement Medal w/Oak Leaf
Air Reserve Forces Meritorious Service Medal w/ 3 Oak Leafs
Numerous DARE Awards and Certificates
Departmental and Individual Letters of Commendation
Roane State Community College – EMS Leadership Award 2016
Blount Count EMT of the Year – AMR 2019

MILITARY EDUCATION

Communications / Cryptologic Technician School 1976
Engineering Technician School 1978-1979
Non-Commissioned Officers Leadership Academy – Air University 1990-1991
Senior Leadership Academy 1996
Quality Force Instructor School 1994
Weapons Training – Expert Qualified M-15, M-16, Beretta 92fs 9mm
Chemical Weapons and Tactics survival training 1994, 1996.
Instructor – Combat and Convoy Security and Survival 1991-2001

POLICE RELATED EDUCATION & TRAINING

Police Academy Minimum Standards APOSTC # 12162 – 1987
Specialized Instructor Certification APOSTC #1099 – 1988
AACOP Executive Level Training 240 hrs.-Jacksonville State / UNA
Risk Management Leadership Series, June 2006
Budgeting and Grant Writing-University of Virginia - 2002
Law Enforcement Ethics and Integrity – Scope Institute – 2000
National Incident Management System – 100,200,300,400,700,800-2006/07
Incident Command – Airport incidents 2000
Incident Command - Weapons of Mass Destruction –Texas A&M- 2002
Incident Command Response to Terrorist Bombing – New Mexico – 2004
Incident Command – WMD Center for Domestic Preparedness Anniston Al. 2005
State and Local Anti-Terrorism School –Dept of Justice 2005
Electronic Law Enforcement NW3C – Identity Theft 2005
SWAT School / Tactical Officer Certified– Birmingham _ 2007
FBI Instructor Development Course 1988
FBI Firearms Instructor Course 1993, Recertified 2005
Federal Driving Instructor School –FLETC-1992
Radar Instructor 1988
DARE Instructor School 1988, Mentor Instructor 1990, Middle School Cert. 1991
Supervisors Certification Course 1992, 1999
Gangs, Developmental Issues and Criminal Behavior – FBI NA – 2002
Kinesics Interview #1 & 2 – 1997
ATF Advanced Interviewing – Nashville, Tennessee 1998
Improving Morale and Communication –University of Southern Mississippi– 2005
SLEDS – Southeastern Law Enforcement Executive Development – 2009 FBI

Numerous in-service training courses annually including required continuing education to maintain APOSTC certification as a Police Chief and State of Alabama Polygraph Examiner



Legislation Details (With Text)

File #: RES 23-342 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-001. Budget Increase - County Buildings - \$32,500.00 (Appropriate Capital funds to hire roofing engineer for roof replacement for probation and recovery court building). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution County Bldgs Probation Roof2](#)
[Amendment County Bldgs Probation Roof](#)
[Memo County Bldgs Probation Roof Budget](#)
[Background Roof Specification Design and Project Monitoring - Probation \(2\)](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-001. Budget Increase - County Buildings - \$32,500.00 (Appropriate Capital funds to hire roofing engineer for roof replacement for probation and recovery court building)

RESOLUTION NO. 23-08-001

Sponsored by Commissioners Nick Bright, Jared Anderson and Mike Caylor

A RESOLUTION TO AMEND GENERAL COUNTY BUDGET

WHEREAS, as indicated in the FY 23-24 Capital Plan, the Blount County Probation/Recovery Court building is in need of a new roof.

WHEREAS, Blount County intends to hire Building Management Consultants to provide roof specification, design and project monitoring for the Probation/Recovery Court roof.

WHEREAS, Blount County requests to increase the 189 fund to appropriate the capital fund to cover the hiring of Building Management Consultants.

WHEREAS, it is deemed to be in the best interest of Blount County to amend the Fund Balance as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the General County budget be amended as follows:

Appropriation:

189-91130-570700 Capital Fund.....\$32,500.00

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: General Services

Account: 101-51800

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	189-91130-570700	Capital Fund	32,500.00
TOTAL			32,500.00

	Account Number	Description	Amount
FROM			
TOTAL			32,500.00

Explanation: For hiring roofing engineer/consultant for probation/recovery court bulding

Signature of Official/Department Head/Date _____ Signature of County Mayor/Date _____

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.



Blount County General Services

Maintenance / Custodial / Risk Management / Records

389 Court Street, Maryville, TN 37804-5906

865-865-273-5772/Fax 865-273-5778

www.blounttn.org

MEMO

TO: Blount County Budget Committee
FROM: Don Stallions, General Services Director
RE: Roofing Engineering Services
DATE: July 18, 2023

For several years, we have included replacing the roof on the Probation/Recovery Court Building in our capital plan. The condition of the roof has deteriorated to the point that it needs to be replaced this year. The first step for us in this process is to hire a roofing engineering/consulting firm to establish the current structural condition of the roof and produce the specifications for the replacement roof. We have decided to contract with Building Management Consultants (BMC) and have had good success with them on prior projects. I have included in this packet the full quote from BMC which includes a detailed scope of work. The total cost for their services is \$32,500. We are requesting \$32,500 be moved from General Fund Balance (101-00000-489900) to the Capital Fund (189-91130-5700) for payment of BMC's services. If you have any questions or concerns, please feel free to contact me at 865-223-4729 or 865-273-5772



July 5, 2023

Denny Garner
Blount County Government Facilities Coordinator
940 East Lamar Alexander Parkway
Maryville, TN 37804
O:865.273.5350
C:865.712.5230

RE: Blount County Probation Center – 1006 East Lamar Alexander Pkwy, Maryville, TN 37804
– Roof Specification, Design, & Project Monitoring.

Dear Mr. Garner,

I would like to thank you for the opportunity to assist you with providing roof consulting services. A quotation to provide services of the facilities of immediate interest is included here along with a description of the type of information we will generate.

The following scope of work will be performed:

Roof Survey:

- Survey and document a thorough review of each roof area
- Identify any drainage issues.
 - Recommend procedures for improving drainage in areas where there is significant ponding. The ponding water will accelerate the deterioration of any roof system and potentially challenge the structural integrity of the roof.
 - Establish procedures for improving drainage issues that will be incorporated into future roof replacement scope of work.
- Evaluate previous repairs.
 - Determine the condition of previous repairs and the level of performance expected going forward.
- Obtain all available documents regarding current roof systems.
 - Classify the existing roof system by material and roof type.
- Confirm the condition of all roof areas by cross-referencing data with photographs.
- Establish a budget to upgrade roofs based on long and short-term goals.

- Provide solution options with recommendations for the course of action that should be taken with each particular roof section.
- Prioritize various roof areas based on the condition of the current waterproofing system, interior sensitivity, structural condition, and customer need.
- Provide detailed CAD drawings of each roof area.
 - Detail drawings will be provided to scale.
 - Perimeter details will be identified.
 - Penetrations will be categorized by type and their locations will be marked.
 - The existing roof system composition will be detailed.
- Core cuts will be taken, as needed, on all non-warranted roofs to determine the composition and number of existing roofing systems.
 - Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system. Core samples can be analyzed for asbestos content, water infiltration, and roof system integrity. A representative number of core cut samples for each roofing section or more as needed.
 - Determination of the condition of roofing system components
- Reports on the current roof construction, classification, and material types
 - A Roof Database will be created, including photos and data collected from surveys.

Moisture Diagnostic Surveys:

- Perform a Moisture Diagnostic Scan on the designated roof sections.
 - Moisture Diagnostic Scans provide a powerful tool in the process of identifying roof areas with moisture content. By evaluating the results, you can establish whether the water infiltration is localized or is widespread across an entire roof area.
 - Reports containing all of the findings, as well as the methods employed while completing the scan.
 - Confirm the condition of all roof areas by cross-referencing data with photographs.
 - Readings taken from a moisture meter are used to verify scan results.
 - Outlines of wet areas will be painted using highly visible marking paint.
 - Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system. Core samples can be analyzed for asbestos content, water infiltration, and roof system integrity.

- A representative number of core cut samples for each roofing section or more as needed.
- Determination of the condition of roofing system components
- Drawings of each roof area will indicate the location of each wet area.
 - Detailed drawings will be provided.
 - Perimeter details will be identified.
 - Penetrations will be categorized by type and their locations will be marked.
 - The existing roof system composition will be detailed.

Specifications and Project Management

Phase I

- Meet with owner representative and facility directors on site to determine working conditions, limitations, expectations, general concerns, and review financial parameters.
- Discuss client's goals and desires for sustainable building solutions.
- Discuss required permits from the City, County, and State Governments.
- Discuss existing roof system evaluation procedure (ie. Asbestos Testing Requirements, R-Value Requirements, Structural Concerns)
- Review multiple roofing manufacturer guidelines and procedures.
- Establish a project specific roofing budget.
- Review payment performance bond requirements with representatives.
- Perform an inspection of the desired roof area and produce a report with data and photos.
- Review solution options with the owner and determine if the project will proceed.

Phase II

- Project Team will generate a detailed performance-based specification. **Architectural stamped plans and drawings complete with wind-uplift calculations, snow calculations, drainage calculations, and project specific details can be produced upon request (*Estimated Cost for Architectural Stamp - \$3,000.00*).
- Present project specifications to the owner and make any necessary changes to the specifications.
- If the project is to proceed, the necessary steps will be taken to schedule a pre-bid meeting.
- The pre-bid conference will be held on site to familiarize the contractors with facility and campus requirements. Here we will address any questions or concerns of the contractors.
- Issue any addenda if required.
- Review the contractor bid results with the client and make recommendations.

Phase III

- Organize a pre-construction conference on site with owner representatives, awarded contractor, material manufacturer (if desired), and BMC Project Team.
- Provide architectural schedule of values that will be submitted by the awarded contractor.

- Start project – BMC will perform site inspections and generate written progress reports complete with photos. (Weekly (1) Progress Inspection and a Final Inspection will be included. Additional Progress Inspections can be performed upon request.)
- Review any progress payment submitted by the contractor and approved if justified.
- Once project is completed, owner representatives, contractor, material manufacturer, and BMC Project Team will meet on site to determine if a project punch list is required.
- Oversee the completion of punch list requirements and provide a written report with photos.
- The contractor is required to furnish BMC with the specified manufacturer's warranty.

Asbestos Survey:

- Core cuts will be taken, as needed, to determine the composition and number of existing roofing systems.
 - Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system. They provide the most tangible information for roof system diagnostics. When core cuts are performed the following services will be provided:
 - A representative number of core cut samples for each roofing section or more as needed.
 - Determination of the condition of roofing system components
- CAD Drawings - Provide CAD drawings of each roof section.
 - Drawings will be provided to scale.
 - Perimeter details will be identified.
 - Primary Roof Penetrations will be categorized by type and their locations will be marked.
 - Existing roof system composition will be detailed.
- A report with test results will be provided including photos and a CAD drawing with core locations detailed.
 - Independent lab results will be included.

EPA regulation 40 CFR Part 763: specifies the minimum number of samples to be taken of each homogenous area of suspected ACM based on the type and quantity of the material as illustrated in the following table:

Size of Homogeneous Area	Minimum Number of Samples to be Collected	Recommended Number of Samples to be Collected
Less than 1,000 sq. / ft.	3	9
Between 1,000 & 5,000 sq./ ft.	5	9
Greater than 5,000 sq. / ft.	7	9

Homogeneous Area - In accordance with Asbestos Hazard and Emergency Response Act (AHERA) definitions, an area of surfacing materials, thermal surface insulation, or miscellaneous material that is uniform in color and texture.

Structural Evaluation – if required

- Perform Structural Evaluation of current decking system(s).
 - Calculations cover all code required load combinations and analysis of the structural members under the most severe load combinations.
 - Provide written report from licensed structural engineer based on the results and conclusions of the analysis.
 - Calculations and report would be checked-in-house by engineering firm and issued after any required resolutions.

The following scope will be performed for the sum of:



- Roof Assessments:
 - *Included in Phase I*
- Moisture Diagnostic Scan performed on roofs that are determined to be candidates for scanning.
 - *Included in Phase I*
- Asbestos Sampling:
 - *Included in Phase I*

Phase I, II, & III Consulting

- First Step of Organizing Projects with Inspections and Meetings
- Generate Detailed Specifications and Manage Project
- Conduct Pre-construction meeting and project monitoring duties.
 - **\$27,500.00**

- Structural Decking Evaluation
 - Price to perform the services described above: not to exceed **\$5,000.00**.

TOTAL Consulting Fees (\$27,500.00) + Structural Evaluation (\$5,000.00) = \$32,500.00

Thank you again for the opportunity to assist you with your roof project. Please call me directly with any questions you may have.

Sincerely,



Nicholas T. Losh
President



Legislation Details (With Text)

File #: RES 23-343 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-002. Budget Increase - Elections - \$14,600.00 (Appropriate general county fund balance to support legislative change to voting machines; update ballot scanners and renew maintenance agreements.) These expenses are reimbursable by the state. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution Elections Ofc Supplies & Maintenance Agreements](#)
[Amendment Elections - Ofc Supplies & Main Agree](#)
[Memo Elections - Ofc Supplies & Main Agree](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-002. Budget Increase -Elections - \$14,600.00 (Appropriate general county fund balance to support legislative change to voting machines; update ballot scanners and renew maintenance agreements) These expenses are reimbursable by the state

RESOLUTION NO. 23-08-002

Sponsored by: Commissioners Jared Anderson, Nick Bright and Mike Caylor

RESOLUTION TO AMEND Blount County Election Commissions Budget for Office Supplies (\$10,000) and Maintenance Agreements (\$4600) per year.

WHEREAS, Blount County would like to amend the Election Commissions budget to meet the new legislation requiring paper ballots and scanners for voting purposes and,

WHEREAS, legislative changes to voting machines require paper ballots and scanners at each precinct which require the Blount County Commission to amend the Office Supplies and Maintenance Agreements budget lines as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Election Commission budget shall be amended as follows:

Appropriation:

101-51500-533400	Maintenance Agreements	\$4,600.00
101-51500-543500	Office Supplies.....	\$10,000.00

Revenues:

101-00000-489900	Fund Balance.....	\$14,600.00
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Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Elections

Account: 10-51500

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form

	Account Number	Description	Amount
TO	101-51500-533400	Maintenance Agreements	4,600.00
	101-51500-543500	Office Supplies	10,000.00
	TOTAL		14,600.00

	Account Number	Description	Amount
FROM	101-00000-489900-0	Fund Balance	14,600.00
	TOTAL		14,600.00

Explanation: Legislative change to voting machines requires paper ballots (\$10,000) and
40 ballot scanners which requires more for Maintenance Agreements (\$4,600).

Susan Knopf 7/12/23

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

BLOUNT COUNTY ELECTION COMMISSION

BLOUNT COUNTY COURTHOUSE
383 COURT STREET, MARYVILLE, TN 37804-5906
(865) 273-5920 / FAX (865) 273-5927

H. LARRY GARNER, Chairman
BOB CARROLL, Secretary
SUSAN KNOPF, Administrator of Elections



PATSY LUNDE, Member
DAN MCCORD, Member
RICK SHEPARD, Member

MEMORANDUM

To: Budget Committee

From: Susan Knopf, Administrator of Elections *SK*

Date: July 12, 2023

Re: Budget Amendment to comply with T.C.A. § 2-9-101(d)

The 2022 Legislative session in Nashville brought about a statewide change in the voting process requiring a Voter Verifiable Paper Audit Trail (VVPAT) beginning January 1, 2024. As a result, this mandate will require a budget amendment to cover added expenses not included in the state grant.

The request for additional funds will cover the added expenses for ballot paper in the Office Supplies line and an increase in the Maintenance Agreements for the additional 40 ballot scanners. The requested increases are Office Supplies (\$10,000) and Maintenance Agreements (\$4,600) totaling \$14,600.

Thank you for your assistance with this budget amendment.

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Elections
Account: 10-51500

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	101-51500-533400	Maintenance Agreements	4,600.00
	101-51500-543500	Office Supplies	10,000.00
		TOTAL	14,600.00

	Account Number	Description	Amount
FROM	101-00000-489900-0	Fund Balance	14,600.00
		TOTAL	14,600.00

Explanation: Legislative change to voting machines requires paper ballots (\$10,000) and
40 ballot scanners which requires more for Maintenance Agreements (\$4,600).

Susan Knopf 7/12/23
 Signature of Official/Department Head/Date Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

RESOLUTION NO. 23-_____

Sponsored by: Commissioners _____

RESOLUTION TO AMEND Blount County Election Commissions Budget for Office Supplies (\$10,000) and Maintenance Agreements (\$4600) per year.

WHEREAS, Blount County would like to amend the Election Commissions budget to meet the new legislation requiring paper ballots and scanners for voting purposes and,

WHEREAS, legislative changes to voting machines require paper ballots and scanners at each precinct which require the Blount County Commission to amend the Office Supplies and Maintenance Agreements budget lines as requested.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Election Commission budget shall be amended as follows:

1. Increase Office Supplies budget line by \$10,000
2. Increase Maintenance Agreements budget line by \$4,600

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION:

ATTEST:

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Legislation Details (With Text)

File #: RES 23-344 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-003. Budget Increase - Schools - \$300,000.00 (Appropriate education capital funds for contingency allowances on capital projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution 177 Schools Contingencies](#)
[Amendment 177 Schools Contingencies](#)
[Memo 177 Schools Contingencies](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-003. Budget Increase - Schools - \$300,000.00 (Appropriate education capital funds for contingency allowances on capital projects)

RESOLUTION NO. 23-08-003

Sponsored by: Commissioners Mike Caylor, Nick Bright and Jared Anderson

A RESOLUTION TO AMEND Education Capital Fund 177 BUDGET

WHEREAS, Blount County requests to increase the Education Capital Fund 177 Budget to appropriate funds for capital projects contingencies.

WHEREAS, it is deemed to be in the best interest of Blount County Schools, to amend the Education Capital Fund 177 Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023, that the Education Capital Fund 177 Budget shall be amended as follows:

Appropriation:

177-91300-579900 Other Capital Outlay.....\$300,000

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Education Capital
Account: 177-91300

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO			
	177-91300-579900	Other Capital Outlay	300,000.00
TOTAL			300,000.00

	Account Number	Description	Amount
FROM			
TOTAL			0.00

Explanation: Appropriate funds for capital projects allowance for contingencies.

Judy Lopez 7-14-23

Signature of Official/Department Head/Date _____ Signature of County Mayor/Date _____

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Approved By The
Board of Education *8-3-23*

Director of Schools

David C. Murrell

831 Grandview Drive
Maryville, TN 37803
(865)984-1212
www.blountk12.org



Board of Education

Fred Goins
Vandy Kemp
Brian King
Robby Kirkland
Joe Lindsey
Erica Moore
Phil Porter

To: Budget Committee, Blount County Commission
From: Troy Logan, CFO
Date: 7/14/2023
Re: Fund 177 – Budget Increase for Capital Projects Contingencies, FY 23-24

The Board of Education respectfully submits a Budget Increase resolution for capital projects contingencies. The source of funding is Fund 177.

Sincerely,


Troy Logan, CFO



Legislation Details (With Text)

File #: RES 23-345 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-004. Budget Increase - Schools - \$53,000.00 (Appropriate education capital funds for roof design, bid specifications, and consultation oversight of new roof for Friendsville and Walland Elementary gymnasiums). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution 177 Schools Roof Architect Fville and Walland gyms](#)
[Amendment 177 Schools Roof Architect Fville & Walland gyms](#)
[Memo 177 Schools Roof Architect Fville & Walland gyms](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-004. Budget Increase - Schools - \$53,000.00 (Appropriate education capital funds for roof design, bid specifications, and consultation oversight of new roof for Friendsville and Walland Elementary gymnasiums)

RESOLUTION NO. 23-08-004

Sponsored by: Commissioners Jared Anderson, Mike Caylor and Nick Bright

A RESOLUTION TO AMEND Education Capital Fund 177 BUDGET

WHEREAS, Blount County requests to increase the Education Capital Fund 177 Budget to appropriate funds for roof architect and consulting services for the following projects: Friendsville Elementary Gymnasium new roof, \$28,000; and Walland Elementary Partial Gymnasium new roof, \$25,000.

WHEREAS, it is deemed to be in the best interest of Blount County Schools, to amend the Education Capital Fund 177 Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023, that the Education Capital Fund 177 Budget shall be amended as follows:

Appropriation:

177-91300-530400 Architect Services.....\$53,000

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Education Capital
Account: 177-91300

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO			
	177-91300-530400	Architect Services	53,000.00
TOTAL			53,000.00

	Account Number	Description	Amount
FROM			
TOTAL			0.00

Explanation: Appropriate funds for roof design, bid specifications, and construction oversight of a new roof
on the Friendsville Elementary gymnasium and the Walland Elementary gymnasium.
Vendor is Building Management Consultants. Total Cost not to exceed: Friendsville = \$28,000 and Walland = \$25,000
Troy Zepher 7-14-23

Signature of Official/Department Head/Date _____ Signature of County Mayor/Date _____

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

Approved By The
Board of Education *8-3-23*

Director of Schools

David C. Murrell

831 Grandview Drive
Maryville, TN 37803
(865)984-1212
www.blountk12.org



Board of Education

Diane Bain
Fred Goins
Scott Helton
Vandy Kemp
Robby Kirkland
Phil Porter

To: Budget Committee, Blount County Commission
From: Troy Logan, CFO
Date: 7/14/2023
Re: Fund 177 – Budget Increase for Roof Architect & Consulting Services, FY 23-24

The Board of Education respectfully submits a Budget Increase resolution, attached, for estimated roof architect and consulting services for the following projects.

Friendsville Elementary Gymnasium new roof, \$28,000

Walland Elementary Gymnasium new roof (lockers/bathrooms section), \$25,000

Sincerely,

A handwritten signature in blue ink that reads "Troy Logan".

Troy Logan, CFO



July 12, 2023

James Duke
Facilities & Capital Projects Supervisor
Blount County Schools

RE: Friendsville Elementary School – Gym Roofs - Roof Design, Specification, and Project Monitoring

Dear Mr. Duke,

We are pleased to submit our quotation to conduct Roof Consulting Services for Blount County Schools.

The following scope of work will be performed:

Asbestos Survey:

- Core cuts will be taken, as needed, to determine the composition and number of existing roofing systems.
 - Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system. They provide the most tangible information for roof system diagnostics. When core cuts are performed the following services will be provided:
 - A representative number of core cut samples for each roofing section or more as needed.
 - Determination of the condition of roofing system components
- CAD Drawings - Provide CAD drawings of each roof section.
 - Drawings will be provided to scale.
 - Perimeter details will be identified.
 - Primary Roof Penetrations will be categorized by type and their locations will be marked.
 - The existing roof system composition will be detailed.

- A report with test results will be provided including photos and a CAD drawing with core locations detailed.
 - Independent lab results will be included.

EPA regulation 40 CFR Part 763: specifies the minimum number of samples to be taken of each homogenous area of suspected ACM based on the type and quantity of the material as illustrated in the following table:

Size of Homogeneous Area	Minimum Number of Samples to be Collected	Recommended Number of Samples to be Collected
Less than 1,000 sq. / ft.	3	9
Between 1,000 & 5,000 sq./ ft.	5	9
Greater than 5,000 sq. / ft.	7	9

Homogeneous Area - In accordance with Asbestos Hazard and Emergency Response Act (AHERA) definitions, an area of surfacing materials, thermal surface insulation, or miscellaneous material that is uniform in color and texture.

Structural Evaluation:

1. Visit the site and access the building.
2. Observations should be made from inside the building and on the roof. When r o o f access is not possible, use means necessary to make observations from the perimeter (i.e., ladder or lift).
 - a. Follow OSHA recommendations for all work, safety devices, and working at heights.
 - b. Use good judgment and be aware of site and weather conditions that could make work hazardous.
 - c. BMC shall provide means for working at heights unless otherwise agreed upon.
 - d. Obtain all available documents regarding current roof structural systems including As-Built and Construction drawings.
2. Survey, thoroughly review, and document the supporting structure of each included roof area as follows:
 - a. Make observations as to the existing condition of the building. Report immediately any conditions of concern. Any existing conditions which require assumptions on the part of the Consultant to perform the scope of work need to be discussed as early as possible.
 - b. Take measurements for the purpose of confirming information on structural drawings and performing structural analysis.
 - c. The scope for this project includes an analysis of the following:
 - i. Existing Roof Panel
 - ii. Roof Purlins
 - iii. Roof Mainframe as necessary (dependent on project SOW and building type)
 - d. This scope does not include an analysis of the following:

- i. Columns
 - ii. Walls
 - iii. Footings
3. Perform Structural Analysis of the components included in the scope according to current building code in the state, province, or municipality where the project is located. Analysis should include:
 - a. Determine maximum allowable gravity load which may be added permanently to the roof.
 - b. Determine maximum purlin midspan deflection under the maximum allowable gravity load for roofs under 1:12 slope.
 - c. Check purlins against negative deflection for current code level wind loads.
4. Manufacturer will provide:
 - a. Weight of the proposed roofing replacement/recover materials.
5. Review of findings with Client after the structural analysis is performed to discuss the results.
6. Signed and sealed report on BMC's letterhead. This report should include the following information:
 - a. If existing conditions of concern are found during the site visit, provide a brief written description of these concerns with relative pictures (see 2.a).
 - b. A statement of the gravity load (psf) that can be added to the existing roof (see 3.a).
 - c. Roof plan noting purlin section type, spacing, span, and any areas with deficiencies.
 - d. Pictures of roof structure, especially any areas of damage or corrosion.
 - i. Digital copy of all pictures taken during the site visit(s).
 - e. Provide a written description of the following potential solutions based on the analysis results and review meeting(s) with Garland (see 5):
 - i. When the roof is found to have additional capacity for the proposed retrofit roof system:
 - Purlin Reinforcement Retrofit (PRR) such as Top Hat or Roof Hugger
 - Low slope roof system such as modified bitumen or single ply.
 - ii. When the roof is found to be deficient to carry the proposed additional weight, but structural modifications are considered:
 - Purlin Reinforcement Retrofit (PRR). Utilize Top Hat or Roof Hugger engineering reports to determine this.
 - Purlin Modifications (PMOD), provide summary scope of potential solutions that are available.
 - Mainframe Modifications (MFMOD), provide summary scope of the potential solutions that are available.
 - Tear off and replacement of the existing roof panels. Include requirements for purlin strapping or lateral bracing as required.
 - Provide a design services proposal for the above structural modifications.

Structural Remediation Services:

Structural designs are based upon a visual survey of existing conditions and listed assumptions of existing components. The repair details are limited to the components specifically noted in the design documents and are not to be used on areas of the structure not specifically noted in the design documents.

Renovation of existing structures requires thorough coordination of the contract documents with existing conditions. The contractor must verify all relevant existing conditions, dimensions, and details prior to beginning construction. report any deviations from conditions or dimensions shown on the contract documents to the structural engineer of record for review of the design and possible revision of the contract documents.

The nature of structural demolition and stabilization is inherently uncertain. The exact condition and capacity of each structural element cannot be verified prior to the commencement of work.

As a result, it is imperative to report any discrepancies between 'the contract documents and actual field conditions, as well as any element of questionable structural integrity immediately to the architect and structural engineer of record for review.

Verify all existing conditions, dimensions, and elevations before starting work. notify the structural engineer of record in writing of any discrepancy.

The contractor is solely responsible for the design, adequacy, and safety of erection bracing, shoring, temporary supports, and all other means, methods, techniques, sequences, and procedures of construction.

Review of the submittals and/or shop drawings by the structural engineer of record is only for general conformance with the contract documents and does not relieve the contractor of the responsibility to review and check shop drawings before submittal to the structural engineer of record. The contractor must review and stamp all submittals prior to submission. The contractor remains solely responsible for errors: and omissions associated with the preparation of shop drawings as they pertain to member sizes, details, and dimensions specified in the contract documents. do not begin fabrication until shop drawings are completed and reviewed by the structural engineer of record.

Do not make shop drawings using reproductions of the contract documents or referencing the contract documents.

Specifications and Project Management

Phase I

- Meet with owner representative and facility directors on site to determine working conditions, limitations, expectations, general concerns, and review financial parameters.
- Discuss client's goals and desires for sustainable building solutions.
- Discuss required permits from the City, County, State Governments.

- Discuss existing roof system evaluation procedure (ie. Asbestos Testing Requirements, R-Value Requirements, Structural Concerns)
- Review multiple roofing manufacturer guidelines and procedures.
- Establish a project specific roofing budget.
- Review payment performance bond requirements with representatives.
- Perform an inspection of the desired roof area and produce a report with data and photos.
- Review solution options with the owner and determine if the project will proceed.

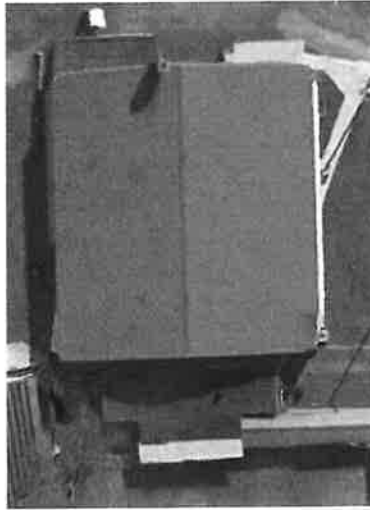
Phase II

- Project Team will generate a detailed performance-based specification. **Architectural stamped plans and drawings complete with wind-uplift calculations, snow calculations, drainage calculations, and project specific details can be produced *upon request – cost not to exceed \$5,000.00.*
- Present project specifications to the owner and make any necessary changes to the specifications.
- If the project is to progress, the necessary steps will be taken to proceed with a mandatory pre-bid.
- Pre-bid conference will be held on site to familiarize the contractors with facility and campus requirements. Here we will address any questions or concerns of the contractors.
- Issue any addenda if required.
- Review the contractor's bid results with the client and make recommendations.

Phase III

- Organize a pre-construction conference on site with owner representatives, awarded contractor, material manufacturer, and BMC Project Team.
- Provide architectural schedule of values that will be submitted by the awarded contractor.
- Start project – BMC will perform site inspections and generate written progress reports complete with photos. (Weekly and a Final Inspections will be included. Additional Progress Inspections can be performed upon request.)
- Review any progress payment submitted by the contractor and approved if justified.
- Once the project is completed, owner representatives, contractor, material manufacturer, and BMC Project Team will meet on site to determine if a project punch list is required.
- Oversee the completion of punch list requirements and provide a written report with photos.
- The contractor is required to furnish BMC with the specified manufacturer's warranty.

The following scope will be performed for the sum of:



Structural Evaluation for Roof Hugger System:

- ***\$5,850.00***

Structural Remediation Services:

- ***To be determined based on Structural Evaluation Findings***
- ***Not to exceed \$5,000.00***

Field Services and Roof Design and Specification:

Phase III Consulting Friendsville (based on \$150K estimate although this may be higher since we are going longer lasting metal)

1. Conduct Pre-construction meeting and project monitoring duties: TBD on Final Bid Numbers. Price based on 4% of successful bidder less Phase I & II cost (\$20,850.00) minimum.
2. Price not to exceed: \$28,000.00

Thank you again for the opportunity to assist you with consulting services. Please call me directly with any questions you may have.

Sincerely,

Nicholas T. Losh
President



July 12, 2023

James Duke
Facilities & Capital Projects Supervisor
Blount County Schools

RE: Walland Elementary School - Roof Design, Specification, and Project Monitoring

Dear Mr. Duke,

We are pleased to submit our quotation to conduct Roof Consulting Services for Blount County Schools.

The following scope of work will be performed:

Moisture Diagnostic Surveys:

- Perform a Moisture Diagnostic Scan on the designated roof sections.
 - Moisture Diagnostic Scans provide a powerful tool in the process of identifying roof areas with moisture content. By evaluating the results, you can establish whether the water infiltration is localized or is widespread across an entire roof area.
 - Nuclear scanning counts hydrogen molecules by emitting neutrons, the higher numbers will determine the amount of moisture in roof assembly.
 - Nuclear scans are required when more than one roof is present in the assembly as well as ballasted roof systems.
 - Infrared technology measures temperature differentials. Wet insulation retains heat long after the roof has cooled, and the camera will show heat signatures that are much higher than the signature of dry insulation. *Infrared will only read the top assembly of insulation. Meaning, if there is more than one roof, heat signatures will only be detected on the top roof.*
 - Reports containing all the findings, as well as the methods employed while completing the scan.
 - Confirm the condition of all roof areas by cross-referencing data with photographs.
 - Readings taken from a moisture meter are used to verify scan results.
 - Outlines of wet areas will be painted using highly visible marking paint.

- Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system.
 - A representative number of core cut samples for each roofing section or more as needed.
 - Determination of the condition of roofing system components
- Drawings of each roof area will indicate the location of each wet area.
 - Detailed drawings will be provided.
 - Perimeter details will be identified.
 - Penetrations will be categorized by type and their locations will be marked.
 - The existing roof system composition will be detailed.

Asbestos Survey:

- Core cuts will be taken, as needed, to determine the composition and number of existing roofing systems.
 - Core cuts provide accurate information on the number of plies, type and thickness of insulation and coatings, and the type and condition of structural decking that supports the existing roof system. They provide the most tangible information for roof system diagnostics. When core cuts are performed the following services will be provided:
 - A representative number of core cut samples for each roofing section or more as needed.
 - Determination of the condition of roofing system components
- CAD Drawings - Provide CAD drawings of each roof section.
 - Drawings will be provided to scale.
 - Perimeter details will be identified.
 - Primary Roof Penetrations will be categorized by type and their locations will be marked.
 - The existing roof system composition will be detailed.
- A report with test results will be provided including photos and a CAD drawing with core locations detailed.
 - Independent lab results will be included.

EPA regulation 40 CFR Part 763: specifies the minimum number of samples to be taken of each homogenous area of suspected ACM based on the type and quantity of the material as illustrated in the following table:

Size of Homogeneous Area	Minimum Number of Samples to be Collected	Recommended Number of Samples to be Collected
Less than 1,000 sq. / ft.	3	9
Between 1,000 & 5,000 sq./ ft.	5	9
Greater than 5,000 sq. / ft.	7	9

Homogeneous Area - In accordance with Asbestos Hazard and Emergency Response Act (AHERA) definitions, an area of surfacing materials, thermal surface insulation, or miscellaneous material that is uniform in color and texture.

Specifications and Project Management

Phase I

- Meet with owner representative and facility directors on site to determine working conditions, limitations, expectations, general concerns, and review financial parameters.
- Discuss client’s goals and desires for sustainable building solutions.
- Discuss required permits from the City, County, State Governments.
- Discuss existing roof system evaluation procedure (ie. Asbestos Testing Requirements, R-Value Requirements, Structural Concerns)
- Review multiple roofing manufacturer guidelines and procedures.
- Establish a project specific roofing budget.
- Review payment performance bond requirements with representatives.
- Perform an inspection of the desired roof area and produce a report with data and photos.
- Review solution options with the owner and determine if the project will proceed.

Phase II

- Project Team will generate a detailed performance-based specification. ****Architectural stamped plans and drawings complete with wind-uplift calculations, snow calculations, drainage calculations, and project specific details can be produced *upon request* – cost not to exceed \$5,000.00.**
- Present project specifications to the owner and make any necessary changes to the specifications.
- If the project is to progress, the necessary steps will be taken to proceed with a mandatory pre-bid.
- Pre-bid conference will be held on site to familiarize the contractors with facility and campus requirements. Here we will address any questions or concerns of the contractors.
- Issue any addenda if required.
- Review the contractor’s bid results with the client and make recommendations.

Phase III

- Organize a pre-construction conference on site with owner representatives, awarded contractor, material manufacturer, and BMC Project Team.
- Provide architectural schedule of values that will be submitted by the awarded contractor.

- Start project – BMC will perform site inspections and generate written progress reports complete with photos. (Weekly and a Final Inspections will be included. Additional Progress Inspections can be performed upon request.)
- Review any progress payment submitted by the contractor and approved if justified.
- Once the project is completed, the owner representatives, contractor, material manufacturer, and BMC Project Team will meet on site to determine if a project punch list is required.
- Oversee the completion of punch list requirements and provide a written report with photos.
- The contractor is required to furnish BMC with the specified manufacturer's warranty.

The following scope will be performed for the sum of:



Field Services and Roof Design and Specification:

Phase III Consulting Walland (based on \$500K estimate)

1. Conduct Pre-construction meeting and project monitoring duties: TBD on Final Bid Numbers. Price based on 4% of successful bidder less Phase I & II cost (\$15,000.00) minimum.
2. Price not to exceed: \$25,000.00

Thank you again for the opportunity to assist you with consulting services. Please call me directly with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick T. Losh'. The signature is written in a cursive, flowing style.

Nicholas T. Losh
President



Legislation Details (With Text)

File #: RES 23-346 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-005. Budget Increase - Highway - \$32,208.00 (Appropriate Insurance recovery funds to repair the traffic signal at Big Springs and William Blount Roads). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-Hwy Ins Recovery Funds](#)
[Amendment hwy Ins Recovery Funds](#)
[Memo-Hwy Ins Recovery Funds](#)
[Backup-Hwy Ins Recovery Funds](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-005. Budget Increase - Highway - \$32,208.00 (Appropriate Insurance recovery funds to repair the traffic signal at Big Springs and William Blount Roads)

RESOLUTION NO. 23-08-005

Sponsored by: Commissioners Jared Anderson, Nick Bright and Mike Caylor

A RESOLUTION TO AMEND HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to transfer the Highway Department Budget to appropriate the use of Insurance Recovery funds to repair the signal light at Big Springs and William Blount Road.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the Highway Department Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Highway Department Budget shall be amended as follows:

Appropriation:

131-62000-539900 Other Contracted Services.....\$32,208.00

Transfer:

131-00000-497000 Insurance Recovery.....\$32,208.00

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: _____

Account: _____

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	131-62000-539900	Other Contracted Services	32,208.00
TOTAL			32,208.00

	Account Number	Description	Amount
FROM	131-00000-497000	Insurance Recovery	32,208.00
TOTAL			32,208.00

Explanation: Insurance recovery for repair of signal at Big Springs Rd and William Blount Rd.



Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

TO: Blount County Commissioners

FROM: Jeff Headrick *JH*
Blount County Highway Superintendent

RE: Requesting Insurance Reimbursement Transfer from Fund Balance

DATE: July 27, 2023



**Blount County
Highway Dept.
Jeff Headrick
Superintendent
1227 McArthur Rd
Maryville, TN 37807
(865) 982-4652**

Blount County Highway Department has received a reimbursement from Progressive Auto Insurance following traffic signal box damages. These damages were caused by vehicle accidents at William Blunt Drive in February 2023. Blount County Highway Department has paid all invoices from the vendor following the repair of the signals. We are requesting the reimbursement funds of \$32,208.00 be transferred to the Highway Department's expenditure line for "Other Contracted Services" to cover paid invoices and update the signal's infrastructure.

PROGRESSIVE
PO BOX 2930
CLINTON, IA 52733-2930

PROGRESSIVE

BLOUNT COUNTY RISK MANAGMENT
ATTN TIM TIPTON
387 COURT STREET
MARYVILLE, TN 37804

DRAFT NUMBER: 6002042863

AMOUNT:

\$*****32,208.00

ISSUE DATE: June 19, 2023

Please deposit into account
131-00000-497000

RECEIVED
JUN 28 2023
By: *JT*

Form Z721 (06/15)

KEEP THIS TOP PORTION FOR YOUR RECORDS

PROGRESSIVE		VOID IF NOT PRESENTED WITHIN 90 DAYS		DRAFT NUMBER:	56389
PAYABLE THROUGH PNC BANK N.A. 070 ASHLAND, OH 1-877-448-9544		CLAIM NUMBER: 23-2813494	NAME: BLOUNT COUNTY HIGHWAY DEPT	6002042863	412
				June 19, 2023	
				PAY EXACTLY:	\$*****32,208.00
THIRTY TWO THOUSAND TWO HUNDRED EIGHT AND 00/100*****					
PAY TO THE ORDER OF: BLOUNT COUNTY HIGHWAY DEPT				Mountain Laurel Assurance Company	
				BY: <i>JT</i> AUTHORIZED SIGNATURE	

⑆6002042863⑆ ⑆041203895⑆ 4130198112⑆



Legislation Details (With Text)

File #: RES 23-347 **Version:** 1 **Name:**

Type: Resolution **Status:** Agenda Ready

File created: 8/1/2023 **In control:** Board of Commissioners

On agenda: 8/17/2023 **Final action:**

Title: Resolution No. 23-08-006. Budget Increase - Highway - \$58,036.98 (Appropriate highway capital funds for two road message boards for upcoming highway projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-Hwy Message Boards](#)
[Amendment-Hwy Message Boards](#)
[Memo-Hwy Message Boards](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-006. Budget Increase - Highway - \$58,036.98 (Appropriate highway capital funds for two road message boards for upcoming highway projects)

RESOLUTION NO. 23-08-006

Sponsored by: Commissioners Nick Bright, Mike Caylor and Jared Anderson

A RESOLUTION TO AMEND HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Highway Department Budget to appropriate the use of Highway Fund Balance for two (2) road message boards.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the Highway Department Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Highway Department Budget shall be amended as follows:

Appropriation:

176-91200-571400	Highway Equipment.....	\$58,036.98
131-99100-559000	Transfer to other Funds	

Revenues:

176-00000-498000	Transfer In.....	\$58,036.98
131-00000-489900-	Use of other fund balance	

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Highway Department
Account: ¹³¹ _____

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	131-99100-55900	Transfer to Other Funds	58,036.98
	176-91200-571400	Highway Equipment	58,036.98
		TOTAL	58,036.98

	Account Number	Description	Amount
FROM	131-00000-489900	Use of Fund Balance	58,036.98
	176-00000-498000	Transfer In	58,036.98
		TOTAL	58,036.98

Explanation: I am requesting to purchase two (2) road message boards for road projects.



Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

TO: Blount County Commissioners

FROM: Jeff Headrick 
Blount County Highway Superintendent

RE: Requesting Additional Funding for Two (2) Message Boards

DATE: July 27, 2023

Blount County Highway Department currently has many projects beginning, in progress or slated to begin. With these projects, there is the need to inform the citizens of detours, upcoming road delays, or possible road closures. The purchase of these two message boards give the Highway Department another method by which the citizens can be informed of road hazards. It also closes the gap for citizens who doesn't have access to other medias. The Blount County Highway Department's goal is to make the roads as safe as possible for the citizens of Blount County. By purchasing these boards, the Highway Department can keep the citizens informed with the necessary work/repairs being done.



**Blount County
Highway Dept.
Jeff Headrick
Superintendent
1227 McArthur Rd
Maryville, TN 37807
(865) 982-4652**



Legislation Details (With Text)

File #: RES 23-348 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**

Title: Resolution No. 23-08-007. Budget Increase - Highway - \$1,000,000.00 (Appropriate Multimodal grant awarded funds to continue design phase for the walking trail from Helton Road to Melrose Bridge; project requires 5% match). Referred to full commission with a favorable recommendation by the Budget Committee (4-1).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-Hwy Multimodal Grant for Walking Trail](#)
[Amendment-Hwy Multimodal Grant Walking Trail](#)
[Memo-Hwy Multimodal Grant Walking Trail](#)
[Multimodal Approval from Commission](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-007. Budget Increase - Highway -\$1,000,000.00 (Appropriate Multimodal grant awarded funds to continue design phase for the walking trail from Helton Road to Melrose Bridge; project requires 5% match)

RESOLUTION NO. 23-08-007

Sponsored by: Commissioners Jared Anderson and Mike Caylor

A RESOLUTION TO AMEND HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Highway Department Budget to appropriate awarded Multimodal grant funds to continue design phase for the walking trail from Helton Road to Melrose Bridge.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the Highway Department Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Highway Department Budget shall be amended as follows:

Appropriation:

176-91200-532100-00000-620	Highway Equipment.....	\$1,000,000.00
131-99100-559000	Transfer to Other Funds	

Revenues:

176-00000-498000	Transfer In	
131-00000-489900	Use of Fund Balance.....	\$1,000,000.00

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Highway Department

Account: 176

Type of Amendment: (check one)

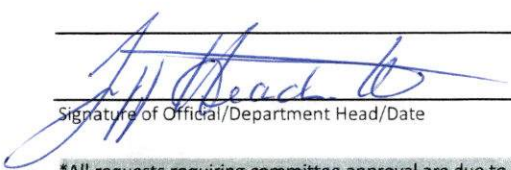
- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	131-99100-55900	Transfer to Other Funds	1,000,000.00
	176-91200-571300-00000-620	Highway Construction	1,000,000.00
		TOTAL	1,000,000.00

	Account Number	Description	Amount
FROM	131-00000-489900	Use of Fund Balance	1,000,000.00
	176-00000-498000-00000-620	Transfers In	1,000,000.00
		TOTAL	1,000,000.00

Explanation: I am requesting to appropriate the monies for a grant that we received (Multi-modal Grant). This is
a 95/5 grant so the County portion is \$50,000.



 Signature of Official/Department Head/Date

 Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

TO: Blount County Commissioners

FROM: Jeff Headrick *JH*
Blount County Highway Superintendent

RE: Multimodal Grant Award

DATE: July 27, 2023

Blount County Highway Department was awarded the Multimodal Grant. This Grant provides funds for design/construction of the Greenway walking trail from Helton Road to Heritage Middle School (eventually extending to Melrose Bridge). We came to Commission in November 19, 2020 requesting permission to apply for the grant. We were awarded this grant. This grant is for \$1,000,000 with a 95/5. This makes Blount County's part for this at \$50,000. The previous design work on the Greenway walking trail was funded through TPO (Transportation Planning Organization) money. To continue the preparation to construct the trail, it is necessary at this time to access the awarded Multimodal grant. This will be used to get Blount County closer to building the Greenway walking trail for the citizens.



**Blount County
Highway Dept.
Jeff Headrick
Superintendent
1227 McArthur Rd
Maryville, TN 37807
(865) 982-4652**

Multimodal Approval from Commission November 19, 2020

13. Grant Application Request - Highway - \$1,000,000.00 (Construction of Blount Count Greenway Trail Phase 1, 95% Federally Funded & 5% Locally Funded - Second attempt at applying for this Grant). Referred to full commission by the Budget Committee with a favorable recommendation (5:0).

BC Greenway Trail Ph 1 Revised - Multimodal Grant Info Worksheet Greenway Grant Memo to Commission Attachments:

A motion was made by Commissioner Bright, seconded by Commissioner Anderson, that the grant application request be approved. A roll call vote was taken.

The Chairman declared the motion to have passed by the following vote: Blount County Government Board of Commissioners Meeting Minutes –

Final November 19, 2020 Yes: Anderson, Bennett, Bowers, Bright, Carver, Caylor, Crowe, French, Hammontree, Hill, Hood, Jopling, Lawhorn, McCulley, Mikels, Reagan, Robbins, Stinnett, and Webb 19 -

No: 1 - Akard Absent: 1 - King Abstain: 0

trial



Legislation Details (With Text)

File #: RES 23-349 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**

Title: Resolution No. 23-08-008. Budget Increase - Highway - \$43,713.20 (Appropriate highway capital fund balance for a set of automatic signal lights to support upcoming highway projects). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-Hwy Signal Lights](#)
[Amendment-Hwy Signal Lights](#)
[Memo-Hwy Signal Lights](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-008. Budget Increase - Highway -\$43,713.20 (Appropriate highway capital fund balance for a set of automatic signal lights to support upcoming highway projects)

RESOLUTION NO. 23-08-008

Sponsored by: Commissioners Mike Caylor, Nick Bright and Jared Anderson

A RESOLUTION TO AMEND HIGHWAY DEPARTMENT BUDGET

WHEREAS, Blount County requests to increase the Highway Department Budget to appropriate the use of Highway Fund Balance for a set of automatic signal lights.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the Highway Department Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August, 2023 that the Highway Department Budget shall be amended as follows:

Appropriation:

176-91200-571400	Highway Equipment.....	\$43,713.20
131-99100-559000	Transfer to Other Funds	

Revenues:

176-00000-498000	Transfer In.....	\$43,713.20
131-00000-489900	Use of Other fund balance	

Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Highway Department

Account: 131

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	176-91200-571400	Transfer to Other Funds	43,713.20
	131-99100-55900	Highway Equipment	43,713.20
		TOTAL	43,713.20

	Account Number	Description	Amount
FROM	131-00000-489900	Use of Fund Balance	43,713.20
	176-00000-498000	Transfers In	43,713.20
		TOTAL	43,713.20

Explanation: I am requesting to purchase a set of automatic signal lights for road projects.



 Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

TO: Blount County Commissioners

FROM: Jeff Headrick *JTH*
Blount County Highway Superintendent

RE: Requesting Additional Funding for a set of Signal Lights

DATE: July 27, 2023

Blount County Highway Department currently has many projects beginning, in progress or slated to begin. With these projects, there is the need for the traffic to be diverted or temporarily stopped. This is done by using flaggers currently. However, there are situations where it is dangerous and would be safer if we had mobile signal lights. These signal lights also free up employees to work on the job site to complete the project faster. The Blount County Highway Department's goal is to make the roads as safe as possible for the citizens of Blount County. This is done by completing repairs or upgrades as efficiently and quickly as possible. The purchase of these signal lights will be a big factor in accomplishing this goal.



**Blount County
Highway Dept.
Jeff Headrick
Superintendent
1227 McArthur Rd
Maryville, TN 37807
(865) 982-4652**



Legislation Details (With Text)

File #: RES 23-350 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-009. Budget Increase - Highway - \$3,763,642.40 (Re-appropriate the use of highway capital fund balance from FY23 to FY24 for ongoing highway projects and previously approved equipment purchases). Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution-Hwy Reappropriate Projects](#)
[Amendment Hwy Reappropriate Projects](#)
[Memo-Hwy Reappropriate Projects](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-009. Budget Increase - Highway - \$3,763,642.40 (Re-appropriate the use of highway capital fund balance from FY23 to FY24 for ongoing Highway projects and previously approved equipment purchases)

RESOLUTION NO. 23-08-009

Sponsored by: Commissioners Jared Anderson, Nick Bright and Mike Caylor

A RESOLUTION TO REAPPROPRIATE HIGHWAY CAPITAL FUNDS FOR FY24

WHEREAS, Blount County requests to increase the Highway Departments Budget to re-appropriate the use of Capital Fund Balance from FY23 to FY24 for ongoing Highway projects and previously approved equipment purchases.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend Fund Balance as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of August 2023 that the Use of Fund Balance Budget shall be amended as follows:

Appropriation:

176-91200-570700-000	Building Improvements.....	\$391,235.46
176-91200-571300-705	Springview Railroad.....	\$22,141.25
176-91200-571300-717	Wildwood Bridge.....	\$643,093.00
176-91200-571300-718	Clover Hill Bridge.....	\$75,579.15
176-91200-571300-719	Big Springs Bridge.....	\$312,220.00
176-91200-571300-720	Carrs Creek Bridge.....	\$426,960.00
176-91200-571300-726	Tuckaleechee Bridge.....	\$16,494.00
176-91200-571300-816	Stock Creek.....	\$1,750,906.00
176-91200-571400-000	Highway Equipment.....	\$125,013.54

Revenues:

176-00000-489900	Use of Fund Balance.....	\$3,763,642.40
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Duly authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 23-24

Department: Highway
Account: 176-00000-48990

Type of Amendment: (check one)

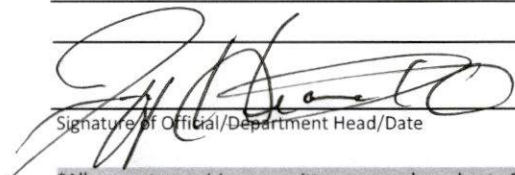
- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	176-91200-570700-000	Building Improvements	391,235.46
	176-91200-571300-705	Springview Railroad	22,141.25
	176-91200-571300-717	Wildwood Bridge	643,093.00
	176-91200-571300-718	Clover Hill Bridge	75,579.15
	176-91200-571300-719	Big Springs Bridge	312,220.00
	176-91200-571300-720	Carrs Creek Bridge	426,960.00
	176-91200-571300-726	Tuckaleechee Bridge	16,494.00
	176-91200-571300-816	Stock Creek	1,750,906.00
	176-91200-571400-000	Highway Equipment	125,013.54
TOTAL			3,763,642.40

	Account Number	Description	Amount
FROM	176-00000-48990	Use of Fund Balance	3,763,642.40
TOTAL			3,763,642.40

Explanation: To re-appropriate project funds from FY22-23 for Operations Center Building Improvements, previously approved Capital Equipment purchases, and Projects in Progress



Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**



TO: Blount County Commissioners

FROM: Jeff Headrick *JH*
Blount County Highway Superintendent

RE: Requesting Reappropriation of Fund Balance for FY24

DATE: July 28, 2023

**Blount County
Highway Dept.
Jeff Headrick
Superintendent
1227 McArthur Rd
Maryville, TN 37807
(865) 982-4652**

Blount County Highway Department requests the available balances for Capital Funds be reappropriated for FY 2023/2024. These balances that were previously approved by the commission are for Ops Building Improvements, Highway Department Equipment that were not able to be purchased in FY23 for a variety of reasons, and ongoing projects throughout Blount County. Blount County Highway Department is requesting the balance to be reappropriated as follows:

Appropriation:

176-91200-570700-000 Building Improvements.....	\$391,235.46
176-91200-571300-705 Springview Railroad.....	\$22,141.25
176-91200-571300-717 Wildwood Bridge.....	\$643,093.00
176-91200-571300-718 Clover Hill Bridge.....	\$75,579.15
176-91200-571300-719 Big Springs Bridge.....	\$312,220.00
176-91200-571300-720 Carrs Creek Bridge.....	\$426,960.00
176-91200-571300-726 Tuckaleechee Bridge.....	\$16,494.00
176-91200-571300-816 Stock Creek.....	\$1,750,906.00
176-91200-571400-000 Highway Equipment.....	\$125,013.54

Revenues:

176-00000-48990	Use of Fund Balance.....	\$3,763,642.40
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Legislation Details (With Text)

File #: RES 23-351 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 8/1/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-010. To authorize a two-dollar filing fee for documents filed electronically in the Register of Deeds' Office in Blount County, Tennessee. Referred to full commission with a favorable recommendation by the Budget Committee (5-0).

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution 23_08_010 Reg of Deeds ROD Efile fee Resolution](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Budget Committee	forwarded to full commission	Pass
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-010. To authorize a two-dollar filing fee for documents filed electronically in the Register of Deeds' Office in Blount County, Tennessee.

RESOLUTION NO. 23-08-010

Sponsored by: Jared Anderson, Mike Caylor and Nick Bright

TO AUTHORIZE A TWO-DOLLAR FILING FEE FOR DOCUMENTS FILED ELECTRONICALLY IN THE REGISTER OF DEEDS' OFFICE IN BLOUNT COUNTY, TN

WHEREAS, T.C.A. § 8-21-1001(j), authorizes the register of deeds to demand and receive for such register's services a two-dollar (\$2.00) electronic filing (e-file) submission fee for each electronically filed document which is recorded over the Internet through such register's county electronic filing portal;

WHEREAS, under T.C.A. § 8-21-1001(j)(3), the register may only collect the electronic filing fee upon adoption of a resolution by a two-thirds (2/3) vote of the county legislative body of such county; and

WHEREAS, the county legislative body in BLOUNT County, Tennessee finds that collection of the electronic filing fee is in the best interests of the county.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of BLOUNT COUNTY, Tennessee, assembled in regular session this 17th day of August, 2023:

SECTION 1. Each electronically filed document which is recorded over the Internet through the BLOUNT County register's county electronic filing portal shall be subject to a two-dollar (\$2.00) electronic filing fee as authorized in T.C.A. § 8-21-1001(j).

SECTION 2. All official government documents filed by local, state, or federal government entities of the United States in the course of their official government business shall be exempt from the fee as provided by T.C.A. § 8-21-1001(j)(2).

SECTION 3. This resolution shall take effect upon its passage and approval, the public welfare requiring it.

Duly Authorized and approved this 17th day of August, 2023.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Legislation Details (With Text)

File #: RES 23-335 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-012, A Resolution that Approves Blount County, Tennessee, Human Resources Department Agreements that Extend Beyond the End of the Fiscal Year Term.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution for HR Agmts extending beyond FY - 8.17.23](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-012, A Resolution that Approves Blount County, Tennessee, Human Resources Department Agreements that Extend Beyond the End of the Fiscal Year Term.

RESOLUTION NO. 23-08-012

Sponsored by: Tom Stinnett, John Giles and David Wells

A RESOLUTION THAT APPROVES BLOUNT COUNTY, TENNESSEE, HUMAN RESOURCES DEPARTMENT AGREEMENTS THAT EXTEND BEYOND THE END OF THE FISCAL YEAR TERM.

WHEREAS, the Board of Commissioners of Blount County, Tennessee, adopted the provisions of Tennessee Code Annotated, § 5-14-101 et. seq., known as the County Purchasing Law of 1957; and

WHEREAS, Tennessee Code Annotated §5-14-108(m)(1) states that the county purchasing agent is authorized to purchase and contract to purchase materials, supplies, equipment and contractual services on a fiscal year basis, but no commitment shall be made which extends beyond the end of the current fiscal year for which appropriations have been made by the county legislative body, except such commitments as are authorized by resolution of the county legislative body; and

WHEREAS, to better align with Blount County’s calendar year benefits term, the Blount County Human Resources Department proposes the terms of the agreements with the following suppliers extend beyond the current fiscal year.

- Innovation Specialists, LLC, DBA 2nd.MD
- Air Medical Group Holdings, DBA AirMedCare Network
- Allegiance Benefit Plan Management, Inc.
- BARINET Preferred Provider, LLC
- Blount Memorial Physician Group, Inc.
- Convenient Care Plus
- Curalinc, LLC, DBA Curalinc Healthcare
- Delta Dental
- Magellan Rx Management, LLC
- Shared Health Alliance
- Skyward Specialty Insurance
- Superior Vision
- QBE Insurance
- Quantum Health, Inc.
- USABLE

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, meeting in regular session assembled this 17th day of August, 2023, that the Human Resources Department agreements with suppliers named in this resolution be approved for Blount County, Tennessee, with terms extending beyond the current fiscal year.

BE IT FURTHER RESOLVED that this resolution take effect from and after its passage, in perpetuity until such time as an additional agreement needs added, and that any part of any prior resolution to the contrary is hereby declared null and void, the public welfare requiring it.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Legislation Details (With Text)

File #: RES 23-336 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024. Referred to full commission with a favorable recommendation by the Insurance Committee (4-0).

Sponsors:

Indexes:

Code sections:

Attachments: [RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024](#)
[Minutes of Insurance Committee 2023-Jul-18](#)
[Minutes of HR Committee 2023-Jul-18](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-013, A Resolution to Adopt the Medical Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024.

RESOLUTION NO. 23-08-013

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, and David Wells

**A RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN
EFFECTIVE JANUARY 1, 2024**

WHEREAS, Blount County, TN (the “County”) provides full-time employees and their dependents access to medical insurance benefits; and

WHEREAS, the County’s self-funded medical plan has a need for a premium rate structure to be adopted each plan year; and

WHEREAS, cost containment strategies implemented by the County have made a positive impact on the plan, therefore a rate hold is recommended for plan year 2024. The monthly premium rate structure for the 2024 medical plans are as follows:

Plan	Plan 1-PPO	Plan 2-PPO	Plan 3-CDHP/HSA
Employee Only	753.00	694.00	656.00
Employee + Spouse	1,727.00	1,593.00	1,506.00
Employee + Child(ren)	1,699.00	1,568.00	1,482.00
Family	1,755.00	1,619.00	1,533.00

**Fiscal note: sufficient funds have been included in the approved 2024 budget; and*

WHEREAS, the Blount County Board of Commissioners adopted Resolution No. 19-08-013 on August 15th, 2019, setting forth the health premium contribution strategy (Employer 85%, Employee 15%); and,

WHEREAS, the employer premium will be budgeted for every eligible employee who elects coverage and shall be applied to plan 2, creating neutral costs for Blount County regardless of plan selection; and,

WHEREAS, the Committee agreed with renewal option 2 for the Care Advocacy vendor, Quantum, as presented by the Broker;

WHEREAS, on the 18th day of July, 2023, the Blount County Human Resources Committee and Insurance Committee took action to recommend approval of the medical premium rates to the Blount County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of August, 2023, that the recommendation to adopt the 2024 medical premium rate structure for Blount County, TN, as listed above, is hereby approved;

BE IT FURTHER RESOLVED that the medical plans are approved with a 3% actuarial variance should the State of Tennessee not deem these plans comparable to the Partnership plans;

BE IT FURTHER RESOLVED that if the plan does not meet the State of Tennessee standard by less than a 3% actuarial variance, the Director of Human Resources shall make the changes necessary to meet the standard.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Chairman

County Clerk

Approved: _____

Vetoed: _____
County Mayor

Date



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Insurance Committee

Commissioner Jared Anderson, Chairperson
Commissioner Richard Carver, Vice Chair
Commissioner John Giles
Commissioner Tom Stinnett
Commissioner David Wells

Tuesday, July 18, 2023

5:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 816 9850 4417

ROLL CALL.

The Insurance Committee met on Tuesday, July 18, 2023 at 5:30pm in the Blount County Courthouse of Maryville, TN. Chairman Anderson called the meeting to order. A roll call was taken with the following present. Chairman Anderson declared that a quorum did exist.

Present 4 - Chairperson Jared Anderson, Commissioner Richard Carver, Commissioner John Giles, and Commissioner David Wells
Absent 1 - Commissioner Tom Stinnett

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Commissioner Wells, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

B. INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES.

[Insurance Committee Meeting Minutes 11/15/2022](#)

Attachments: [InsMeetingMinutes15-Nov-2022.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the November 15, 2022 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

[Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Wells, to approve the medical premium rate structure for the 2024 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

[Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements made.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 830 1308 5909

ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- Abstain:** 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES1. [Human Resources Committee Minutes 6/6/2023](#)

Attachments: [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

D. REPORTS (INFORMATION ONLY).1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

Attachments: [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

Attachments: [Quantum Plan Performance Review Q1 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

2. [Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

3. [Amendments to the Blount County, TN Employee Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)
[Exhibit A - BCG Handbook.pdf](#)
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Legislation Details (With Text)

File #: RES 23-337 **Version:** 1 **Name:**

Type: Resolution **Status:** Agenda Ready

File created: 7/31/2023 **In control:** Board of Commissioners

On agenda: 8/17/2023 **Final action:**

Title: Resolution No. 23-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024. Referred to full commission with a favorable recommendation by the Insurance Committee (4-0).

Sponsors:

Indexes:

Code sections:

Attachments: [RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, Minutes of Insurance Committee 2023-Jul-18](#)
[Minutes of HR Committee 2023-Jul-18](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-014, A Resolution to Adopt the Dental Premium Rate Structure for Blount County, Tennessee, Effective January 1, 2024.

RESOLUTION NO. 23-08-014

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, and David Wells

**A RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN
EFFECTIVE JANUARY 1, 2024**

WHEREAS, Blount County, TN (the “County”) seeks to provide the most cost efficient and effective dental insurance benefits for all full-time employees and their families; and

WHEREAS, the County’s self-funded dental plan has a need for a premium rate structure to be adopted each plan year; and

WHEREAS, the Board of County Commissioners approved Resolution No. 21-08-013 authorizing Delta Dental to administer the County’s self-funded dental plan;

WHEREAS, a rate hold is recommended for calendar year 2024. The monthly cost of dental insurance for the 2024 plan year is as follows:

	Employer Premium	Employee Premium	Total Premium
Employee Only	23.35	5.50	28.85
Employee + Family	23.35	67.48	90.83

**Fiscal note: sufficient funds have been included in the approved 2024 budget; and*

WHEREAS, if both spouses work within the County, the maximum Employee Premium to be paid will be the family premium. The Employer premium will be budgeted for every eligible employee who elects coverage; and

WHEREAS, on the 18th day of July, 2023, the Blount County Human Resources Committee and Insurance Committee took action to recommend approval of the dental premium rates to the Blount County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of August, 2023, that the recommendation to adopt the 2024 dental premium rate structure for Blount County, TN, as listed above, is hereby approved;

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____
County Mayor

Date



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Insurance Committee

Commissioner Jared Anderson, Chairperson
Commissioner Richard Carver, Vice Chair
Commissioner John Giles
Commissioner Tom Stinnett
Commissioner David Wells

Tuesday, July 18, 2023

5:30 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 816 9850 4417

ROLL CALL.

The Insurance Committee met on Tuesday, July 18, 2023 at 5:30pm in the Blount County Courthouse of Maryville, TN. Chairman Anderson called the meeting to order. A roll call was taken with the following present. Chairman Anderson declared that a quorum did exist.

Present 4 - Chairperson Jared Anderson, Commissioner Richard Carver, Commissioner John Giles, and Commissioner David Wells

Absent 1 - Commissioner Tom Stinnett

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Commissioner Wells, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

B. INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES.

[Insurance Committee Meeting Minutes 11/15/2022](#)

Attachments: [InsMeetingMinutes15-Nov-2022.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the November 15, 2022 Insurance Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

D. DISCUSSION AND POSSIBLE ACTION.

[Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Wells, to approve the medical premium rate structure for the 2024 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

[Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Anderson, Carver, Giles, and Wells

No: 0

Absent: 1 - Stinnett

Abstain: 0

E. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements made.

F. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 830 1308 5909

ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- Abstain:** 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES1. [Human Resources Committee Minutes 6/6/2023](#)

Attachments: [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

D. REPORTS (INFORMATION ONLY).1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

Attachments: [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

Attachments: [Quantum Plan Performance Review Q1 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

2. [Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

3. [Amendments to the Blount County, TN Employee Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)
[Exhibit A - BCG Handbook.pdf](#)
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Legislation Details (With Text)

File #: RES 23-338 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook. Referred to full commission with a favorable recommendation by the Human Resources Committee (11-0).

Sponsors:

Indexes:

Code sections:

Attachments: [A RESOLUTION AMENDING THE BLOUNT COUNTY TN EMPLOYEE HANDBOOK 2023](#)
[Exhibit A - BCG Handbook 2023](#)
[Summary of Proposed Changes to the Blount County Handbook](#)
[Minutes of HR Committee 2023-Jul-18](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission	Workshop	

Resolution No. 23-08-015, A Resolution Amending the Blount County, Tennessee, Employee Handbook.

RESOLUTION NO. 23-08-015

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, Tom Stinnett, John Giles, and David Wells

A RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK

WHEREAS, on the 18th day of August, 2022, the Blount County Board of Commissioners adopted Resolution 22-08-014, setting forth the policies and procedures (“Employee Handbook”) in current force and effect for Blount County, TN (the “County”) employees; and

WHEREAS, it is the purpose of the Employee Handbook to establish and maintain a uniform system of managing personnel matters; and to provide for the standards, terms, and conditions of employment with the County in a clear and comprehensive fashion; and

WHEREAS, The County has determined that certain revisions and updates to the Employee Handbook are needed, such revisions and updates now incorporated into the Employee Handbook attached hereto as Exhibit A; and

WHEREAS, this Handbook supersedes all prior versions, and the contents are subject to change at any time. This Handbook is presented for informational purposes only and is not intended to create a contract or agreement nor does it preclude the County Mayor and departments from establishing additional procedures or guidelines specific to their needs and that supplement this Handbook; and

WHEREAS, TCA § 5-23-103 states all base personnel policies adopted by the county legislative body shall be filed annually on or before November 30th each year.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of August 2023, approves this Resolution, and authorizes the adoption of the Blount County Employee Handbook, attached hereto as Exhibit A, as the County’s personnel policies and shall be applicable to all employees unless preempted by state or federal law;

BE IT FURTHER RESOLVED that this Resolution is effective immediately upon passage, and this version of the Employee Handbook supersedes all previous versions.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____
County Mayor

Date

Blount County Government Employee Handbook



***Blount County Government
Maryville, TN***

Original Policy & Procedure Handbook Adopted: January 1996
Modification: Adopted 02/20/97 Effective 03/13/97
Modification: Adopted 04/17/97 Effective 05/08/97
Revision Date: March 2000
Revision Date: April 30, 2010
Update Adopted April 18, 2013
Revision Date: November 17, 2016
Revision Date: May 17, 2018
Revision Date: May 21, 2020
Revision Date: August 19, 2021
Revision Date: August 18, 2022
Revision Date: August 17, 2023

Table of Contents

Contents

Introduction	1
<i>Policies for Employees of Elected Officials</i>	1
State and Federal Policies.....	2
<i>Equal Employment Opportunity</i>	2
<i>No Harassment</i>	2
<i>Americans with Disabilities Act of 1990</i>	3
<i>Reasonable Accommodations/Modified Job Duties</i>	3
<i>Title VI of the Civil Rights Act of 1964</i>	4
<i>HIPAA (Health Insurance Portability and Accountability Act)</i>	4
Grievance Procedures Pertaining to State and Federal Policies.....	5
<i>Equal Employment Opportunity Grievances</i>	5
<i>Harassment Reporting</i>	5
<i>Americans with Disabilities Request for Accommodations</i>	5
<i>Title VI Complaints</i>	6
<i>Limited English Proficiency Plan</i>	7
Code of Ethics	8
<i>Blount County Government Code of Ethics</i>	8
<i>Ethical Conduct</i>	10
<i>Conflict of Interest</i>	10
<i>Gifts and Contributions</i>	11
<i>Fraud, Waste and Abuse</i>	12
<i>Political Activity</i>	12
<i>Secondary Employment</i>	13
<i>Nepotism</i>	13
<i>Personal Relationships</i>	143
<i>County Equipment</i>	14
<i>County Vehicle Use Policy</i>	14
<i>General Use</i>	14
<i>Personal Use</i>	15

<i>Accident Reporting</i>	15
<i>Classification and Compensation</i>	16
<i>Introductory Period</i>	16
<i>Employment Terms</i>	16
<i>Internships</i>	16
<i>Employment at-Will</i>	17
<i>Pay Periods</i>	17
<i>Job Titles and Pay Structure</i>	17
<i>Overtime Compensation/Compensatory Time</i>	17
<i>Working during Lunch Periods</i>	18
<i>Working Before/After Regular Hours</i>	18
<i>General Personnel Policies</i>	19
<i>Attendance</i>	19
<i>Work Hours and Time Records</i>	19
<i>Canvassing or Solicitation</i>	20
<i>Inclement Weather</i>	20
<i>Telecommuting/Temporary Telecommuting</i>	21
<i>Personnel Files</i>	21
<i>Performance Evaluations</i>	21
<i>Bonus Policy</i>	22
<i>Promotions, Transfers and Reassignments</i>	22
<i>Step-Increases</i>	22
<i>Discipline Procedure</i>	23
<i>Personal Cell Phone Use</i>	23
<i>Involuntary Separation of Employment</i>	23
<i>Basic Work Rules</i>	24
<i>Resignations</i>	26
<i>Retirements</i>	26
<i>Exit Interviews</i>	26
<i>Reduction in Force</i>	26
<i>Safety</i>	27
<i>Workplace Chemicals</i>	27
<i>Garnishments and Levies</i>	27

<i>Alcohol and Drugs</i>	27
<i>Applicant Drug Testing</i>	28
<i>Background Checks</i>	28
<i>Tobacco Use</i>	29
<i>Electronic Communications</i>	29
<i>Social Media</i>	31
<i>Workplace Violence Prevention</i>	32
<i>Personal Appearance</i>	33
<i>Grooming Standards</i>	33
<i>Standards of Dress</i>	33
<i>Workers' Compensation</i>	34
<i>Leave Policies</i>	34
<i>Annual Leave / Vacation</i>	34
<i>Vacation/Annual Scheduling Conflicts</i>	36
<i>Minimum Vacation/Annual Leave Increments</i>	36
<i>Notice of Absence</i>	36
<i>Sick Leave Accrual</i>	37
<i>Sick Leave Bank Guidelines</i>	38
<i>Personal Leave</i>	39
<i>Bereavement Leave / Funeral Leave</i>	40
<i>Holidays</i>	40
<i>Leaves of Absence</i>	40
<i>Family Medical Leave Act (FMLA)</i>	42
<i>Returning to Work from FMLA/Leaves of Absence</i>	425
<i>Maternity Leave</i>	45
<i>Parental Leave</i>	45
<i>Military Leave (approved by County Commission 05/17/2018)</i>	47
<i>Jury Duty or Court Appearance</i>	47
<i>Voting Leave/Elections</i>	47
<i>Employee Benefits</i>	478
<i>Benefits Eligibility</i>	48
<i>Benefits Effective and Termination Dates</i>	48
<i>Medical/Dental Coverage</i>	48

Identification Cards48
Annual Open Enrollment Period48
Benefit Premiums/Payroll Deductions.....49
COBRA49
Employee Assistance Program (EAP).....49
Health Savings Accounts (HSA).....49
Flexible Spending Accounts (FSA)49
Change in Status.....50
Supplemental Benefits.....50
Workers' Compensation50
Life insurance51
Tennessee Consolidated Retirement Systems (TCRS)51
Benefits Eligibility Upon Retirement.....52
Tuition Reimbursement52
Professional Development Courses53

Introduction

We are pleased to introduce the revised Blount County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

Blount County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions regarding County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines regarding Blount County Government's policies and procedures for employees; however, this document does not contain promises to any employee regarding solutions to any particular situation. This document is a guide to assist employees in becoming familiar with the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Government at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Blount County employees.

All questions pertaining to information found in this handbook should be referred to the Human Resources Department.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these instances, Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

State and Federal Policies

Equal Employment Opportunity

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to hiring, assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex, sexual identity, or orientation), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

Employees with questions regarding what constitutes harassing behavior or what conduct is prohibited by this policy may discuss the questions with immediate supervisors. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved;
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved;
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Supervisors and managers are subject to this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering (or refusing to enter) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the Human Resources Department.

Employees who believe that the No Harassment policy has been violated should promptly report the matter to their immediate supervisor, Department Head, or the Human Resources Department. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Employees will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that are believed to violate this policy.

Blount County Government is serious about enforcing the No Harassment policy. Potential policy violations cannot be resolved unless reported. Employees are responsible for bringing concerns regarding possible policy violations to the attention of supervisors, managers, Department Heads, or the Human Resources Department so that appropriate action may be taken to address the concern.

Americans with Disabilities Act of 1990

It is the policy of Blount County Government that qualified individuals with disabilities will not be excluded from participation in or benefit from services, programs, or activities of the County. Blount County Government will not discriminate against a qualified individual with a disability in: the job application processes; the hiring, advancement, or termination of employment; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of Blount County Government to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Reasonable Accommodations/Modified Job Duties

Blount County Government will reasonably accommodate persons with a disability. Such reasonable accommodations may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations. To assist employees who are or become disabled and those employees who suffer on-the-job injuries, Blount County Government will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, Blount County Government may modify job duties to comply with medical requirements or restrictions. Other

accommodations, such as a transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which Blount County Government can reasonably make. When an accommodation would cause an “undue hardship” to the County or its employees, or that may threaten the safety of the requestor or others, the County would be unable to make that particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would create a direct threat to the employee or others, the County may be unable to place the employee in that particular position.

The Human Resources Department will engage in an interactive process with the supervisor and the requestor to determine if the workplace modification/accommodation will be granted or if an alternative modification/accommodation is appropriate.

Title VI of the Civil Rights Act of 1964

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.

Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English, also referred to as limited English proficiency or LEP, as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with Title VI and the Title VI regulations.

To report any complaints or to receive additional information about Title VI, contact the Title VI Coordinator, Misty Guge, at 865-273-5780 or via email at [mguce@blounttn.org](mailto:mguge@blounttn.org).

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Grievance Procedures Pertaining to State and Federal Policies

Equal Employment Opportunity Grievances

Any employee who has a concern regarding discrimination should utilize the following procedure:

1. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing matter(s) with supervisors for any reason, should bring the concern to the attention of the Department Head. If the matter(s) is not resolved, address the situation with the Human Resources Director.
2. Employees unable to resolve matter(s) with supervisors, or employees who are uncomfortable addressing the matter with supervisors for any reason, should bring the concern to the attention of the Human Resources Director.
3. Issues may be resolved via a meeting with the Human Resources Director. Where an investigation is in order, one will be conducted. Employees will be advised of the results and proposed solution. The complaint, investigation and findings will become part of the investigation record, which will be maintained separately from personnel files.
4. Employees who are dissatisfied with the results or proposed solution via meeting with the Human Resources Director may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No employee will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

Harassment Reporting

Employees who believe that the No Harassment policy has been violated should promptly report the matter in writing to their immediate supervisor. If the matter involves supervisors or managers, immediately contact the Human Resources Director via email at jjohnson@blounttn.org. Incidents previously reported and not addressed satisfactorily, should be reported to the Human Resources Director or the Department Head, in writing. Any actions believed to violate the No Harassment policy, no matter how slight the action may seem, should be reported.

Reported incidents will be investigated. Where appropriate, prompt disciplinary action, up to and including immediate termination, will be taken. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.

Americans with Disabilities Request for Accommodations

Requests for reasonable accommodations due to a disability or on-the-job injury must be submitted in writing to the Human Resources Department. Requests for accommodations must be accompanied by the Request for Reasonable Accommodations form. Human Resources will contact employees

requesting accommodations to discuss and investigate requests. Blount County Government will attempt, to the extent possible, to reasonably accommodate requests for accommodations.

Title VI Complaints

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.

Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Any individual, group of individuals, or entity believing that discrimination prohibited by Title VI non-discrimination provisions may file a written complaint with Blount County Government's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

1. Complaint shall be in writing and signed by the complainant(s). Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at mguge@blounttn.org.
2. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination or the date on which the conduct was discontinued or the latest instance of the conduct).
3. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the incident.
4. Allegations received by email and/or fax will be acknowledged and processed once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed original of the fax or email transmittal for Blount County to process.
5. Allegations received by telephone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing.
6. A complaint form will be forwarded to the complainant(s) to complete, sign, and return to Blount County Government for processing.

Upon receipt of the complaint, the Title VI Coordinator will determine the acceptability of the complaint and the need, if any, for additional information as well as investigate the merit of the complaint.

To be accepted the complaint must meet the following criteria:

1. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
2. The allegation(s) must involve a covered basis such as race, color, or national origin.
3. The allegation(s) must involve a program or activity of Blount County Government.

A complaint may be dismissed for the following reasons:

1. The complainant requests withdrawal of the complaint.
2. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
3. The complainant cannot be located after reasonable attempts.

After the complaint is accepted for investigation, the complainant and the respondent will be notified in writing of such determination within seven (7) calendar days.

Respondents will have the opportunity to respond to the allegations in writing within ten (10) calendar days of the date of written notice of acceptance of the complaint.

A final investigative report and a copy of the complaint will be held on file by the Title VI Coordinator. Complaints will be provided to the appropriate agency, if any.

All parties involved will be notified in writing of the results of the investigation upon its completion.

If the complainant is not satisfied with the results of the investigation, an appeal may be filed with the Title VI Coordinator, in writing, within ten (10) calendar days of receipt of the final decision. Complaints must be submitted via email to the Title VI Coordinator, Misty Guge, HR Specialist, at [mguce@blounttn.org](mailto:mguge@blounttn.org).

Limited English Proficiency Plan

For compliance with Title VI, offering the same services to persons with limited English proficiency is required. To ensure that Blount County Government is compliant with Title VI, we have partnered with Language Line Interpreting services. Language Line offers interpreting for over 240 different languages including American Sign Language.

To make our services available to the deaf and/or hearing impaired, video interpreting is available through Language Line. Instructions for adding the shortcut to your computers are attached.

Instructions for using the interpreting services via telephone are provided below.

Language Line Interpreter Services

Dial: 1-800-523-1786
Enter Client ID: 912713

Press: 1 for Spanish
2 for all other Languages
0 if you do not know the language needed

InSight Video Interpreting Services

Authentication Code: K8Y963PXP

Documenting Your Call

Document the preferred language
Document the services offered/response from the customer
Document the Interpreter's name and ID number
Document the customer's understanding

Working with an Interpreter

At the beginning of the call, briefly tell the interpreter the nature of the call.
Speak directly to the Limited English Proficient individual, not the interpreter.
Pause at the end of a complete thought.
Note: To ensure accuracy, the interpreter may ask for clarification or repetition.

Use 3-Way Calling

Use the conference feature on the phone and dial the Language Line number.
Call the interpreter first, then call the Limited English Proficient individual.

Code of Ethics

BLOUNT COUNTY GOVERNMENT CODE OF ETHICS

Section 1. Definitions.

(1) "County" means Blount County, which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, and the county health department.

(2) "Officials and employees" mean and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the county.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that

affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion, when possible, the interest on the attached disclosure form and file the disclosure form with the county clerk. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

- 1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
- 2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing county business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of county government officials or by an umbrella or affiliate organization of such statewide association of county government officials. It shall not be considered a violation of this policy for an official or employee to receive an occasional meal or other items of nominal value.

Section 5. Ethics Complaints.

Questions and complaints regarding violations of this Code of Ethics should be directed to the Human Resources Department. Complaints shall be in writing and signed by the person making the complaint and shall set forth in reasonable detail the facts upon which the complaint is based.

All complaints will be first referred to an Attorney hired by the County for the sole purpose of reviewing the complaints and advising on the complaint. The attorney will then respond in writing to the Human Resources Department the course of action to be taken, if any, for each complaint. The Human Resources Department shall forward the findings to the Elected Official/Department Head overseeing the department whose employee is in question. In the case of an Elected Official, the findings shall be forwarded to the County Commission, if further action is warranted.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Section 6. Applicable State Laws.

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties.

Revised 4/17/2008

Revised 6/4/2008

Revised 6/18/2009

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their position or powers with the County for improper personal gain.

Employees are required to maintain the highest ethical standards in the conduct of duties. This also applies to non-work situations when you identify yourself as a County employee (i.e., wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, using social media, etc.). To fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which conflicts with the interest of your official duties.
- You cannot use your position with the County for private interest.
- You must comply with the County's Code of Ethics Policy.

Any employee with knowledge of, or having witness to, any unethical behavior occurring within Blount County Government or any of its departments should report the behavior(s). Employees may report violations of the Ethical Conduct policy to the Human Resources Department without fear of retaliation.

Conflict of Interest

Employment with Blount County Government is a public trust. Employees must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of duties. If the circumstances cause a reasonable person to believe that a conflict of interest exists, the conflict or potential conflict must be reported as required by the County's Code of Ethics Policy.

As required by **2 CFR 200.318 (c)(1)**, the following applies for all procurements funded in whole or in part with any federal funding source:

In addition to the prohibition against self-benefitting from a public contract under state law, no officer, employee, or agent of Blount County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

- a) The employee, officer, or agent involved in the selection, award, or administration of a contract;
- b) Any member of his or her immediate family;
- c) His or her partner; or
- d) An organization which employs or is about to employ any of these parties.

Reporting a Conflict of Interest

- a) Any officer, employee, or agent of Blount County with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor, or shall report to Human Resources if an Elected Official. A conflict-of-interest form must be completed and filed with the County Clerk's Office as required by the County's Code of Ethics Policy.
- b) If federally funded, any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

For additional information on Conflicts of Interest, please refer to the Purchasing Department's Policy and Procedure Manual available at <https://www.blounttn.org/165/Purchasing>.

Gifts and Contributions

Employees may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything above a nominal monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed;
- conducts operations or activities that are regulated by the department of Blount County by which you are employed;
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Blount County Government are prohibited from accepting or soliciting gifts, gratuities, favors or anything of monetary value from contractors, supplies, or parties to subcontracts. Items valued at less than \$50.00 per fiscal year, per vendor, and exceptions which fall into one of the following categories may be accepted:

- a) Promotional items;
- b) Honorariums for participation in meetings; or
- c) Meals furnished at conferences or banquets.

*****Any officer, employee or agent who knowingly accepts an item over \$50 in value allowed under this policy shall report the item to his or her immediate supervisor, utilizing the form available at <https://www.blounttn.org/1976/Management-Portal>. The supervisor shall submit the completed form to the County Clerk.***

Violations of this policy will be subject to disciplinary action, up to and including immediate termination.

Fraud, Waste and Abuse

Blount County Government is committed to the responsible stewardship of its resources. Officials, agents, and employees are responsible for maintaining a work environment that promotes ethical and honest behavior. It is the responsibility of Blount County Government to establish and implement internal control systems and procedures to mitigate and detect irregularities, including fraud, waste and abuse. Employees at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and shall establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them. Pursuant **to TCA 39-16-402, 4-35-107, 8-4-501, 8-19-501, and 8-50-116**, Blount County Government has established procedures for reporting fraud, waste, and abuse as well as Internal Control systems to safeguard the County's resources. For more information regarding Blount County Government's internal control system, or to report fraud, waste or abuse, please visit <https://www.blounttn.org/954/Accounting-Budgeting>.

****Any official, agent or employee with knowledge of, or having witness to, any fraud, waste or abuse of any County resources shall report the instance. Instances of fraud, waste, or abuse can be reported without fear of retaliation. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.***

Political Activity

Employees may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. Employees may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

Employees MAY NOT:

- Engage in any political activity while on duty.
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes.
- Coerce or compel contributions for political or partisan purposes from another employee of the County.
- Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

Employees shall not engage in any outside employment which adversely affects work performance or creates a conflict of interest. If an employee is engaged in other employment, the employee must notify the supervisor in writing stating the name of the secondary employer, the nature of work or business, specific duties, and hours worked per week. Supervisors will send a copy of these statements to the Human Resources Department for placement in personnel files. If the supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, the supervisor will submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and the Department Head/Elected Official. At all times, employees will give first priority to the fulfillment of the requirements of the Blount County position. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a relationship whereby one immediate family member is within the chain of command of another;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For this policy, immediate family includes spouse, parent, child, step-child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of households.

Employees who become immediate family members may continue employment if it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions after the effective date of this policy.

Policy effective date 12/2006

Personal Relationships

Romantic or sexual liaisons that develop among employees in the workplace may be potentially disruptive to County business. The County will intervene and discuss romantic or sexual relationships with involved employees. Remedial measures, up to and including transfer or immediate termination may be taken if the County decides such action is in its best interest.

Managers or supervisors are expressly prohibited from dating or becoming similarly involved with any employee within their sphere of responsibility. In the event the County becomes aware of such a relationship, the supervisor or manager will be subject to immediate termination.

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to employees shall be used with care and economy and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including termination.

County Vehicle Use Policy

The purpose of this policy is to ensure that County owned vehicles are operated in a safe manner and for their intended purposes only.

The term 'vehicle' shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various County employees in the course of their duties.

General Use

Only authorized County employees shall operate County owned vehicles. Supervisors/Department Heads/Elected Officials must notify Human Resources and/or Payroll when a vehicle is issued to an employee for personal use (including commuting to and from work). Use of the vehicle is considered taxable income and must be reported.

Employees operating County owned vehicles must abide by all applicable motor vehicle laws.

Transporting non-County personnel in a County owned vehicle is prohibited except as follows:

- When required for legitimate County business.
- As provided in the personal use section of this policy.
- As part of a departmental ride-a-long program authorized by the Department Head or Elected Official.
- In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health, or physical welfare of a citizen would be immediately threatened.

Employees driving County vehicles as a part of the job duties are required to maintain a valid Tennessee driver license with proper endorsements for the position.

Employees who are authorized to drive County owned vehicles must report any motor vehicle violations that result in a citation to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on County time.

No employee shall carry any concealed weapon in a County vehicle at any time unless:

- They have been authorized to do so by the County Sheriff, or
- They have been authorized to do so by the County Mayor, or their department's Elected Official or Department Head.

No employees shall carry alcoholic beverages, contraband, or other illegal substances in County owned vehicles. (Does not apply to law enforcement units conducting undercover operations or transporting evidence.)

Personal Use

Personal use of County owned vehicles is prohibited except for the following:

- Personnel whose duties primarily involve operation of County owned vehicles at locations which make it inconvenient or inefficient to access their personal vehicles, may use their assigned County owned vehicles for routine personal activities such as traveling to lunch, or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.
- In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County mayor, Department Head or Elected Official to transport members of their household to and from school, work, and other necessary destinations so long as it does not significantly impact the employee's duties, cost of operating the vehicle or significantly increase the County's exposure to liability.
- Employees who have been granted permission to use a County owned vehicle for out-of-town travel for County business, may allow members of their household to accompany them as passengers if they have properly obtained permission from their Department Head or Elected Official.
- Tobacco use in County owned vehicles is prohibited.
- Personal use (including commuting to and from work) of County owned vehicles is considered taxable income and must be reported.

Blount County Government reserves the right to monitor the usage of County-owned vehicles, with or without the knowledge or consent of the employee to whom the vehicle is assigned.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

- Ensure their personal safety and those involved in the accident to their best ability.
- Notify the law enforcement agency having jurisdiction in the location of the accident.
- Notify supervisor(s) of the accident as soon as reasonably possible.

Classification and Compensation

For additional information regarding classification and compensation, please refer to the Compensation Policies available at <https://www.blounttn.gov/158/Human-Resources>.

Introductory Period

All new employees will be considered on “introductory” status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect to *remove the introductory status or extend the introductory period*. During the introductory period, the full-time employee will accrue sick days at the stated rate but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee’s at-will status.

Employment Terms

- “Full-Time Regular Employee” is defined as an employee who works at least thirty (30) hours per week on a regular and continuous basis throughout the calendar year. The single word “employee” will be used to designate a full-time or regular employee on leave policies.
- “Part-Time Regular Employee” is defined as an employee who works twenty-nine (29) or fewer hours per week on a regular and continuous basis throughout the calendar year.
- “Temporary Employee” is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be “exempt” or “non-exempt” as defined below.
- “Exempt Employee” is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classification of a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- “Non-exempt Employee” is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.
- “Intern” is defined as a student or trainee who works, with or without pay, at a trade or occupation in order to gain work experience.

Internships

Blount County Government periodically employs student interns for periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the County.

Procedures

Authorization: Hiring managers who plan to add interns for specific assignments must provide the following information in writing to the Human Resources Department:

- hours of work
- duration of the expected work
- Pay rate, if applicable

- Completion of Internship Acknowledgement Form

Facilities department notification: The Hiring Manager will notify the Risk Management and IT Departments to coordinate access to the building(s) as well as work station(s), telephone, and Internet access prior to the intern's start date.

Department orientation: Each intern will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.

Final report and out-processing: In the week in which an intern's assignment ends, the department manager will provide a final progress report to the educational institution the student attends. The department manager will also ensure the return of any County equipment including access badges or keys and return these items to Risk Management and notify Human Resources when the intern's assignment has ended.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. The employee or the County may terminate employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed as creating a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All employees are paid biweekly on every other Monday. Some pay dates may occur earlier due to holidays. In this instance, payroll checks will be issued the Friday before the holiday. All employees are paid in arrears, one week after the end of the pay period.

Job Titles and Pay Structure

For additional information regarding classification and compensation, please refer to the Compensation Policies available at <https://www.blounttn.gov/158/Human-Resources>.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the workweek.

- *Overtime/Compensatory Time:* All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.
- *Overtime Rate:* Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) The overtime rates for both

hourly and salaried employees apply only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked up to 40 hours.

- *Selection of Compensatory Time:* Employees who are required to work more than 40 hours per week may request to receive compensatory time off in lieu of overtime pay. Such requests must be submitted in writing to supervisors. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. Compensatory hours are calculated by Kronos, the County's timekeeping system. Compensatory hour totals available to an eligible employee can be viewed on the "Accruals" tab located at the bottom of the employee's time sheet. The Accrual total reflects the actual number of compensatory hours (time-and-one-half) available to the employee. In the event of termination of employment, all earned and unused compensatory time will be paid. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Elected Official/Department Head. Requests to use compensatory time will generally be approved provided the use of the compensatory time does not unduly disrupt the operations of the department.

Working during Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and no pay is earned during this period. Employees must clock out for the lunch period in Kronos. Employees must do no work during the lunch period.

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

Employees may not voluntarily begin work early, work after hours, or extend the workday for the purpose of accumulating compensatory time. Prior approval from immediate supervisors is required for any adjustment to the work schedule. For most employees, the workweek is 37.5 hours totaling 75 hours per pay period. ANY flextime must be addressed during the SAME PAY PERIOD. For example: An employee works 35 hours in week one of the pay period creating a 2.5-hour deficit for the pay period. The employee may work 40 hours within the next week to cover the deficit, or use personal, vacation, sick or compensatory hours to total 75 hours for the pay period.

General Personnel Policies

Attendance

All employees of Blount County Government are committed to providing the highest level of government services and functions to better serve the community. To accomplish this, prompt and regular attendance is required.

It is required to speak directly to the supervisor if an illness or injury that would prevent an employee from reporting to work at the scheduled time occurs. If the supervisor is unavailable, employees are required to speak directly to the next-level manager or director, or to the person designated by the supervisor. Text messages are not considered an appropriate means of notification of an absence and will not be accepted as such.

All employees are expected to be in the workplace at the scheduled time the shift begins. Employees will work in accordance with their scheduled start and ending time and must not work alternate times without supervisor's authorization.

Failure to provide notification of an absence may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed ineligible for rehire.

Work Hours and Time Records

The normal workweek consists of 37.5 hours or 40 hours depending on the job classification and work location. Core business hours are from 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform employees of the scheduled work hours.

The County uses Kronos as its time collection and time management tool. All employees will use Kronos to record time worked and request time away from work. All employees are assigned a Kronos user ID and should set up a password to the system.

All hourly employees will utilize Kronos for timekeeping purposes. Each employee should clock in at the beginning of each shift; clock out to go to lunch; clock in to return from lunch and clock out at the end of the shift. It is important to ensure that all hours worked by non-exempt employees are accurately recorded.

Employees may not log in or out of Kronos for another employee. It is the responsibility of each employee to report his/her time worked, meal periods and/or time off accurately and completely for each pay period. Employees cannot correct errors related to their timecard. If a correction is necessary, the employee must notify the supervisor to ask him/her to make the changes.

Employees should request time away from work through the My Information page in Kronos. Requests will then be sent electronically to supervisors for approval.

Any employee willfully falsifying a time record will be subject to immediate dismissal. A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis, nor may employees voluntarily begin work before or after regularly scheduled hours for the purpose of

accumulating compensatory time. Every adjustment to the work schedule requires advance approval from supervisors.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request to the County Mayor. The request must be approved by the County Mayor.

Inclement Weather

Blount County Government recognizes the fact that inclement weather and other emergencies can affect the ability to open for business and the employee's ability to report to work. All potential emergency situations cannot be foreseen and cannot be addressed by this policy.

Absences due to inclement weather require employees to make a personal judgment pertaining to safety in traveling to and from work. Loss of work time for this reason is charged to accrued compensatory time or annual leave. If no compensatory time or annual leave is available, the time is charged as leave without pay. If an employee makes the effort to report on time and actually reports within a reasonable period of time (based on the circumstances of the event), he/she will not be required to use leave time for the absence. Supervisors will determine if accrued leave must be used for late arrival. If the decision is made to close Blount County Offices, full-time employees will be paid for such time off and part-time employees will be paid for the scheduled hours on days when inclement weather closes offices.

In the event of inclement weather, the decision to close will be made on a case-by-case basis by the Blount County Mayor's Office, in collaboration with the Blount County Sheriff and Blount County Highway Superintendent. This decision will affect the Courthouse and other general County offices, with the exception of the Judges/Courts. The court system (including all Court Clerks) will make its own determination and announcement separately.

Fortunately, emergencies and inclement weather days are infrequent and, as always, the safety of our employees and citizens will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary. Blount County Government will make every effort to remain open.

Closing/delayed opening information will be given to the three major television stations (WBIR, WATE, and WVLT) and WIVK (FM 107.7) as soon as it has been determined. Department Heads or their

designees may determine closing for departments that work evenings and/or weekends (i.e. Library). If you have any questions about an official closing, you should contact your immediate supervisor.

Telecommuting/Temporary Telecommuting

In the event of an emergency such as a weather disaster or pandemic, the Blount County Government may allow or require employees to work from home temporarily to ensure continuity of County business. For more information regarding telecommuting, please contact the Human Resources Department.

Personnel Files

Tennessee law requires that "all state, County, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows employees to review personnel files, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family;
- any information relating to an employee's disability status or requests for job-related accommodations due to a disability.

The personnel files are maintained in the Human Resources Department.

It is important that any change in personal information is reported promptly to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

- Correct address and contact numbers such as telephone, cellular phone, etc.;
- Marital status;
- Increases or decreases in number of dependents;
- Any change affecting Social Security records;
- Correct beneficiary information.

Performance Evaluations

Managers will conduct formal performance evaluations periodically throughout the year. These evaluations should occur annually on or near an employee's anniversary hire date. The supervisor makes a rated evaluation based on the following competencies:

Job knowledge
Customer Service
Teamwork/Collaboration
Communication

Interpersonal Skills
Performance
Outcome orientation
Reliability

For supervisors:

Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available at the beginning of each fiscal year, with approved funding by County Commission, to those employees who receive an acceptable performance score of 3.0 or higher and have satisfied the appropriate introductory period.

Bonus Policy

From time to time and depending on the availability of funds and other factors, the County may provide incentive compensation to certain employees. To be eligible for the bonus payment, an employee must have completed the introductory period and be on the payroll at the time the bonus is paid.

All bonus award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job;
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal;
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.;
- Length of service--A commitment to the County by their long-term service.

Decisions regarding the amount of a lump-sum bonus must be dependent upon the nature and complexity of the accomplishment(s) and the ability of the department to fund the payout. Managers should clearly communicate to the recognized employee(s) what outstanding achievement(s) led to the bonus recognition. The payment will be taxed at the federal withholding rate established by the IRS, in addition to other required taxes. A letter of commendation will be placed in the personnel file of employee(s) receiving a bonus, recognizing the accomplishment(s) of the employee(s).

The Bonus Plan is provided at the discretion of Blount County Government. The fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Promotions, Transfers and Reassignments

For additional information regarding classification and compensation, please refer to the Compensation Policies available at <https://www.blounttn.gov/158/Human-Resources>.

Step-Increases

For additional information regarding classification and compensation, please refer to the Compensation Policies available at <https://www.blounttn.gov/158/Human-Resources>.

Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance--and the circumstances do not warrant prompt dismissal from employment--Blount County generally employs a progressive discipline process. If the circumstances and seriousness of the offense dictate, an employee may be promptly terminated without implementing the progressive discipline procedure. Misconduct that involves dishonesty, violations of the law, violations of County policies or violations that involve serious risk to the County's operation or the safety or well-being of oneself or others is grounds for immediate termination of employment. The facts and circumstances of each case will determine what actions up to and including termination from employment is appropriate. ALL forms of discipline MUST be documented by the Supervisor/Department Head/Elected Official and provided to Human Resources for placement in the employee's file. This documentation must include time, date of the meeting with the employee, signatures of the employee and the Supervisor/Department Head/Elected Official, and where appropriate, the performance issue and a Performance Improvement Plan. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- Written - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- Adverse Action - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure. Any information pertaining to work conducted from a personal device may be subject to subpoena or open records request(s).

Involuntary Separation of Employment

Employment with Blount County Government is employment "at-will" and, as such, can be terminated by either party at any time, with or without cause. Terminations of employment initiated by the County are considered involuntary. ALL involuntary terminations should be approved by the Human Resources Department and the Department Head/Elected Official prior to the termination of employment.

At the time of termination, employees will be advised regarding final pay as well as benefit termination and/or continuation. ALL County owned property must be returned at the time of separation. Such

property includes keys, cellphones, laptops, identification cards, etc. Employees who are terminated involuntarily will NOT be paid for any earned but unused vacation.

ANY employee whose employment has been involuntarily terminated for cause (egregious offenses such as theft, ethics violations, etc.) will NOT be eligible for rehire by any department within Blount County Government.

Basic Work Rules

The County has certain policies and rules to govern employee conduct and performance. The most important rule is to use "good sense" at all times. The County has established some basic work rules that must not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult to serve our citizens. Each employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled workday.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or confidential relationships.

County Premises: Except for areas that are open to the public, employees are allowed on County premises only during scheduled work hours, unless otherwise authorized by supervisor(s).

Damage to Property: A tremendous investment has been made in our facilities and equipment to better serve our citizens and to make jobs easier. Deliberate, reckless, or careless damage to the County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: The County expects all employees to be courteous, polite, and friendly to our citizens and others, and to fellow employees. No one should use profanity or show disrespect to a citizen or co-worker or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: The County does not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, timecard, or any other document. Observation of such violations must be reported to supervisors immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: The County's No Harassment Policy, set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be reported immediately to supervisors for first aid treatment or medical care. In the event of a job-related injury or accident, a provider must be chosen from the County's panel of physicians. The County may require a doctor's release before returning to work.

Insubordination: All employees have duties to perform and everyone, including supervisors, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management, unless the directions are unethical or a violation of policy. Unethical actions or requests and violations of policy must be reported to Human Resources. Employees witnessing unethical actions or being directed by their supervisor to carry out unethical actions or violations of policy may report those instances without fear of retaliation.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving assigned work areas before quitting time to change clothes or make preparations to leave before the end of scheduled shifts is prohibited.

Misuse of Property: Employees may not misuse or use without authorization, any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: The County expects all employees to make every effort to learn the assigned job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of assigned job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our customers, employees must be fully alert while on the job. Sleeping or inattention on the job will not be tolerated.

Solicitation or Distribution: Solicitation by an employee of another employee during the working hours of either employee for any reason is prohibited. Distribution of advertising materials, handbills, or other literature is always prohibited in all working areas. Solicitation and distribution by non-employees is always prohibited on County premises.

Substance Abuse: Substance abuse will not be tolerated. Employees testing positive for the presence of drugs or alcohol may be subject to immediate termination. Possession, use, sale, manufacture, purchase or working under the influence of drugs, alcohol or other intoxicants will not be tolerated.

Theft: Stealing or attempting to steal County property, property belonging to others, or the theft of time through falsification of timecards is strictly prohibited. Any County property removed from the premises requires written permission in advance from supervisor(s).

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: Blount County Government is committed to providing a safe place to work. A safety program has been established to ensure everyone understands the importance of safety. This program requires all employees to exercise good judgment and common sense during day-to-day work activities. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. Any questions regarding these rules, or expectations of employees must be discussed with supervisor(s).

Resignations

Employees choosing to resign any position should notify the immediate supervisor(s) or the Department Head in writing no less than ten (10) working days before the expected termination date. Failure to provide such a notice will be recorded in personnel files and may constitute ineligibility for re-hire. Employees resigning will NOT be paid for unused vacation/annual leave.

Retirements

Employees meeting the requirements for retirement from Blount County Government should notify the immediate supervisor(s) or the Department Head in writing with as much advance notice as possible for budgeting purposes. Employees retiring from service to Blount County may be paid for thirty days (30) days of accrued sick time and any accrued unused vacation days. Employees planning to retire must apply for retirement with TCRS online at <https://mytcrs.tn.gov/DPAS.WebUI.Internet/Common/Pages/Login.aspx> at least ninety (90) days prior to the planned retirement date. See *Employee Benefits* section for benefit eligibility after retirement.

Exit Interviews

Employees resigning or retiring from any position with Blount County Government will be asked to participate in an exit interview. Employees terminating employment with the County will receive an electronic questionnaire. After completion of the questionnaire, an in-person interview will be scheduled.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skill, work performance and seniority of the employees.

Safety

Blount County is concerned with employee health and safety while performing job tasks. Employees must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If an employee is injured and unable to report the incident immediately, the report should occur as quickly as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site <https://www.blounttn.org/283/Risk-Management>.

Workplace Chemicals

Blount County Government maintains a Hazard Communication Program, including lists of all hazardous chemicals with which employees may work. The County also maintains copies of Material Safety Data Sheets (MSDSs) on each chemical. The MSDS explains procedures required to safely work with each chemical, as well as a written description of the Hazard Communication Program. Training will be provided before exposure to or working with a chemical declared "hazardous" by OSHA. Prior to working with chemicals, read container labels for instructions and/or safety requirements. Consult supervisors regarding MSDS requirements, including any safety equipment needed. Evaluate any unusual or non-routine task for chemical hazards. Report any safety issues or requirements to supervisors or managers, if necessary. Immediately notify supervisors of any chemical containers which are leaking or unlabeled. If uncertain regarding the disposal of a chemical, please consult supervisors or managers. When purchasing new chemicals, always obtain an MSDS and provide this information to supervisor(s) prior to use.

Garnishments and Levies

If a garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs

Blount County Government is responsible for maintaining a safe and efficient working environment. Employees who use drugs or work while under the influence of drugs or alcohol present a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol-free environment. Blount County Government makes an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. Violation of this policy is grounds for immediate termination.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including termination.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- Applicants for employment
- Employees involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be conducted. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including termination. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including termination of employment.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. Blount County Government believes this policy is necessary to ensure a safe and secure working environment.

Applicant Drug Testing

All candidates receiving an offer of employment from Blount County are required to undergo testing for commonly abused controlled substances in accordance with this policy.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Candidates refusing to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

All records containing test results will be kept in medical files that are maintained separately from Blount County personnel files.

Background Checks

All offers of employment at Blount County Government are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Information obtained during a background check will be kept confidential.
- Applicants must sign a written acknowledgement form granting the County permission to conduct a background check.

Types of background checks

- Criminal Background Checks –conducted on all applicants selected for employment.
- Vehicle Driving Records – Verified if job duties require driving a vehicle on County business.
- Credit History Checks – Conducted only if the primary job duties include handling money, finances or auditing.

Background investigations are conducted by a third-party vendor. The results are provided to the Human Resources Department for review, ensuring that the record of each candidate's background investigation is maintained in the personnel file.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, tobacco use is prohibited in enclosed areas of County property, including but not limited to, cafeterias, employee lounges, hallways, meeting rooms, offices, restrooms, and company vehicles. Tobacco use may take place only in designated unenclosed areas. The use of e-cigarettes, vaping devices, and smokeless tobacco is prohibited in any enclosed areas of County property, as well. Tobacco use is also prohibited in any County owned vehicle. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. "Electronic Communications" include, among other things, messages, images, or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all these communication devices are collectively referred to as "Systems.")

Acceptable Uses of Our Systems: Employees may use Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in Systems are County records. Although each employee may have an individual password to access Systems, the Systems belong to Blount County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. The Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of Systems will be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in Systems will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on Systems without regard to content. Because employees' personal communications and information can be accessed without advance notice, employees should not use Systems for communication or information that employees do not want discussed with or known to third parties. For example, employees should not use Systems for gossip; personal information about themselves or others; for forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work

situations. Employees also should not use Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of Systems not interfering or conflicting with the County's business is permitted, personal communications in Systems are treated as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use Systems in a manner that violates the No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use Systems in any way that may be deemed insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use Systems:

- to carry any defamatory, discriminatory, or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other System, or to gain unauthorized access or attempted access to any other person's Electronic Communications Systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights;
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing a person's identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that such changes have been made and by whom; or using another person's account without prior written approval of the account owner and without identifying that the author is someone other than the account owner. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Software labeled as "freeware" or "shareware" may contain

licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All System passwords and encryption keys must be kept confidential at all times. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County's Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment, as well as possible civil liabilities or criminal prosecution. Where the County deems it appropriate, legal officials or other appropriate third parties may be advised of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. The County will not retaliate against employees reporting violations or assisting with investigations of possible violations of this policy.

Social Media

Blount County understands that social media can be a fun and rewarding way to share events and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees with responsible decision-making pertaining to the use of social media, the following guidelines have been established. This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to:

- Social Networking Sites (Facebook, LinkedIn, Instagram, etc.)
- Microblogging sites (Twitter, etc.)
- Video and Photo Sharing Websites/Applications (YouTube, Snapchat, TikTok, etc.)

The term social media refers to the use of the web-based and mobile technologies that create interactive dialogue from communications. Social Media substantially changes communication between organizations, communities, and individuals because it is easily accessible.

Ultimately, employees are solely responsible for online posts. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects citizens or Blount County's legitimate interests may result in disciplinary action up to and including termination.

Whether or not employees participate in social media, it is the policy of Blount County Government that employees who participate in commentary understand there are two levels of social media engagement:

- Official use - social media engagement on behalf of Blount County Government on sites where we have an official Web presence;
- Personal use - day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that while participating personally on social media sites. Personal posts are not representative of Blount County Government and must not be presented as such. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media during working hours is frowned upon. The detection of personal social media engagement during working hours may result in appropriate discipline. When using social media, whether on behalf of Blount County Government or on their own time, employees are bound by the Blount County Code of Ethics.

Workplace Violence Prevention

Blount County Government is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Blount County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials in the course of their duties, may bring dangerous or hazardous devices or substance on the premises of Blount County Government.

Conduct that threatens, intimidates, or coerces another employee or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to immediate supervisor(s) or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

All suspicious individuals or activities must be reported as soon as possible to a supervisor. Employees should not place his-or-herself in danger. Employees seeing or hearing a commotion or disturbance in or around work areas should not try to intercede.

Blount County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring disputes or differences with other employees to the attention of supervisor(s) or the Human Resources Department before the situation

escalates into potential violence. Blount County is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns in a proper manner.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and fellow workers. Employees should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is important to maintain our constituents' favorable opinion as well as showing respect for fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat, clean and trimmed;
- Hair length, style and color should be appropriate for the job;
- Any hair style which projects an unprofessional appearance should not be worn while working
- Facial hair (for males) should be clean and neatly trimmed;
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive;
- Visible piercings should be limited to the ear;
- No other body piercings that are visible are allowed;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers;
- Tattoos that are visible must always be covered during work hours.

Standards of Dress

Blount County Government's dress code allows employees to wear business casual attire. This policy is an expression of trust in employees' judgement to dress in a manner reflecting the County's image. The term "business attire" is subjective, meaning different things to different people, referring to more comfortable business attire, appropriate for the business environment. Some examples of appropriate and inappropriate attire are as follows:

Appropriate

Pants or Skirts

- Skirts (no more than 2" above knee)
- Slacks, khakis, capris

- Jeans (acceptable on Fridays/more casual days)

Shirts

- Collared or golf shirts
- Oxford shirts
- Sweaters, blouses or dress shirts

Inappropriate

- Sweatpants
- Shorts (depending on work environment)
- Leggings worn as pants/jeggings

- T-shirts*
- Halter tops/tank tops
- Crop tops, clothing showing midriffs

Shoes

- Casual shoes
- Loafers
- Open toe/open back shoes
- Flip flops
- Athletic shoes/tennis shoes (acceptable for more casual days)

**T-shirts may be approved for specific events.*

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the Department Head, in special circumstances, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted.

Employees are expected to always observe our Personal Appearance Policy while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off from work will be without pay for non-exempt employees.

Managers are responsible for ensuring employees project a professional image and adhere to our Personal Appearance Policy.

Workers' Compensation

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave after the seven (7) day waiting period. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

Upon retirement, employees will be paid for the balance of their unused vacation/annual leave. Employees who resign voluntarily will not be paid for unused vacation/annual leave.

Blount County Government offers eligible employees vacation/annual leave with pay. Employees are encouraged to schedule sufficient time off for relaxation to promote employee wellness. An employee may use this leave for any purpose he or she wishes, including vacations, unpaid holidays, volunteerism, or personal pursuits. These absences should be scheduled in advance with supervisory approval.

All regular, full-time employees are eligible for vacation/annual leave after 6 months of consecutive employment (introductory period).

The amount of vacation/annual leave to which an employee becomes entitled is determined by the employee's length of full-time service. Vacation/annual leave is granted or accrued, based on the employee's full-time date of hire.

Employees hired before January 1, 2019:

Except for the year of hire, vacation/annual leave is awarded on January 1 of each year. Vacation/annual leave is not accumulative and cannot be carried over to the next calendar year unless approved in writing by supervisor(s) due to operational demands. Vacation/annual leave is awarded in accordance with the following schedule:

<u>Years of Service Completed</u>	<u>Number of Days Awarded</u>
1 year to 10 years	10 days or 2 weeks
11years to 15 years	15 days or 3 weeks
16+ years	20 days or 4 weeks

For new employees, vacation/annual leave will be awarded after successful completion 6 months continuous service with Blount County Government and based on the following schedule:

<u>Service Milestones during First Year</u>	<u>Number of Days Awarded</u>
Completion of 6-month introductory period	5 days or 1 week
One-year anniversary date	5 days or 1 week

Example:

- Date of Hire ----- March 5, 2018
- 6 Months of Employment----- September 5, 2018
 - Eligible Vacation Days-----5 days (1 week)
- Anniversary Date of Hire ----- March 5, 2019
 - Eligible vacation days -----additional 5 days (1 week)
- On the following January 1st ----- January 1, 2020
 - Eligible Vacation Days ----- 10 days (2 weeks)

Employees hired after January 1, 2019:

Eligible employees begin accruing vacation/annual leave after 6 months of consecutive employment. Employees may begin using accrued time as soon as it is available each anniversary year. Vacation/annual leave is accrued during periods of active employment; therefore, not accrued during an employee's unpaid personal leave of absence or unpaid time off. At the discretion of the Elected Official/Department Head, employees can be advanced up to five (5) days of vacation/annual leave each year. The days awarded in advance can be taken individually or consecutively. Alternatively, employees can take time off prior to earning paid vacation/annual leave by submitting a request for unpaid time off. Once earned, vacation/annual leave shall be paid as used, at the employee's current rate of pay and

based on employee’s regular work schedule. Employees hired after January 1, 2019 may carry over up to five (5) days, one (1) week, into each anniversary year.

For employees working 30 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	30 hours	2.3077 hours
1 – 10 years	60 hours	2.3077 hours
11 – 15 years	90 hours	3.4615 hours
16+ years	120 hours	4.6154 hours

For employees working 37.5 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	37.5 hours	2.8846 hours
1 – 10 years	75 hours	2.8846 hours
11 – 15 years	112.50 hours	4.3269 hours
16+ years	150 hours	5.7692 hours

For employees working 40 hours per week:

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
0 – 6 months	0 hours	0 hours
6 months – 1 year	40 hours	3.0769 hours
1 – 10 years	80 hours	3.0769 hours
11 – 15 years	120 hours	4.6154 hours
16+ years	160 hours	6.1538 hours

Vacation/Annual Scheduling Conflicts

Vacation/annual leave scheduling conflicts will be resolved fairly and appropriately as management sees fit. Generally, with all other factors being equal, preference will be given to the employee who makes the earliest request. Other legitimate factors may be considered, including seniority and the amount of vacation time previously taken by the employees involved.

Minimum Vacation/Annual Leave Increments

Eligible employees may take vacation/annual leave, with prior supervisory approval, at times that best meet the needs of the department. Employees must take vacation/annual leave in increments of at least one-half hour. It is each supervisor’s responsibility to monitor such absences and to ensure that absences do not become excessive in relation to the hours worked by the employee.

Notice of Absence

Generally, requests for vacation/annual leave must be submitted to the supervisor at least one week in advance. Employees may have the right in certain circumstances to make leave requests under the

Family and Medical Leave Act (FMLA) or other laws on shorter notice. If the employee is requesting vacation/annual leave for family or medical purposes, the employee must make sure that this purpose is made clear to supervisors. The supervisor must approve any exceptions to this provision or any conflicts in scheduling. A department may impose additional guidelines as necessary to ensure efficiency and adequate staffing levels.

Termination of employment

Employees will NOT be paid for unused vacation/annual leave upon termination of employment unless termination is due to retirement.

Pay in lieu of vacation

Blount County will not pay employees for unused vacation except upon retirement.

Annual Leave Scheduling

Leave requests are submitted electronically through Kronos. Employees must submit annual leave requests to supervisors and receive approval prior to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

Earning and Accumulating Sick Leave:

- Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 30th day of employment.
- Sick days will be allocated to the employees on the 1st of every month.
- There is no maximum on the accumulation of sick days.
- Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave:

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

- The employee's spouse;
- The employee's parents;
- The spouses' parents;
- Children or children under legal guardianship of the employee and/or spouse.

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave:

Employees are required to notify their immediate supervisor prior to their scheduled start time if sick leave is needed. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave:

Employees who have exhausted accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation/annual leave or compensatory time available. The employee may request the additional sick leave needed be credited against the vacation/annual leave or compensatory time.

Sick Leave Bank Guidelines

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury, or disability.

All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

- Worked for one (1) continuous year.
- Have a minimum of six (6) accumulated sick leave days.
- Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the Open Enrollment period with the effective date of February 1st. On January 1st of each year, each member will be assessed one (1) day to add to the bank. ALL donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable, including initial days donated, yearly donation and any assessed days.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize ALL accumulated vacation or sick leave before receiving leave from the Sick Leave Bank. After utilizing the Member's available vacation and sick leave, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a

request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is required as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members due to elective and/ or cosmetic surgery, normal pregnancies or normal periods of time away from work due to childbirth, illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- Resignation or termination of employment with Blount County Government;
- Cancellation of participation which is effective on January 1st of the next year;
- Refusal to honor such assessment as may be required by the Trustees;
- Retirement;
- Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits using fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Please refer to the Blount County Government Procedures Manual for Sick Bank application and appeal procedures.

Personal Leave

After successful completion of the 6-month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.

Example

Date of hire	Completion of introductory period	Eligible
March 2, 2008	September 5, 2008	3 days

Full-time regular employees will be eligible for three (3) days personal leave after six (6) months of employment. The January following, the employee is entitled to three days personal leave annually.

The scheduling/use of personal leave is approved at the discretion of the Department Head/Elected Official.

***Earned but unused personal days are not compensable upon separation of employment.*

Bereavement Leave / Funeral Leave

In the event of a death in the employee's immediate family, (immediate family is defined as spouse, parents, spouses' parents, children, step-children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee is allowed three (3) working days of paid bereavement leave. If additional leave is needed, two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave. ****Please note that Blount County Government does not allow the purchase of flowers and/or donations for the death of an employee or family member of an employee from operating funds of the department.**

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. **Hours worked by non-exempt employees required to work the holiday will be added to the employee's holiday bank for later use.**

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Leaves of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Elected Official or Department Head.

Leaves of absence must be requested in writing to the Department Head/Elected Official. This request should be made enough in advance to provide supervisors sufficient time to assess workload and consider the planned leave of other employees. The Department Head/Elected Official reserves the right to deny or cancel leave of absence.

Elected Officials may elect to disallow leaves of absence within their department. Employees must verify the allowance of leaves of absence with supervisors within the department. If leaves of absence are allowed, the leave request must be approved in writing. The written approval must be given to the Human Resources/Payroll Department.

Leave other than FMLA Leave: Employees may be granted leaves of absence for serious health or other conditions where FMLA leave is not applicable or has expired, for job-related educational or professional development, and for the employee's demonstrated personal necessity (to handle personal or family crises or for bereavement).

Leave Requests

Requests for a leave of absence must be made in writing to the employee's department manager with a copy to Human Resources, and should indicate the reason and the length of leave requested. The department head/elected official should review and act upon non-FMLA request for leave in consideration with the following factors:

- The purpose for which the leave is requested.
- The length of time the employee will be away.
- The effect the leave will have on the ability of the department to carry out its responsibilities.
- The quality of the employee's performance prior to the submission of the request.

Written approval from the department head/elected official is required for final approval.

An employee should submit the request for leave at least 30 days in advance of the anticipated leave where the leave is foreseeable. When the leave is not foreseeable, an employee should submit the request form within two (2) days of the time the need for leave becomes known to the employee.

The employee may also be required to submit recertification of the need for continuing leave every 30 days. The County may require that the employee undergo an examination by a physician of the County's choice prior to determining whether leave or an extension of leave will be granted.

Conditions of Leave

Employees may not take a leave of absence to pursue, accept, or work another job.

A leave of absence may be paid or unpaid, depending on the employee's leave accruals. While on an approved leave of absence, an employee must use annual, personal, or sick leave, in accordance with the County Leave Policies. All leave accruals must be exhausted prior to being placed in an unpaid leave status.

Benefits Coverage

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of his/her benefit premium. Employees taking an unpaid leave of absence are responsible for contacting the Human Resources Department to arrange for the payment of benefit plans.

During an employee's leave of absence, benefits will be administered in accordance with the benefits policies. Eligibility for continued benefits is not dependent on the employee's pay status. To ensure

there is no disruption or discontinuance of benefits, an employee who is out of the workplace on an approved leave of absence MUST contact the Human Resources department for information about protecting and maintaining his/her benefits.

Employees placed on leave, excluding Board of Education employees (teachers) whose leave is governed by Board of Education policies, may continue benefit coverage for a period of one year (12 months). If the leave of absence exceeds one year, benefits will be terminated at the end of the first year.

EMPLOYEES TAKING AN UNPAID LEAVE OF ABSENCE MUST CONTACT THE HUMAN RESOURCES DEPARTMENT TO ARRANGE FOR THE PAYMENT OF BENEFIT PLANS DURING THEIR LEAVE. FAILURE TO MAKE THE REQUIRED PAYMENTS WILL RESULT IN THE TERMINATION OF PLAN COVERAGE.

Returning to Work from Medical Leave (FMLA or Leave of Absence)

Upon returning to work from FMLA or a leave of absence, eligible employees will normally be restored to the same position or an equivalent position with equivalent pay, benefits and other employment terms and conditions. An employee returning from a leave of absence of thirty (30) calendar days or longer must notify the Department Head/Elected Official of his/her intention of returning to work at least fourteen (14) days prior to returning from leave. For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work, regardless of the length of leave.

Reinstatement Procedures

An employee who has been on a leave of absence for a period of 30 calendar days or longer shall notify the Department Head/Elected Official of his/her intention of returning at least 2 weeks prior to returning from leave. Failure to file such notice, or failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, shall be a cause for dismissal.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee resume his or her previous position, if available.

If the previous position is no longer available, the employee may be considered for other open positions which he or she may be qualified for and as they become available.

If no position exists, the employee will remain on leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: Employees who have worked for Blount County Government at least one year and for 1,250 hours during the twelve (12) month period preceding the request are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- employee's own serious health condition that prevents employees from performing the essential job functions;
- the serious health condition of a son or daughter, parent, or spouse under the care of the employee;
- because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered service member on active duty, or who has been called to active duty;
- to care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the service member (leave period for military caregivers is 26 weeks).

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. Employees must provide the County with an appropriate medical certification when requesting FMLA leave.

Certification: Requests for leave related to the employee's own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, require certification from the treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles employees to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2020, if that is the first day of FMLA leave. If all FMLA leave is exhausted during the following 12-month period, the next date FMLA leave could be taken would be Sept. 1, 2021.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. Employees may request intermittent or reduced leave for the following reasons:

- when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition;
- for the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If employees need intermittent/reduced schedule leave for planned medical treatment, the employee must work with supervisors to schedule the leave, so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider;
- any period of incapacity due to pregnancy, or for prenatal care;
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.);
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, dialysis, etc.);
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums. Employees must continue to pay the employee portion of the premium. Employee portions of insurance premiums should be paid continually according to the payroll schedule (i.e., semi-monthly).

Employees who do not return to work at the end of FMLA leave may be required to reimburse the County for payment of insurance premiums, unless the employee's failure to return is due to a serious health condition which prevents the performance of the job or circumstances beyond the employee's control. Employee's may then choose to elect COBRA coverage. Sufficient notice will be given to the employee at the end of FMLA when and if this event occurs. Employees will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: Employees are required to use all available paid time off during FMLA leave. Accrued leave and FMLA leave are used at the same time; employees do not take accrued leave first and then take FMLA.

During unpaid leave, employees will not accrue employment benefits, such as vacation/annual leave, sick leave, pension, etc. while on family and medical leave unless the employee is receiving regular pay by using available paid time off.

Employment benefits accrued through the day the family leave of absence begins will not be lost.

Return to Work: Upon returning from family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

While on FMLA leave, employees must periodically update (if possible) supervisors or Department Heads regarding medical status/condition and indicate an intended to return to work date. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status. The Return-to-Work Release form provided with the initial FMLA application MUST be returned to Human Resources prior to returning to work. Failure to submit the Return-to-Work Release for will delay returning to work!

Extensions: Family and medical leave is available for twelve (12) weeks. The County may, at its discretion, approve extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave must be submitted to the Human Resources Department. If possible, requests for extended leave should be submitted two weeks in advance of the previously scheduled return to work date.

Returning to Work from Medical Leave (FMLA or Leave of Absence)

Upon returning to work from family and medical leave or leave of absence, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee who has been on a leave of absence for a period of 30 calendar days or longer shall notify the Department Head/Elected Official of his/her intention of returning at least 2 weeks prior to returning from leave. For leaves of absence involving a health condition, the Return-to-Work Form and/or fitness for duty evaluation from a physician is required before permitting the employee to return to work.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated as any other temporary medical disability regarding leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (see Family Medical Leave):

- The employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee.
- In cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement.
- The employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. Eligibility for parental leave under this policy and the Family and Medical Leave policy counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

- Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. Regarding adoption, the four-month period shall begin at the time an employee receives custody of the child.
- Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.
- Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.
- Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.
- Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location

- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave

Military Leave (approved by County Commission 05/17/2018)

Employees who are members of any U.S. military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders.

While on leave, the employees will receive their regular compensation for a period not to exceed twenty (20) working days per calendar year, plus any additional days that may result from a call to active state duty by the Governor. Such requested leave shall be supported with copies of the armed forces order.

If a holiday occurs during the employee's leave, he/she will receive holiday pay.

An employee required to report for military training must provide the appropriate orders to their supervisor. A Change of Status form must be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources Department.

Any benefits the employee has elected will be suspended if and when the employee's military coverage takes effect. The employee will continue to pay the monthly premiums until military benefit coverage takes effect. The employee will be allowed to resume benefit coverage (with no waiting period) with Blount County upon his/her return to employment with the County.

Jury Duty or Court Appearance

When employees must miss work due to jury or witness duty, the employee will be excused from work. Notice must be given to direct supervisors. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes subpoenas to court on non-work-related issues.

Employees working day shifts, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees working second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Blount County Government employees are paid his or her regular wages in addition to jury duty pay received from the government unit involved. Employees are allowed to keep the jury duty pay.

Voting Leave/Elections

In accordance with Tennessee State Law, employees entitled to vote in an election held in this state may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

Employees whose shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the County in which the employee resides are ineligible for this leave.

For time off for voting, employees must arrange the time off with direct supervisors before 12:00 noon of the day before the election. Supervisors may select the hours during which employees may be absent for voting.

Employee Benefits

Benefits Eligibility

Employees working a minimum of thirty (30) hours per week are eligible for benefits. These benefits currently include medical coverage, dental coverage, and supplemental benefit options.

Employees whose hours drop below thirty (30) hours per week on a regular basis will lose eligibility for medical/dental and other insurance coverage. The employee and all covered dependents will be offered COBRA. Employees are responsible for listing only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is the employee's responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Benefits begin the 1st of the month after thirty (30) days of employment. For example, if the hire date is January 18th coverage will begin on March 1st.

Because benefit premiums are paid current, the termination effective date for benefits is based on the number of paychecks received in a month. For example, employees receiving one (1) check during the month in which employment terminates, benefit coverage will end on the 15th of the month. Employees receiving two (2) or more checks during the month, benefit coverage will end on the last day of the month.

Medical/Dental Coverage

Currently, employees must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information regarding the current medical/dental plan and premiums is available from Human Resources or on the web site <https://www.blounttn.org/761/Blount-County-Government-Benefits> .

Identification Cards

Identification cards for employees enrolling in benefits will be mailed to the employee's home address. Identification cards can be printed or downloaded by visiting www.blountcountybenefits.com.

Annual Open Enrollment Period

Medical and dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. Employees are

required to review notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the enrollment/change period occurs in the Fall of each year. It is the employee's responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

Employees are responsible for reviewing paychecks to ensure the appropriate benefit premiums have been deducted. Deductions will begin the first pay period of the month in which coverage begins. Benefit premiums are deducted from 24 pay periods per year. Employees on unpaid leave or no-pay status must contact Human Resources to make payment arrangements. Failure to pay premiums while on no-pay status will result in the loss of coverage!

COBRA

If insurance coverage is discontinued due to termination of employment, a reduction in work hours, or other qualifying event, the employee and any covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

Blount County Government is very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides up to five (5) free and confidential counseling sessions per topic to employees and the members of the household who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Health Savings Accounts (HSA)

Health Savings Accounts (HSA) are savings accounts that allow employees to save money for future qualifying medical expenses through pre-tax payroll deduction or lump-sum deposits. Employees must be enrolled in a Qualified High Deductible Health Plan (QHDHP) in order to participate in the HSA (Bronze Plan). For more information on Health Savings Accounts please contact the Human Resources Department at 865-273-5780.

Flexible Spending Accounts (FSA)

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Employees electing this benefit have a selected amount deducted from each paycheck. The maximum annual contributions to FSAs follow IRS guidelines.

Membership in Blount County's medical plan is NOT required to participate in a flexible spending account. Employees may enroll at the time of hire or during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

Employees are required to report personal changes and/or changes in work status to Human Resources ***within thirty (30) days of any status change***. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Blount County offers supplemental voluntary benefits employees may purchase. The voluntary coverage options include long term disability, short term disability, accident, term life, whole life, cancer, critical illness, vision as well as the State of TN 457(b), 401k, and Roth 401K plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If an employee experiences an on-the-job injury or illness, the employee is required to:

- Report the incident to the supervisor immediately;
- Ensure that the supervisor completes the First Report of Injury form provided by the State of Tennessee;
- Select a physician by completing the Employee's Choice of Physician form provided by the County;
- If an employee requires emergency medical treatment, the employee should go to the nearest emergency room of their choice. If the situation warrants, contact the local ambulance service for transport;
- Notification to Risk Management should be made as soon as possible.

If a follow up appointment is required after the initial visit to the emergency room, the injured worker must choose a physician from the Employee's Choice of Physicians form. The injured worker is not authorized to return to the emergency room for follow up treatment (i.e., removal of stitches, change of injury dressing, etc.).

If the claim is deemed compensable, Risk Management or the County's third-party administrator will schedule the initial appointment with the medical provider selected. Employees or supervisors are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

The injured worker is required to attend all scheduled appointments with the authorized treating physician and/or approved physical therapist. If an appointment must be rescheduled, notify Risk Management and they will reschedule the appointment.

It is the injured workers' responsibility to notify their supervisor and Risk Management if the authorized treating physician instructs the employee not to return to work, or to return to work with restrictions by providing the forms from the physician. It is also the injured workers' responsibility to notify their supervisor and Risk Management when the physician releases the injured worker to full duty by providing the forms from the authorized treating physician.

If the restrictions assigned by the authorized treating physician cannot be met within the department, Risk Management may offer the injured worker Alternate Duty. Alternate Duty is a temporary job assignment that will accommodate the injured workers' restrictions assigned by the authorized treating physician. Modified duty will be offered to the injured worker upon availability. The alternative job duties will be productive and valued work that can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

Copies of all paperwork, including return to work forms, must be turned in to your supervisor and Risk Management.

If you are released to return to work with restrictions from your physician, and Blount County can provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of \$50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at <https://www.blounttn.org/761/Blount-County-Government-Benefits>.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	*Employed six months (full-time) to be a member
Contribution Requirement:	*Five percent of salary
Vesting:	*Vesting rights after 5 years of service
(A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met)	
Refunds:	*Upon separation of employment, participants may apply for a refund of account balance.

Federal withholding tax requirements apply to early withdrawals.

Income Benefit Eligibility:	*Age 60 or 30 full years of service for unreduced income benefits. *Age 55 for reduced income benefits.
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Income Benefit Eligibility (Sheriff's Office-Post Certified Personnel):	*Age 55 with 25 years of creditable service.
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Average Final Compensation:	*The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.
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Employees planning to retire must apply online with TCRS ninety (90) days prior to the planned retirement date. Contact the Human Resources Department for additional information or assistance.

Benefits Eligibility Upon Retirement

Employees retiring from Blount County Government at any age with 30 years' service or at age 60 with at least ten (10) years' consecutive service with Blount County Government may elect to continue coverage under the County's medical, dental and vision plans. Employees considering retirement must contact the Human Resources Department at least three (3) months prior to the potential retirement date to verify benefit eligibility.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service. To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- Courses are job-relevant, college-level courses taken at an institution that is accredited (as recognized by the US Department of Education, Office of Postsecondary Education), found at <http://www.ope.ed.gov/accreditation/search.asp>, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.
- The employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.
- Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g., maintenance/tuition, activity fee, etc.) must show the dates the fees were

assessed and paid, must show payment amount(s) and method of payment (e.g., check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee’s training and/or personnel file.

- The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g., state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government’s reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of \$1,800 per fiscal year, \$600 per semester or \$450 per quarter.

Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

For Grade Basis	% Reimbursement
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework 100% Graduate Coursework

Employees intending to take courses must have forms to supervisors in January of each year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Department Head/Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the Department Head/Elected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file. To encourage all employees to become more computer literate, Blount County will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

Summary of Proposed Updates
Blount County Government
Employee Handbook

The Blount County Government Employee Handbook has been reviewed thoroughly and updated. The updated handbook was reviewed and approved by the County Attorney on May 12, 2023.

The Human Resources Department suggests the following changes and edits:

- ***Updated the Conflict-of-Interest Policy as required for federal grant administration:***

Conflict of Interest

Employment with Blount County Government is a public trust. Employees must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of duties. If the circumstances cause a reasonable person to believe that a conflict of interest exists, the conflict or potential conflict must be reported as required by the County's Code of Ethics Policy.

As required by **2 CFR 200.318 (c)(1)**, the following applies for all procurements funded in whole or in part with any federal funding source:

In addition to the prohibition against self-benefitting from a public contract under state law, no officer, employee, or agent of Blount County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

- a) The employee, officer, or agent involved in the selection, award, or administration of a contract;
- b) Any member of his or her immediate family;
- c) His or her partner; or
- d) An organization which employs or is about to employ any of these parties.

Reporting a Conflict of Interest

- a) Any officer, employee, or agent of Blount County with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor, or shall report to Human Resources if an Elected Official. A conflict-of-interest form must be completed and filed with the County Clerk's Office as required by the County's Code of Ethics Policy.
- b) If federally funded, any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

For additional information on Conflicts of Interest, please refer to the Purchasing Department's Policy and Procedure Manual available at <https://www.blounttn.org/165/Purchasing>.

- Added a Gifts and Contributions Policy as required for federal grant administration:

Gifts and Contributions

Employees may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything above a nominal monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed;
- conducts operations or activities that are regulated by the department of Blount County by which you are employed;
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Blount County Government are prohibited from accepting or soliciting gifts, gratuities, favors or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items valued at less than \$50.00 per fiscal year, per vendor, and exceptions which fall into one of the following categories may be accepted:

- a) Promotional items;
- b) Honorariums for participation in meetings; or
- c) Meals furnished at conferences or banquets.

***Any officer, employee or agent who knowingly accepts an item over \$50 in value allowed under this policy shall report the item to his or her immediate supervisor, utilizing the form available at <https://www.blounttn.org/1976/Management-Portal>. The supervisor shall submit the completed form to the County Clerk.*

Violations of this policy will be subject to disciplinary action, up to and including immediate termination.

- Added a Fraud, Waste and Abuse Policy as required for federal grant administration:

Fraud, Waste and Abuse

Blount County Government is committed to the responsible stewardship of its resources. Officials, agents, and employees are responsible for maintaining a work environment that promotes ethical and honest behavior. It is the responsibility of Blount County Government to establish and implement internal control systems and procedures to mitigate and detect irregularities, including fraud, waste and abuse. Employees at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and shall establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them. Pursuant **to TCA 39-16-402, 4-35-107, 8-4-501, 8-19-501, and 8-50-116**, Blount County Government has established procedures for reporting fraud, waste,

and abuse as well as Internal Control systems to safeguard the County's resources. For more information regarding Blount County Government's internal control system, or to report fraud, waste or abuse, please visit <https://www.blounttn.org/954/Accounting-Budgeting>.

**Any official, agent or employee with knowledge of, or having witness to, any fraud, waste or abuse of any County resources shall report the instance. Instances of fraud, waste, or abuse can be reported without fear of retaliation. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy, to the extent possible consistent with our investigation and applicable law.*

- ***Added a Personal Relationships Policy as suggested by County Attorney:***

Personal Relationships

Romantic or sexual liaisons that develop among employees in the workplace may be potentially disruptive to County business. The County will intervene and discuss romantic or sexual relationships with involved employees. Remedial measures, up to and including transfer or immediate termination may be taken if the County decides such action is in its best interest.

Managers or supervisors are expressly prohibited from dating or becoming similarly involved with any employee within their sphere of responsibility. In the event the County becomes aware of such a relationship, the supervisor or manager will be subject to immediate termination.

- **Added Compensation Policies as suggested by Management Advisory Group as a part of the County's recent compensation and classification study.**



Blount County Government Human Resources Department

Compensation Policies

The following policy outlines the administration of pay changes based upon the category of change. All final decisions on the administration of pay are subject to approval by Blount County Commission. In all instances of employee/job reassignment, the employee would be placed in the range, not to exceed the maximum of the range unless specifically stated. Unless otherwise stated, any change in pay would be effective with the next full pay period.

A. Reclassification

1. When a job has been reclassified to a higher pay grade, the employee's salary shall increase at least 5% in the new pay grade that includes the new salary but is not more than the maximum salary of the new pay grade.

If the reclassification results in an upgrade of one pay grade, the employee's pay will be moved upward by 5%. An upgrade of two or more pay grades will increase the employee's pay by an additional 2.5% increase for each additional pay grade, up to a maximum of 15%. Any increase of more than 10% would require documentation by the department or agency and a supporting recommendation from Human Resources.

For general reclassifications resulting from an internal or external compensation study, or as a result of the normal budget process review, if the employee has been in the position on or before the first day of the fiscal year, the effective date of any approved change will be the first day of the fiscal year, or the effective date of implementation as approved by the County Commission.

Otherwise, for an individual reclassification, completed outside the normal budget cycle, the effective date of the pay increase will be consistent with the next full pay period. Reclassification or changes in pay grade, whether resulting from an internal or external compensation study or individual change in pay grade, **shall not be** retroactive with respect to calculating the new salary.

Internal Equity Adjustments are not tied to performance measures. ***The leadership may determine an Internal Equity Adjustment strategy that is separate and apart from the guidelines that cover reclassification.***

Internal Equity Adjustments, resulting from an internal or external comprehensive review, can be to a higher or lower pay grade and are not considered a reclassification, promotion or demotion.

2. When a job has been reclassified to a lower pay grade, the affected employee(s) shall have their pay grade adjusted accordingly. The effective date will be the day following the Board of Commissioners adoption date and the change will be reflected in the next full pay period.

If after the pay grade adjustment, the employee(s) salary is greater than the maximum salary of the new pay range, the employee will continue to be paid at the higher rate of pay. The salary would be "frozen" and the employee is typically ineligible for any pay adjustment until the range "catches up" with the salary and allows for movement.

B. Promotion

1. When an employee is promoted as a result of a job change or job progression to a higher pay grade position within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows:

- *apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.*

The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

2. There may be times when the uniqueness of an individual job and level of necessary skills required by the County may require a higher salary schedule placement than stipulated in this section. Under such circumstances, the County Mayor/HR Director *may approve a higher salary placement within the assigned pay grade, based upon necessity and requirements of the position and not on the qualifications of the incumbent.*

C. Lateral Transfer

A lateral transfer occurs when an employee is transferred from one job class to another in the same pay grade. When there is no change in pay grade there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or a promotion.

Temporary Assignment(s)

1. "Acting" or temporary assignment(s) occurs when the County recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This can occur when an unexpected vacancy occurs; when a mission critical job cannot be filled in a timely fashion; or when a mission objective changes abruptly and requires an immediate action.

2. Temporary or "acting" assignment(s) are anticipated to last more than 30 days, but less than 6 months. The purpose of a temporary or "acting" assignment is to fill a vacancy and not to assume the duties of another employee who is on approved leave, i.e. vacation, holiday, medical, or other short-term absence(s).

3. If the position assigned is lower in pay grade (or substantially equivalent pay range) this would not result in a lower salary for the assigned employee even if the employee's salary exceeded the maximum of the new pay range.

4. If the position assigned is higher in pay grade and extends beyond 30 days, but less than 6 months, there should be a 5% "temporary assignment" pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 15% or the minimum of the grade, whichever is higher. The employee's salary shall not exceed the maximum of the assigned range. Employees receiving temporary assignment pay shall sign an agreement acknowledging the understanding that they are receiving "Temporary Assignment Pay" and also acknowledging that when the temporary assignment ends, the "assignment pay" will also end.

- ***Updated Systems Integrity, Security, Encryption Policy as advised by Auditor from TN State Comptroller's Office.***

System Integrity, Security, and Encryption: All System passwords and encryption keys must be kept confidential at all times. Employees may not install password or encryption programs without the

written permission of our Systems Supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

- ***Updated Holiday Policy for non-exempt personnel required to work the holiday.***

Hours worked by non-exempt employees required to work the holiday will be added to the employee's holiday bank for later use.

- ***Clarified Sick Bank policy with regard to pregnancy.***

Grants of sick leave from the Sick Leave Bank will not be made to any members due to elective and/ or cosmetic surgery, normal pregnancies or normal periods of time away from work due to childbirth, illness of any member of the participant's family, or during any period the member is receiving workers' compensation.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 830 1308 5909

ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- Abstain:** 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES1. [Human Resources Committee Minutes 6/6/2023](#)

Attachments: [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

D. REPORTS (INFORMATION ONLY).1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

Attachments: [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

Attachments: [Quantum Plan Performance Review Q1 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

2. [Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

3. [Amendments to the Blount County, TN Employee Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)
[Exhibit A - BCG Handbook.pdf](#)
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Legislation Details (With Text)

File #: RES 23-339 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-016, A Resolution Amending the Highway Department's Addendum to the Blount County, Tennessee, Handbook. Referred to full commission with a favorable recommendation by the Human Resources Committee (10-0).

Sponsors:

Indexes:

Code sections:

Attachments: [A RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT Exhibit A - BC Highway Dept Handbook Addendum \(1\)](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook \(1\)](#)
[Minutes of HR Committee 2023-Jul-18](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission	Workshop	

Resolution No. 23-08-016, A Resolution Amending the Highway Department's Addendum to the Blount County, Tennessee, Handbook.

RESOLUTION NO. 23-08-016

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, and David Wells

A RESOLUTION AMENDING THE HIGHWAY DEPARTMENT’S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK

WHEREAS, several departments of County government, due to their unique needs, have addendums to the Handbook of Personnel Policies and the Highway Department is such a department, and

WHEREAS, the County Highway Department and the County Highway superintendent have recommended several changes to the Highway Department’s Addendum and is now presenting this Resolution to the Board of County Commissioners for its consideration; and

WHEREAS, Exhibit A attached herein reflects all necessary amendments and clarifications to the Highway Department’s Addendum to the Blount County, TN Handbook.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of August 2023, approves this resolution, and authorizes the adoption of the Highway Department’s Addendum to the Blount County, TN handbook, attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED that this Resolution is effective immediately upon passage, and this version of the Highway Department’s Addendum to the Blount County, TN Handbook supersedes all previous versions.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____
County Mayor

Date

BLOUNT COUNTY HIGHWAY DEPARTMENT

Employee Handbook Supplement

DRAFT

Blount County Highway Department

Employee Handbook Supplement

REVISED JULY 12, 2023

Classification and Compensation

Overtime Compensation/Compensatory Time pg. 10

Overtime situations will be evaluated by the Highway Superintendent to determine emergency or non-emergency status.

- A. **Overtime/Compensatory Time:** All eligible employees of the Blount County Highway Department shall be paid overtime at time and one-half their regular wage for all hours over forty (40). An employee electing compensatory time will earn 1.5 hours for each hour over forty (40).

- B. **Call-In:** Hourly employees will receive one four-hour call-in premium and be paid regular wages for the hours worked, up to 40 hours, if called by a supervisor to respond to an emergency after normal business hours.
 - a. Example 1: An employee is called in on a Saturday three times within an eight-hour period, the employee is paid one (1) four-hour premium. If the employee is called in a fourth time eight hours after the original call, the employee is paid an additional for (4) hour premium.
 - b. Example 2: An employee is called in on a Saturday and works 9 hours continually as a result of the initial call-in, the employee is paid one (1) four-hour premium.

The above policies apply to all call-in situations including: storm damage, downed trees, snow, or any other reason the employee is called in by a supervisor.

- C. An employee must select to receive overtime pay or accrue compensatory time. An employee cannot accrue more than 80 hours of compensatory time. Once an employee's accrued compensatory time falls below 80 hours, the employee will begin accruing compensatory time until the maximum of 80 hours is accrued. Any hours above 80 hours of compensatory time will be paid at the overtime rate.

General Personnel Policies

Alcohol and Drugs Policy pg. 19

In compliance with the Drug-Free Workplace Act of 1988, and the Code of Federal Regulations, Title 49, Part 382, the Blount County Highway Department has a longstanding commitment to providing a safe, quality-oriented work environment consistent with the standards of the County in which we serve. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees of the Blount County Highway Department.

Employee Assistance and Drug-Free Awareness

The Blount County Highway Department will assist and support employees who voluntarily seek help for problems with drug and/or alcohol misuse. Employees experiencing substance misuse issues will be allowed to use accrued paid time off, use unpaid FMLA (if all FMLA requirements are met), be referred to the County's employee assistance program and otherwise accommodated as required by law. Employees may be required to document successful adherence to a prescribed treatment plan as well as take and pass follow-up tests. After a random drug test has been scheduled and the employee refuses to take the test, or fails the test, employment is immediately terminated.

Fitness for Duty

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. To protect the employee, other employees and our citizens, engaging in daily work routine and failing to inform your supervisor of side effects from prescribed medication could result in termination.

Functional Capacity Screenings/Fit for Duty Exams

Employees of the Blount County Highway Department may, during their period of employment, be required by the Superintendent or designee to undergo periodic physical agility testing or medical examinations to determine their physical and mental ability to perform essential functions of the position in which they are employed. Such medical examinations will be at no expense to the employee. Any determination of physical or mental fitness will be made by a physician or physicians designated by the Blount County Highway Department according to the procedure below.

An employee determined to be physically or mentally unfit to perform the essential functions of their position may be reassigned in accordance with these rules, or be separated from the Blount County Highway Department after it has been determined that:

- 1) The employee cannot perform the essential functions due to a covered disability that cannot reasonably be accommodated.
- 2) The employee poses a direct threat to themselves or others.
- 3) The employee is unable to perform essential functions due to a temporary medical condition or disability not protected by the Americans with Disabilities Act.

Fitness for Duty/Functional Capacity Procedure

- Department emails Human Resources with notification of a Fit for Duty exam requirement at least one week in advance of the return-to-work date. Human Resources ensures the employee has a full duty work release from their personal physician.
- Department emails a job description including physical demands to Lynn Sherles at lynn.sherles@bmnet.com
- The employee must request records from their treating physician using the Medical Authorization form. The exams cannot be scheduled until ETMG has obtained records.
- The Department contacts Lynn Sherles (865-977-5795) to schedule the screening and exam through Blount Memorial Business Health. (Therapist works on Tuesdays and Wednesdays.)
- Two appointments could be made at the discretion of Dr Thompson:
 - 1. Functional Capacity Screen performed at Blount Memorial Business Health by the therapist
 - 2. Fit for Duty Exam, performed at ETMG Care Today Clinic by Dr Thompson. This appointment is the same day as screening.
- The Department and employee will be notified when appointments are scheduled.
- Results of the exam will be sent to Human Resources and forwarded to the Department.

Addresses:

Blount Memorial Business Health: 1102 Sevierville Rd, Maryville 865-977-5795

ETMG Care Today Clinic: 266 Joule St, Alcoa

Cost:

Invoice(s) are sent to the requesting Department

Functional Capacity Screening - \$55

Fit for Duty Exam - \$80

Work Rules

1. Whenever employees are working, are operating any Blount County Highway Department vehicle, are present on Blount County Highway Department premises or work sites, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug or illegal drug paraphernalia
 - Being under the influence of alcohol or an illegal drug as defined by this policy

- o Possessing or consuming alcohol
- 2. The presence of any detectable amount of any illegal drug or controlled substance in an employee's body system, while performing Highway Department business or while in a Highway Department facility is prohibited.
- 3. The Blount County Highway Department will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist and present it to their immediate supervisor prior to working. Failure to do so could result in termination.
- 4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Random Testing

All Department employees who are operators performing safety-sensitive functions shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382. The Blount County Highway Department will randomly test employees for compliance with its drug and alcohol policy. "Random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Blount County Highway Department has no discretion to waive the selection of an employee selected by this random selection method.

Reasonable Suspicion Testing

All Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. Tests shall be conducted when the Superintendent, a supervisor or a department official has reasonable suspicion that a covered employee is impaired. This reasonable suspicion should be based upon specific observations concerning the employee's appearance, behavior, speech or other related actions. Decisions of reasonable suspicion should be made by first hand observation.

The employee will be advised that there is reasonable suspicion to believe that they are affected by illegal drugs or alcohol and the employee is being asked to take this test to confirm or deny this suspicion. Under no circumstances should the employee be allowed to drive themselves to the testing facility. A supervisor should escort the employee to the testing facility. The supervisor will also make arrangements for the employee to be transported home after the test.

Post-Accident Testing

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Blount County Highway Department vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee or citizen. Testing should take place

within 2 hours of the accident and the employees are not allowed to drive themselves to the testing facility.

Pre-employment Testing

All applicants are required to pass a drug test before receiving an offer of employment or beginning work. Refusal to submit to testing will result in disqualification from employment consideration.

Substances Covered by Drug/Alcohol Testing

Amphetamines, Barbiturates, Benzodiazepines, Opiates, Cannabinoids, Cocaine, Methadone, Methaqualone, Phencyclidine (PCP), Propoxyphene and chemical derivatives of these substances. This type of testing is commonly referred to as a 10-panel test. Employees must advise the testing lab employees of all prescription drugs taken in the past month before the test, and be prepared to show proof of such prescription to testing personnel.

Testing Methods and Procedures

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the State of Tennessee and the Federal Government. Testing will be conducted on a 2 urine samples provided by the employee to the testing laboratory under procedures established by the laboratory to insure privacy of the employee, while protecting against tampering/alteration of the results. Employees will be considered to be engaged at work for the time spent in taking tests and will be compensated for such time at their regular rate. Blount County Government will pay for the cost of the testing, including the confirmation of any positive test result.

Refusal to Undergo Testing

Employees who refuse to submit to a test are subject to immediate discharge.

Positive Test

If an employee tests positive on an initial screening test, the employee will be suspended while the conformation test is being conducted. On receipt of the confirmation of a positive test, the employee will be terminated.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, smoking is prohibited on County property, including but not limited to, cafeteria, employee lounges, hallways, meeting rooms, offices, restrooms, and county vehicles. Any violation of this provision may result in disciplinary action, up to and including termination. There is to be no smoking anywhere inside the Highway Department facility or Highway Department vehicles.

Personal Appearance p. 23

Highway employees will be required to wear OSHA certified Class 2 reflectives while working on the county roads during day and night work times. These will be provided by the department as well as shirts. It is department policy that the shirts, being used as a standard uniform, will not be altered in any way. Jeans, overalls or khakis and boots will be provided by the employee.

Inclement Weather Policy p. 12

Due to the nature of our work here at the Highway Department, all employees will report for duty during inclement weather as directed by the Highway Superintendent.

Leave Policies

Annual Leave / Vacation

If you are a Full-Time Employee, you are eligible for annual leave. The following guidelines currently apply:

- During the first year of employment up to 40 hours of vacation leave may be used **after successfully completing the six (6) month probationary period**, with supervisor approval. Essentially, you can borrow one week of your two-week vacation leave you earn after you have completed one full year of full-time service.
- The following July, the remaining 40 hours of vacation leave can be taken with supervisor approval.

Vacation accrual is as follows:

<u>1 – 10 years of Service</u>	<u>11 – 15 years of Service</u>	<u>16 plus years of Service</u>
2 weeks	3 weeks	4 weeks

Vacation leave is not accumulative and is not carried over into the following calendar year unless approved in writing by your supervisor due to operational demands. Upon termination of employment, employees will not be paid for any unused vacation leave.

Holidays

Any hours worked on a holiday by a BCHD employee will have the hours worked banked for use on a later date.

Promotions: When an employee is promoted as a result of a job change or job progression to a higher pay grade position within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows:

•apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.

The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

After promotion, employees must complete the standard six (6) month introductory period. A performance evaluation must be completed after the introductory period is complete and submitted to Human Resources. Employees earning a promotion will not be eligible for a step increase within the six (6) month introductory period. Step-increases will be applied after the completion of the six (6) month probationary period.

Performance Evaluations p. 13

Supervisors will conduct formal performance evaluations **annually**. Performance evaluations occur mid-year **prior to** July 1 and will include:

Job knowledge
Interpersonal Skills
Customer Service Performance
Teamwork/Collaboration
Outcome orientation
Communication Reliability

For supervisors:

Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available with approved funding by County Commission to those employees who receive an acceptable performance score of 3.0 or higher.

Department Wide Closure p. 28

The Highway Department will be closed the week of July 4th and the week of Christmas each year. Highway employees will be required to schedule vacation days or personal days for the days off in addition to the county wide observed holiday during these two weeks. These days off may also be taken without pay.

Employee Benefits

Blount County Highway Department CDL Training Academy p. 37

The Blount County Highway Department offers employees access to the Blount County Highway Department CDL Training Academy which has been valued at \$5300 per employee. The CDL Academy is available to all newly hired employees as well as current employees, at the discretion of the Highway Superintendent, who are obtaining a CDL license for the first time or upgrading a current CDL license.

Any candidate for the Blount County Highway Department's Commercial Driver's License (CDL) Academy, shall be subject to 10-panel drug test two weeks prior to the commencement of the Theory portion of the CDL course.

The employee will be required to sign a contract that states:
In the event of a voluntary resignation by an employee who received CDL training, reimbursement of expenses associated with the training will be paid by the employee based upon the following schedule:

<i>Resignation during the first year after receiving CDL training</i>	<i>100%</i>
<i>Resignation during the second year after receiving CDL training</i>	<i>50%</i>
<i>Resignation during the third year after receiving CDL training</i>	<i>25%</i>

If an employee becomes ill or is unable to perform their duties, the Highway Superintendent has the discretion to provide relief from the training reimbursement policy.

DRAFT

**Summary of Proposed Changes to the
Blount County Highway Department
Supplemental Employee Handbook**

- ***Clarified overtime/compensatory time policy***

A. **Overtime/Compensatory Time:** All eligible employees of the Blount County Highway Department shall be paid overtime at time and one-half their regular wage for all hours over forty (40). An employee electing compensatory time will earn 1.5 hours for each hour over forty (40).

- ***Clarified Call-In policy***

B. **Call-In:** Hourly employees will receive one four-hour call-in premium and be paid regular wages for the hours worked, up to 40 hours, if called by a supervisor to respond to an emergency after normal business hours.

a. Example 1: An employee is called in on a Saturday three times within an eight-hour period, the employee is paid one (1) four-hour premium. If the employee is called in a fourth time eight hours after the original call, the employee is paid an additional for (4) hour premium.

b. Example 2: An employee is called in on a Saturday and works 9 hours continually as a result of the initial call-in, the employee is paid one (1) four-hour premium.

The above policies apply to all call-in situations including: storm damage, downed trees, snow, or any other reason the employee is called in by a supervisor.

- ***Added Fitness for Duty/Functional Capacity Exam procedure***

Fitness for Duty/Functional Capacity Procedure

- Department emails Human Resources with notification of a Fit for Duty exam requirement at least one week in advance of the return-to-work date. Human Resources ensures the employee has a full duty work release from their personal physician.
- Department emails a job description including physical demands to Lynn Sherles at lynn.sherles@bmnet.com
- The employee must request records from their treating physician using the Medical Authorization form. The exams cannot be scheduled until ETMG has obtained records.
- The Department contacts Lynn Sherles (865-977-5795) to schedule the screening and exam through Blount Memorial Business Health. (Therapist works on Tuesdays and Wednesdays.)
- Two appointments could be made at the discretion of Dr Thompson:
 - 1. Functional Capacity Screen performed at Blount Memorial Business Health by the therapist

- 2. Fit for Duty Exam, performed at ETMG Care Today Clinic by Dr Thompson.
This appointment is the same day as screening.
- The Department and employee will be notified when appointments are scheduled.
- Results of the exam will be sent to Human Resources and forwarded to the Department.

Addresses:

Blount Memorial Business Health: 1102 Sevierville Rd, Maryville 865-977-5795

ETMG Care Today Clinic: 266 Joule St, Alcoa

Cost:

Invoice(s) are sent to the requesting Department

Functional Capacity Screening - \$55

Fit for Duty Exam - \$80

- *Added Holiday policy to clarify hours worked on a holiday/holiday bank*

Holidays

Any hours worked on a holiday by a BCHD employee will have the hours worked banked for use on a later date

- *Clarified Promotion policy to adhere to the Blount County Government Compensation Plan*

Promotions: When an employee is promoted as a result of a job change or job progression to a higher pay grade position within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows:

- apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.
The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

After promotion, employees must complete the standard six (6) month introductory period. A performance evaluation must be completed after the introductory period is complete and submitted to Human Resources. Employees earning a promotion will not be eligible for a step increase within the six (6) month introductory period. Step-increases will be applied after the completion of the six (6) month probationary period.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 830 1308 5909

ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- Abstain:** 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES1. [Human Resources Committee Minutes 6/6/2023](#)

Attachments: [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

D. REPORTS (INFORMATION ONLY).1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

Attachments: [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

Attachments: [Quantum Plan Performance Review Q1 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

2. [Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

3. [Amendments to the Blount County, TN Employee Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)
[Exhibit A - BCG Handbook.pdf](#)
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Legislation Details (With Text)

File #: RES 23-340 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/31/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-017, A Resolution Amending the Blount County Sheriff's Office Employee Policy and Procedure Manual. Referred to full commission with a favorable recommendation by the Human Resources Committee (10-0).

Sponsors:

Indexes:

Code sections:

Attachments: [A RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND EXHIBIT A - BCSO HR Manual 2023](#)
[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook](#)
[Minutes of HR Committee 2023-Jul-18](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-017, A Resolution Amending the Blount County Sheriff's Office Employee Policy and Procedure Manual.

RESOLUTION NO. 23-08-017

SPONSORED BY: Commissioners Jared Anderson, Richard Carver, John Giles, and David Wells

A RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF’S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL

WHEREAS, the Blount County Sheriff is charged with developing a policy and procedure manual (“HR Manual”) to be used by individuals employed with the Blount County Sheriff’s Office; and

WHEREAS, the Sheriff has developed such a policy and procedures manual; and

WHEREAS, Exhibit A attached herein reflects all necessary amendments and clarifications to the HR Manual.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of August 2023, approves this resolution, and authorizes the adoption of the Blount County Sheriff’s Office HR Manual attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED that this Resolution is effective immediately upon passage, and this version of the Blount County Sheriff’s Office Policy and Procedure Manual supersedes all previous versions.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Blount County Sheriff's Office

HR Manual Table of Contents



<i>Written Directive Subject:</i> <i>HR Manual Table of Contents</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 33.7.1	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Blount County Sheriff's Office Human Resources</i> <i>Rules and Regulations Manual Table of Contents</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

Blount County Sheriff's Office Human Resources Rules and Regulations Manual

TABLE OF CONTENTS

The information in this manual is presented to answer most of your questions regarding your employment with Blount County and the Sheriff's Office. However, should a situation arise in which you need more specific information, or a more precise explanation, please bring the matter to the attention of your supervisor who will either respond to your question, or take the matter up the chain of command until someone is able to provide a response.

The Sheriff and/or Blount County Government reserve the right to change the contents of this manual.

No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will except those affected by the Merit Service Board legislation.

Introduction

User's Guide

Mission Statement

Code of Ethics

Americans with Disabilities Act of 1990 (ADA)

Title VI of the Civil Rights Act of 1964

Code of Conduct

Chapter 1. Administration

- 1.01 Terms and Definitions
- 1.02 Merit Service Board
- 1.03 Human Resources Officer
- 1.04 Job Task Analysis/Classification Plan
- 1.05 Allocation and Distribution of Personnel
- 1.06 Recruitment and Selection
- 1.07 Promotion
- 1.08 Transfer
- 1.09 Separations
- 1.10 Personnel Records
- 1.11 Grievance Procedures
- 1.12 Harassment

Chapter 2. Compensation

- 2.01 Salary Plan
- 2.02 Overtime and Compensatory Time
- 2.03 On Call
- 2.04 Benefits
- 2.05 Worker's Compensation

Chapter 3. Leaves of Absence

- 3.01 Grants of Leaves of Absence
- 3.02 Leaves of Absence
 - Sick Leave
 - Annual Leave
 - Holiday Leave
 - Civil Leave
 - Leave Without Pay
 - Military Leave
 - Maternity Leave
 - Personal Hours

3.03 Family and Medical Leave

Chapter 4. Performance Evaluation

4.01 Performance Management

- Semi-Annual Evaluation
- Probationary Evaluation
- Observation and Feedback

4.02 Personnel Early Warning System

Chapter 5. Disciplinary Procedures

5.01 Remedial Training

5.02 Counseling

5.03 Punitive Disciplinary Actions

5.04 Levels of Violations

5.05 Administrative Review Process

5.06 Records

5.07 Accident Review Board

Chapter 6. Employee Relations

6.01 Line-of-Duty Death or Serious Injury

6.02 Secondary Employment

6.03 Employee Assistance Program

6.04 Drug Free Workplace Policy

6.05 Political Activity

6.06 General Health and Physical Fitness

6.07 What To Do If Sued

6.08 Critical Incident Stress Debriefing

Chapter 7. Internal Affairs

7.01 Complaints

7.02 Investigative Procedures for Serious Complaints

7.03 Employees' Rights

Chapter 8. Data Processing

8.01 Data Processing Security

8.02 Individual Privacy

8.03 Role of the Director of Technology

Chapter 9. Awards and Commendations

9.01 Commendations

9.02 Awards

9.03 Awards and Commendations Program Management

9.04 Wearing of Awards and Commendations

Chapter 10. Chaplain's Program

Appendixes:

- 1 Equal Employment Opportunity Plan
- 2 Chapter 322 of the Private Acts of 1972 – Merit Service Board Legislation
- 3 Classification Plan
- 4 Table of Authorization
- 5 Recruitment Plan
- 6 Employment Application
- 7 Agreement for Expense Reimbursement
- 8 Grievance Form
- 9 Salary Plan
- 10 Worker's Compensation Panel of Physicians Request Form
- 11 Tennessee Employer's First Report of Work Injury Form
- 12 Request for Leave Form
- 13 Sick Leave Request Form
- 14 Standardized Evaluation Guidelines (SEG)
- 14-A Patrol SEG

14-B	Criminal Investigations SEG
14-C	Court Services SEG
14-D	Administration SEG
14-E	Adult and Juvenile Detention Centers SEG
15	Reserved
16	Semi-Annual Performance Evaluation Form
17	Probationary Employee Evaluation Form
18	Employee Counseling Form
19	Disciplinary Complaint Against Employee
20	Statement of Disciplinary Action
21	Request for Review of Disciplinary Action
22	Line-of-Duty Death Information Form
23	Secondary Employment Request Form
24	Information Sheet on How to File a Complaint
25	Citizen Complaint Form
26	Awards and Commendations Nomination Form
27	Tuition Reimbursement Form
28	Sick Leave Request Guidelines
29	BCSO Youth Program
30	Constitution of the State of Tennessee
31	Constitution of the United States
32	BCSO Succession Plan



Blount County Sheriff's Office

HR Manual Introduction



<i>Written Directive Subject:</i> <i>Introduction</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 1.1.2, 11.3.2, 12.2.1, 12.2.2, 26.1.1, 41.3.7	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Blount County Sheriff's Office Human Resources</i> <i>Rules and Regulations Manual, Introduction,</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

Human Resources Rules and Regulations Manual Introduction

(EFFECTIVE DATE: November 1, 2002, Revised Date: 01/30/2020)

These human resources rules and regulations are the results of the efforts of the employees of the Blount County Sheriff's Office, and their publication is dedicated to the notion that a professional criminal justice organization must be guided by a rule of law and operated within the parameters of clearly established rules and regulations. Each employee is, and should always be, treated as an individual and allowed discretion, but all employees must recognize the need for uniformly acceptable conduct, and to be clearly aware of what is expected of him or her as an employee, and what employees expect of the Sheriff's Office.

This manual was developed to provide general guidelines about Blount County Sheriff's Office policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Sheriff's Office at any time, without advance notice.

The integrity of an organization rests with the actions of its employees, and these rules and regulations are guidelines to assist with the regulation of conduct and the procedural parameters of the human resources related functions of the Sheriff's Office. The perceptions the citizens of Blount County have of its Sheriff's Office rests upon the competence of all our employees, and these rules and regulations, and the protocols and procedures related to them, will help to ensure that public trust is well placed.

Sheriff James L. Berrong 

GENERAL

The PowerDMS System which hosts the "Electronic Directives Manual" is internet based and will be accessible to all employees on a 24-hour basis. The "Electronic Directives Manual" serves as a repository for agency written directives and provides a system for agency employees to acknowledge receipt and understanding of agency directives. In addition, the entire, updated manual is maintained by the Accreditation Manager and copies will be stored on thumb drives within each function of the Sheriff's Office.

Upon initial appointment, new employees will be provided with a unique user name, password, and receive instruction on how to access the "Electronic Directives Manual." Newly hired employees will be trained during orientation.

New directives, updates, and revisions will be incorporated into the "Electronic Directives Manual." When changes are made to agency directives, appropriate notice will be sent to all employees. The process of new or amended written directive training will be done through roll call and staff meetings in the other functions covered by these directives. Once this review has been completed, each employee will be required to electronically sign.

This manual provides employees with a readily accessible source of information relating to the human resources rules and regulations of the Sheriff's Office, and is intended to serve as a guide and framework within which human resource decisions can be made. This manual cannot; however, cover every situation that may arise in the course of an employee's career, but ample provisions for review and amendment are provided so that a framework exists that will allow employees and the Command Staff to resolve differences and to determine the proper path to resolution of any situation.

This manual is created under the authority of the Blount County Sheriff and the Blount County Sheriff's Office Merit Service Board, and is made possible through the efforts of employees who have read, revised, and agreed upon its contents. Employees should become familiar with its contents since it relates to every aspect of employment with the Sheriff's Office. Orientation and in-service training provide employees an opportunity to understand the outline of the manual and the matters included in it. Roll call training will be conducted periodically to ensure that employees are given the opportunity to understand the basics of the manual and its importance to every employee's job, and to discuss changes in the manual as they occur. It is important to understand that laws, court decisions, and changes within the organization relating to human resources, require constant monitoring, to the extent that the manual is always a work in progress. The challenge is to keep employees informed and to ensure their understanding of the basics of their employment with the Sheriff's Office.

CIVIL AND CRIMINAL LIABILITY

This manual is for internal use only, and is not intended to enlarge an employee's civil or criminal liability in any way. The directives contained within should not be construed as the creation of a higher standard of safety or care, in an evidentiary sense, with respect to third party claims. Violations of these directives, if proven, should only form the basis of a complaint by the Sheriff's Office, and then only in a non-judicial administrative setting.

REVISIONS

- A. This manual is designed to be a constant work in progress, but will be reviewed at least annually. Implementation of newly issued or revised directives will be accomplished by dissemination through the PowerDMS system. Employee acknowledgement of the newly issued or revised directive will be tracked in PowerDMS. In addition, newly issued or revised directives will be posted for 30 days in the Patrol Roll Call Room, CID, Adult, and Juvenile Detention Centers. Employees are encouraged to print and save copies of newly issued or revised directives for review and quick reference.
- B. Supervisors should verify periodically that employees within their shift, unit, or function are accessing PowerDMS for updates. Employees will receive an email as an extra notification to remind them of a revised and/or new policy that they need to review. Supervisors should review new or revised changes with employees at roll call training, weekly, and monthly staff meetings. Supervisors may also coordinate with the Training Unit and or with the Human Resources Director or designee to conduct and document such review and training as needed. Supervisors will be responsible for coordinating with an employee to make-up any missed review and or training relating to this manual to ensure compliance. Employees should notify their supervisor of any missed training or review of this manual.
- C. All revisions and or new directives will be coordinated through The Accreditation Unit. The Accreditation Unit, with the authority of the Sheriff or his designee, will have the only authority to make changes or additions to the Blount County Sheriff's Office Human Resources Rules and Regulations Manual (HR Manual).

CONSTRUCTIVE COMMENTS BY STAFF

Please notify the Accreditation Manager if any area of this manual needs correction, or if there are suggestions or comments for future revisions. Any assistance is greatly appreciated.

MISSION STATEMENT

The men and women of the Blount County Sheriff's Office are committed to the protection of life and property among the citizens of the county, and are committed to providing law enforcement, corrections, and criminal justice services through a partnership with the community that builds trust, reduces crime, creates a safe environment, and enhances the quality of life.

The **MISSION** provides a big picture perspective of “who we are, what we do, and where we are headed.” It leaves no doubt about our long-term direction and where we intend to take the Sheriff's Office. Our **VALUES** will help us chart the course to the way we serve our citizens, allowing us to achieve new levels of effectiveness and teamwork.

In accomplishing this mission, we adhere to the following **VALUES**:

Integrity

The men and women of the Blount County Sheriff's Office foster the highest performance standards, ethical conduct, and truthfulness.

Service

The men and women of the Blount County Sheriff's Office are committed to quality service and are responsive to the needs of the citizens of our community through problem solving partnerships.

Respect

The men and women of the Blount County Sheriff's Office value the dignity of every individual who lives in our community, and promise to uphold the principles found in the Constitution of the United States and the laws of the State of Tennessee.

CODE OF ETHICS

As an employee of the Blount County Sheriff's Office, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and, to respect the constitutional rights of all persons to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and, be constantly mindful of the welfare of others, honest in thought and deed in both my personal and official life. I will be exemplary in observing the laws of the land and the regulations of my agency. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept secret, unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without unnecessary force or violence, and will never accept gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to these objectives and ideals, dedicating and affirming myself to my chosen profession.

Enforcement Courtesy

Courtesy is definitely a science of the highest degree, consisting of quiet, unassuming behavior based on a sincere consideration for the feelings of others. Race, religion, gender, color, or creed, do not influence the practice of courtesy. Courtesy presupposes an attitude of desiring to please or desire to serve. One can be firm and conscientious in carrying out duties and still be courteous.

Approach

Courtesy is most frequently expressed in the initial approach to citizens or inmates. Facial expression, tone of voice, the manner in which one walks, is all considered an indication of one's attitude of mind.

To approach citizens or inmates with a scowl and a threatening gesture is to immediately antagonize. The response will be resentment and a desire to argue and "fight it out." However, a friendly, cheerful approach, not at all apologetic, but interested and pleasant, is usually far more disarming. It is the manner in which someone says or does something that discloses character, especially if that someone is an officer of the law. It is the expression given to someone's thoughts and feelings by looks, tones, and gestures rather than by deeds or words that determine judgment of an employee.

There are times when patience may become frayed after long hours of work. This does not excuse sarcasm or discourtesy. Courtesy does not preclude someone from becoming indignant or aggravated, but it does require an employee to express such indignation in a professional manner.

Every employee of the Blount County Sheriff's Office should bear in mind that an act of discourtesy or offensive conduct reflects on all employees of the agency, and tends to

destroy the public confidence we are working so hard to gain. Agency personnel should watch carefully their approach and note particularly the affect of various kinds of approaches upon different people. A uniform and badge, or being an employee of the Blount County Sheriff's Office, does not give a right to indulge in abusive oratory or display personal vindictiveness. Overbearing methods should be replaced by courtesy and politeness. An employee can be courteous to everyone without exception and still be firm and sincere in efforts to get the job done.

Courtesy is essential to any successful person. It is equally important to be courteous to the foreign-speaking, the "down and out," and the less fortunate. An employee of the Sheriff's Office to them represents this country, the law, and the attitude of the government, and can be influential in helping such people understand what is required of them, and to gain their cooperation in law enforcement efforts. Most people feel better after having handled a situation courteously than they do after being rude or abrupt. There is a feeling of pride in knowing that a person contacted goes away with a feeling of warmth and friendliness towards the employee and the Sheriff's Office, rather than feelings of resentment or indignation. There is no such thing as a small enemy.

Attitude

Attitude and conduct must be in line with the position assumed. Uniform and badge do not give anyone the right to act in an officious, sarcastic, or tough manner. An efficient employee of the Sheriff's Office does not need to be abusive to show authority, and should never let their line of associations with criminals warp their own personality and attitude toward the public that they are serving.

Causes of Discourtesy

Employees in uniform are always seen by a great many more people than they see. Curious crowds watch them. In other words, they live in a "glass house." A feeling of self-importance sometimes follows the donning of a uniform. This feeling of self-importance may make the employee take each violation of the law as a personal offense, as if offenders were purposely doing something to annoy them. Reaction, then, is one of "getting even" rather than impartial enforcement of the law.

With the strain of duty and the many responsibilities that an employee has, there may be a loss of sleep. Fatigue may make one irritable and easily upset. The employee should be on guard to see that physical condition is not an excuse for "taking it out" on the public or inmates.

An employee may not be discourteous because an individual being dealt with has been discourteous. Offenders are usually on the defensive when approached by an employee, and may open an attack with abusive language and discourteous behavior. Employees who can maintain self-control under such situations, and deal both firmly and courteously with offenders, show themselves to be superior and are far more effective. In other words, do not lower yourself to their level.

Discourtesy is sometimes due to lack of knowledge and understanding. Courtesy is something which is acquired through continuous practice, imitation, and thoughtfulness based on a sincere consideration for the feelings of others. It becomes a more intimate part of the personality and captures goodwill wherever the person possessing it goes.

Bearing

There is strength in calmness; therefore, employees should maintain composure despite trying conditions. In a time of stress and disaster, there are those who may become distracted and excited. Employees can best execute their responsibilities when they can take charge of situations with calmness and an appearance of knowing what should be done. An employee with good bearing stimulates confidence.

An attitude of blustering, cross-grained officiousness gains nothing except the ill will of those whom the employee should be serving. Cultivate the ability to meet people easily and employ tact and consideration. These attitudes will be helpful in any task that is performed.

Courtesy is built on the ability to show respect to others in both trivial and important contacts. Thus, respect is invited in return. By making a sincere effort to understand the other person's point of view, the key to understanding and good judgment is acquired in all contacts.

Americans with Disabilities Act of 1990

It is the policy of Blount County that qualified individuals with disabilities not be excluded from participation in or benefit from services, programs, or activities of the County. It is the policy of Blount County not to discriminate against a qualified individual with a disability in: job application procedures; the hiring, advancement, or termination of employment; employee compensation; job training; and other terms, conditions and privileges of employment. It is the intent of Blount County Government to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Reasonable Accommodations/Modified Job Duties

Blount County will reasonably accommodate persons with a disability. Such reasonable accommodation may include: making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations. To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the County we would be unable to make the particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please follow the procedure set forth in our EEO Grievance Procedure. We will

discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

Title VI of the Civil Rights Act of 1964

Blount County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.

Blount County Government also ensures compliance with Federal laws particularly applicable to language access included in Title VI of the Civil Rights Act of 1964, and the Title VI regulations, prohibiting discrimination based on national origin, and Executive Order 13166 issued in 2000 which applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter. Many individual federal programs, states, and localities also have provisions requiring language services for LEP individuals. An Executive Order is an order given by the President to federal agencies. The LEP Executive Order (Executive Order 13166) states that people who are LEP should have meaningful access to federally-conducted and federally-funded programs and activities.

Executive Order 13166 requires all agencies that provide federal financial assistance to issue guidance on how recipients of that assistance can take reasonable steps to provide meaningful access consistent with Title VI and the Title VI regulations.

To report any complaints or to receive additional information about Title VI, contact the Title VI Coordinator at 865-273-5780.

CODE OF CONDUCT

PURPOSE:

All employees of the Blount County Sheriff's Office are employees of a team working together with the primary objective of serving and protecting the community. Employees who fail to follow the rules and regulations governing conduct not only penalize themselves, but do a disservice to all other employees of the Sheriff's Office.

The Code of Conduct is not intended to limit the authority of the Sheriff, or any of his designates, to impose disciplinary sanctions deemed appropriate to the circumstances of personnel behavior. The following Code of Conduct is a part of the *Sheriff's Office Human Resources Policies and Procedures Manual* and any of the policies and procedures and/or standard operating procedures manuals that are in place, or will be developed in the future.

POLICY:

It will be the responsibility and duty of all supervisory personnel of the Sheriff's Office to enforce policies and procedures, the Code of Conduct, and administrative requests, and employees are expected to abide by them, and may be disciplined for violation(s) of them.

In recognition of the fact that each instance of misconduct differs from somewhat similar actions in many respects, the Sheriff retains the right to treat each occurrence on an individual basis without creating a precedent for other cases that may arise in the future. The classes of violation (which are based upon definitions presented in *Human Resources Rules and Regulations*, Chapter 5, Disciplinary Procedures) indicated in the Code of Conduct and in policies and procedures are not to be construed as a limitation upon the retained rights of the Sheriff, but as a guide. Therefore, the Sheriff, and/or his designee, may modify the recommended penalties indicated in the classes of violation, including a lesser or more severe penalty, when extenuating circumstances are found.

DEFINITIONS:

Administrative Authority - Authority delegated by the Sheriff to supervisors to monitor, advise, or report the activities of subordinate personnel.

Agency -The Blount County Sheriff's Office.

As Soon as Possible - The phrase "as soon as possible" will be construed to mean "immediately or as soon as practical."

Chain of Command - The direct line of delegated authority and communications between the Sheriff and agency personnel in descendant and ascendant procedure of rank or position within the agency.

Class of Violation - The level of punitive disciplinary action that may be taken as a result of violation of a provision of the Code of Conduct. Classes of violations are defined in Chapter 5, Disciplinary Procedures, in the *BCSO Human Resources Rules and Regulations Manual*.

Code of Conduct - Rules and regulations, organizational information, and/or code of ethics that govern conduct and specify disciplinary sanctions for violations.

Commander/Commanding Officer - Officers who hold the rank of Captain or above.

Competent Authority - One who holds a position that legally qualifies them and vests their position with the power to influence or command.

Cowardice - One who shows disgraceful fear or lack of courage.

Disorderly Fashion - Engaging in conduct offensive to the public order.

Employees - Sworn personnel of the Sheriff's Office including those certified as law enforcement personnel and corrections officers, and positions not requiring certified personnel.

General Order or Written Directive - A written document issued by the Sheriff used to present agency policy and to direct how the policy is to be implemented through methodology and/or procedures.

Indecent - An action offensive to community standards of manners or morals.

Lewd - Actions found obscene.

May/Should - "May" is permissive; "should" is advisory. "Should" is used to describe action that is in the best interest of the agency.

On Duty - On duty hours is the period of time during which personnel are actively engaged in the performance of regularly scheduled assigned duties and assignments

Personnel/Employees - All persons employed by the Blount County Sheriff's Office.

Personnel Rights - As related to the conditions of employment, the term "rights" will designate those conditions, which are specifically defined by state or federal law, or the *Sheriff's Office Human Resources Rules and Regulations*.

Plurality - The singular includes the plural and the plural includes the singular.

Policies and Procedures Manual - A book, binder, or program on the Sheriff's Office computer network containing policies, operational procedures, and job related information.

Post - A specific area or function of the Detention Center designated for purposes of facility security.

Superior – An employee of higher rank.

Supervisor - An employee who has the authority to direct and inspect the work of others.

Sworn Employee - An employee whose duties require him or her to function as a law enforcement or corrections officer.

Tense - Words used in the present tense will include the future tense.

Will/Must - The words "will" and "must" are used to indicate mandatory action.

Zone - A geographic area delineated by specific boundaries and administratively designated for purposes of patrol, investigation, or supervision.

Part 1 — Professional Conduct and Responsibility

1.00 Insubordination

Employees assigned to the various functions and sections of the Sheriff's Office are subject to the lawful supervision of all supervisory personnel and will complete their assignments within a reasonable time. The failure or deliberate refusal of any employee to obey a lawful order given by a supervisor will be termed insubordination. Flouting the authority of a supervisor by manifest disrespect or by disputing his or her orders, as well as disrespectful, mutinous, insolent, or abusive language or conduct toward a supervisor, is also insubordination. (Serious)

1.01 Conflicting or Illegal Orders

- A. A supervisor will not knowingly issue any order that is in violation of any law, rule, regulation, policy or procedure. (Serious)
- B. Employees given an otherwise proper order that is in conflict with a previous order, rule, regulation, or directive, will respectfully inform the supervisor issuing the new order of the conflicting order, and if the new supervisor does not alter or retract the conflicting order, the new order will stand. Under these circumstances, the responsibility for the conflict will be upon the supervisors involved. Employees will obey the conflicting order and will not be held responsible for disobedience to the first order, rule, regulation, or directive previously issued. (Serious)
- C. Employees will not obey any order that they know, or should know, would require them to commit any illegal or unethical act. If in doubt as to the legality of an order, employees will request the issuing supervisor to clarify the order in writing or to confer with higher authority. (Serious)

1.02 Neglect of Duty

Improper performance of, or failure to perform a required law enforcement duty, will be deemed neglect of duty. Employees will not engage in any activities or personal business that could cause them to neglect or be inattentive to duty. (Serious)

1.03 Knowledge of Laws and Regulations

Every employee will establish and maintain a working knowledge of all pertinent laws and Sheriff's Office rules, regulations, policies, and procedures. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the above. Depending on the severity of the violation committed, the Sheriff, Chief Deputy, or a Deputy Chief may classify the violation as Serious. (Minor or Serious)

1.04 Conformance to Laws

- A. Employees will obey all laws of the United States and of any state and local jurisdiction in which the deputies are present. (Serious)
- B. A conviction of the violation of any law shall be prima facie evidence of a violation of this section with the exception of minor misdemeanor violations. (Serious)

1.05 Assistance to Other Deputies

Deputies will take effective law enforcement action, and will aid and protect a fellow deputy(s) in times of danger or under circumstances where danger might reasonably be impending, except when actually incapacitated. (Serious)

1.06 Emergency Duty

Deputies off duty will report for duty promptly or in compliance with the directive given them upon the receipt of notification that an emergency situation exists. (Serious)

1.07 Reporting for Duty

Employees will report for duty at the time and place required by assignment or orders, and will be physically and mentally fit to perform their duties. They will be properly equipped and aware of information required for the proper performance of duty so that they may immediately assume their duties. (Minor)

1.08 Law Enforcement Service off Duty

Deputies, while off duty and within Blount County, will perform necessary law enforcement services whenever or wherever they are aware of a serious criminal offense or a present threat to life. When there is no urgent or immediate need for law enforcement action or service, they will call for the services of deputies on duty. (Serious)

1.09 Special Assignments - Not Exclusive Duty

Notwithstanding the fact that a deputy may be detailed to specific duties, he is not considered relieved from taking proper law enforcement action when the occasion requires it. (Example: Investigators are not excused from rendering assistance at the scene of traffic accidents.) (Minor)

1.10 Carrying Identification and Weapon Off Duty

Deputies, when off duty and in Blount County, unless impractical, may carry, or have in their immediate possession, their departmental identification and approved weapon, and will not carry firearms when the carrying of a firearm would be a violation of applicable state or

federal law including, but not limited to, *TCA 39-17-1305, 39-17-1306, 39-17-1309, 39-17-1311, 39-17-1315, and 39-17-1321.* (Minor).

1.11 Reporting Change of Address and/or Telephone Number

Employees will keep the Sheriff's Office informed of their correct address and telephone number. All employees will report any change in their residence and/or phone number to the Deputy Chief of Administration, or designee, within 24 hours after such change. Such reports of notification must be in writing. (Minor)

1.12 Possession and Use of Drugs

Employees will not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of employees by a physician or a dentist. (Serious)

When controlled substances, narcotics, or hallucinogens are prescribed, employees will report this prior to the beginning of the work shift or tour of duty. (Serious)

1.13 Use of Alcohol On Duty or in Uniform

- A. Employees will not consume intoxicating beverages while in uniform or on duty, except in the performance of duty or while acting under proper and specific orders from a supervisor. (Serious)
- B. Employees will not appear for duty or be on duty while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath. (Serious)
- C. Employees will not store or bring into any county facility or vehicle alcoholic beverages that are not held as evidence and stored in accordance with Sheriff's Office procedures. (Serious)
- D. Employees may not consume any alcoholic beverage 6 hours prior to reporting for duty, or when in an on-call status. (Serious)

1.14 Gifts, Gratuities, Bribes, or Rewards

Employees will not solicit or accept from any person, business, or organization that does business with the Sheriff's Office or could potentially do business with the Sheriff's Office any gift, (including money, gratuity, tangible or intangible personal property, loans, promises, services, or entertainment) for the benefit of the employee or the Sheriff's Office. Employees may be permitted to accept meals/food or other items of nominal value only with the permission of the Sheriff. (Serious)

1.15 Abuse of Process

Employees will not knowingly make false accusations of a criminal offense or traffic charge. (Serious)

1.16 Work Actions

Employees will not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from an employee's position, unauthorized holidays, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment. (Serious)

1.17 Use of Polygraph, Medical Examination, Photographs, and Line-ups

- A. **Polygraph Examinations:** Upon the order of the Chief Deputy, or designee, employees will submit to polygraph examinations when the examination is specifically directed and narrowly related to a particular internal investigation being conducted. When the matter being investigated is criminal in nature, an employee may be required to submit to a polygraph examination without the need for any complainant first submitting to a polygraph examination. No employee will be required to waive immunity from criminal prosecution that could in any way arise from the internal investigation and the submission to the polygraph examination. Any information that is obtained through the polygraph examination cannot and will not be used against the employee should a later criminal proceeding arise. (Serious)

- B. **Medical Examinations, Photographs, and Line-ups:** Upon the order of the Chief Deputy, or designee, employees will submit to any medical, ballistics, chemical, or other tests, photographs, or line-ups. All procedures carried out under this subsection will be specifically directed and narrowly related to a particular internal investigation being conducted by the Sheriff's Office. (Serious)

1.18 Unexcused Absence for 3 Consecutive Days

Employees absent from duty for 3 consecutive days are required to provide a return to work authorization. Failure to do so is considered an Unexcused Absence. (Serious)

1.19 Unbecoming Conduct

Employees will conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Sheriff's Office. Conduct unbecoming an employee will include that which brings the Sheriff's Office into disrepute or reflects discredit upon the employee as a member of the Sheriff's Office, or that which impairs the operation or efficiency of the Sheriff's Office or employee. (Serious)

1.20 Abuse of Leave Privileges

- A. Employees will not falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Sheriff's Office as to the condition of their health.

(Serious)

- B. Employees will not falsely deceive or attempt to deceive any official of the Sheriff's Office in any situation pertaining to military leave or bereavement leave. (Serious)

1.21 Unsatisfactory Performance

Employees will maintain a sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their duties in a manner that will maintain the highest standards of efficiency and effectiveness in carrying out the functions and objectives of the Sheriff's Office. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the deputy's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other conditions deserving police attention; or absence without leave. In addition to other indications of unsatisfactory performance, repeated infractions of rules, regulations, directives, or orders of the Sheriff's Office will indicate unsatisfactory performance. (Serious)

1.22 Abuse of Position

Employees will not lend to another person their identification cards or badges, or permit them to be photographed or reproduced without the approval of the Sheriff. Employees will not authorize the use of their names, photographs, or official title that identifies them as Sheriff's Office employees in connection with testimonials or advertisements of any commodity or commercial enterprise without the approval of the Sheriff. (Serious)

1.23 Dissemination of Information

Employees will treat the official business of the Sheriff's Office as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established procedures. Employees may remove or copy official records or reports only in accordance with established procedures. Employees will not divulge the identity of persons given confidential information except as authorized by proper authority. Confidential information includes information received in a verbal, paper, or automated manner. (Serious)

1.24 Use of Force

Deputies will not use more force in any situation than is reasonably necessary under the circumstances. Deputies will use force in accordance with law and Sheriff's Office procedures. (Serious)

1.25 Use of Weapons

Deputies will not use or handle weapons in a careless or imprudent manner. Deputies are authorized the use of firearms or weapons consistent with Sheriff's Office policy and directives. (Serious)

1.26 Abuse or Loss of Equipment

Employees will not intentionally abuse, deface, alter, or damage any Sheriff's Office equipment or property. Lost equipment will be reported to the appropriate supervisor as soon as possible. (Serious)

1.27 Unexcused Absence (Daily)

Employees will have the responsibility to produce factual evidence for an acceptable excuse for each day's absence when requested by a supervisor. Factual evidence of an acceptable excuse is required for absences of more than 3 days in a row. (Minor)

1.28 Leaving Duty Post

Employees will not leave their assigned duty posts during a tour of duty except when authorized by proper authority. (Minor)

1.29 Employment Outside the Sheriff's Office

Employees will follow established policies and procedures when engaging in off duty employment. (Minor)

1.30 Personal Appearance

- A. Employees on duty will wear official uniforms or other clothing in accordance with established policies and procedures. (Minor)
- B. Except when acting under proper and specific orders from a supervisor, employees on duty will maintain a neat, well-groomed appearance, and will style their hair in accordance with established policies and procedures. (Minor)

1.31 Political Activity

State law encourages every employee to exercise their right to vote in all elections. However, Sheriff's Office employees will not: engage in political activities while on duty; be required as a duty of office or employment, or as a condition for employment, promotion, or tenure of office, to contribute funds for political or partisan purposes; coerce or compel contributions for political action of any person; use any supplies or equipment of the county or Sheriff's Office for political or partisan elected office. (Minor)

1.32 Submitting Sheriff's Office Reports

Employees will submit all necessary reports on time and in accordance with established written directives. (Minor)

1.33 Submitting False Reports

Reports submitted by employees will be truthful and complete, and no employee will knowingly enter, or cause to be entered, inaccurate, false, or improper information. (Serious)

1.34 Processing Property and Evidence - Negligent Actions

Property or evidence that has been discovered, gathered, or received in connection with Sheriff's Office responsibilities, will be processed in accordance with established written directives. (Serious)

1.35 Processing Property and Evidence

Employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established policies and procedures. (Serious)

1.36 Use of Sheriff's Office Equipment

Employees will use Sheriff's Office equipment and property only for its intended purpose in accordance with established policies and procedures. (Minor)

1.37 Operating Vehicles

Employees will operate official vehicles in a careful and prudent manner, and will obey all lawful and Sheriff's Office orders pertaining to such operation. Loss or suspension of any driving license will be immediately reported to a Deputy Chief in writing. (Minor)

1.38 Carrying Firearms

Deputies will carry any approved firearm or weapon in accordance with all applicable federal, state, local laws, rules, regulations, policies, procedures, and POST standards. (Serious)

1.39 Arrest, Search, and Seizure

Deputies will not make any traffic stops, arrests, search, or seizure that they know, or should know, is not in accordance with law and Sheriff's Office policies and procedures. (Serious)

1.40 Court Responsibility

Deputies will follow established Sheriff's Office policies and procedures regarding court responsibility. (Minor)

1.41 Deputy Identification (For Undercover Purposes)

Deputies in uniform will not speak to, or otherwise recognize, deputies in civilian clothes unless they are spoken to first. The purpose of this section is to prevent the identification to the public of deputies who may be assigned to undercover investigations through open recognition by deputies in uniform. This does not apply to non-certified employees. (Minor)

1.42 Introduction of Weapons, Explosives, or Other Contraband Into the Adult or Juvenile Detention Centers

All employees must be aware that firearms, explosives, or other contraband in the Adult or Juvenile Detention Centers can cause great hazards to the lives of others. No employee will wear, carry, or introduce any weapon (loaded or unloaded), any explosive material, or any contraband into the Adult or Juvenile Detention Centers. Employees are also considered to be in violation of this rule if they admit non-employees, visitors, or officers from other agencies into the Adult or Juvenile Detention Centers while those persons are in possession of weapons, any explosive material, or other contraband. Any employee who introduces any package, parcel, or container into the Adult or Juvenile Detention Centers is responsible for searching the item to ensure that it is free of any dangerous contraband. This rule is not intended to prohibit the use of firearms when officers are participating in an emergency operation in the Adult or Juvenile Detention Centers. (Serious)

1.43 P.O.S.T. and T.C.I. Certification Requirements and Criteria

P.O.S.T. and T.C.I. certified personnel are required to maintain all certifications required by the Tennessee Police Officer Standards and Training Commission as outlined in *T.C.A. 38-8-10 1 and 38-8-104*, as amended, and the Tennessee Corrections Institute. Failure to maintain these certifications by certified personnel will result in termination. (Serious)

1.44 Financial Responsibility (Revised 07/26/07)

All employees shall be responsible for financial commitments made. Irresponsibility brings discredit upon the Sheriff's Office and can result in mandatory counseling. (Minor)

An employee who is involved in three (3) or more incidents of financial irresponsibility within a twelve (12) month period. (Serious)

1.45 Training Requirements

Upon receipt of all training certificates, Deputies will submit copies of training certificates to the Training Unit within two weeks of completion of all courses. (Serious)

Upon request of the Training Unit, Deputies may be requested to submit additional documentation as required by P.O.S.T. and T.C.I. Upon request of this documentation, Deputies will have five days to submit the requested documentation. (Serious)

Deputies will report to all training sessions on time and in the proper attire and will complete all assigned training courses unless excused by a Deputy Chief of their function. The Training Unit or Training Instructors will be immediately notified of the excused absence. (Serious)

1.46 Participation in Auctions or Sales sponsored by the Blount County Sheriff's Office (New Amendment, 09/04/07)

The purpose of this Code of Conduct is to prohibit Blount County Sheriff's Office employees from engaging in transactions or having financial or personal interests that conflict with their official duties or tend to impair their judgment in performing their duties. This code seeks to prevent both actual and potential conflicts of interest.

The Blount County Sheriff's Office employees, their family members, and or their representatives may not participate in auctions or sales sponsored by the Blount County Sheriff's Office during which process the disposal of property that the Sheriff's Office employees have seized, maintained, or classified as surplus has been selected for that auction or sale.

This involvement would create a potential conflict of interest and the appearance of impropriety for the Sheriff's Office employee involved in the acquisition through seizures, maintenance, disposition and disposal of the property in Sheriff's custody to bid on and purchase that property at the auction or sale. Allowing the Sheriff's Office employee to be involved in the purchase would create the justifiable impression to the public of a conflict between the employee's official duties in seizing and disposing of the property and the employee's personal and financial interests.

Employees owe a fiduciary obligation that requires them to place the Sheriffs' Office best interests above their own private interests. It prohibits employees from participating directly or indirectly in any recommendation or decision in which they, their immediate family, or a related business have a financial or personal interest. It raises a potential, if not actual, conflict of interest for the same individual to make the decision that property in the Sheriff's Office custody should be sold and then purchase that property at the auction or sale. This personal interest in the property would tend to impair the decision maker's judgment and conflict with his or her official duties in determining whether the Sheriff's Office should retain the property for its own use, destroy it, discard it, or relinquish the property through a public auction or sale.

It prohibits employees from using confidential information acquired in their official capacity to advance their own financial or personal interests. In each instance, the employees may have access to inside information about the property to be sold that is not available to other persons who attend the public auction or sale. It would create the appearance of impropriety and a potential conflict of interest for the same individual to process, handle, or seize property in his official capacity and then subsequently purchase that same piece of property for his own personal use. To protect the integrity of the process, there needs to be a total separation between the Sheriff's Office employees who make the decisions to acquire and dispose of the property and the persons who may benefit from those decisions by purchasing property at the auction or sale. (Serious)

Any violations covered in this section of the Code of Conduct will be classified as a serious violation.

1.47 Code of Ethics

An employee may be found to have violated the BCSO Code of Ethics separately or in conjunction with a violation of the Code of Conduct. (Serious)

PART 2 — PERSONAL CONDUCT

2.00 Visiting Prohibited Establishments

Employees will not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a supervisor. (Serious)

2.01 Associations

Employees will avoid any associations, dealings, and/or relations with persons whom they know are persons under criminal investigation or criminal indictment, or who have a reputation in the community or the Sheriff's Office for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where it is unavoidable because of other personal relationships of the employee. (Serious)

2.02 Ridicule or Criticism of the Sheriff's Office

Employees will not publicly criticize or ridicule the Sheriff's Office, its policies, or other employees, by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, unlawful, undermines the effectiveness of the Sheriff's Office, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. **NOTE:** This section is not to be construed as restricting in any way the guaranteed constitutional rights of any employee. (Serious)

2.03 Public Statements and Appearances

Unless done pursuant to proper authority, employees will not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondent to a newspaper or a periodical, release or divulge investigative information or any other matters of the Sheriff's Office while holding themselves out as representing the Sheriff's Office in such matters. (Serious)

2.04 Conduct – General

Employees will not conduct themselves in an immoral, indecent, lewd, or disorderly manner, or in a manner that might be construed by an observer as immoral, indecent, lewd, or disorderly. Employees will not commit acts of misconduct, neglect of duty, or conduct unbecoming an employee and a citizen, even though such conduct is not specifically set forth in this order. (Serious)

2.05 Attorney and Bail Bondsman Services

Employees will not suggest, recommend, advise, or otherwise counsel concerning the retention of an attorney or bail bondsman (by name, firm, etc.) to any person coming to their attention as a result of law enforcement business. (Minor)

2.06 Violations of Rules and Orders – Reporting

Employees will report to their immediate supervisor any violations of Sheriff's Office rules or directives they observe by any other employee of the Sheriff's Office. (The degree of severity is equal to the degree of severity of the violation that the employee fails to report)

2.07 Truthfulness

- A. When questioned by supervisors or investigators in connection with matters relating to an administrative or criminal investigation, it is the duty of employees to respond

truthfully to all questions relating to the investigation. A refusal to respond to such questioning is in itself a violation of the rules and regulations of the Sheriff's Office, and makes the member subject to disciplinary action. In any case, when an employee declines or refuses to answer proper questions relating to his or her official duties, it will be the duty of a supervisor or investigator to make a complete written report of the circumstances, together with a recommendation for appropriate disciplinary action based on the refusal of the subordinate to make a statement as directed. This will be in addition to any other charges against an offender that the circumstances may warrant. (Serious)

- B. No employee will willfully depart from the truth either in giving testimony or in making any sworn statement. (Serious)

2.08 Following the Chain of Command

Any employee of the Sheriff's office who desires an interview with members above the employee's supervisor will make a request to his or her supervisor stating briefly the reason for the request, and the supervisor will transmit the request to the person indicated for his or her approval or disapproval. This will not be construed as restricting any employee of the Sheriff's Office from requesting an interview with any member of the Sheriff's Office Command Staff. (Minor)

2.09 Respect Between Ranks

Deputies will treat those in the Sheriff's Office of a supervisory or lesser rank with the courtesy due them as fellow law enforcement officers. In referring to or addressing a supervisory officer in an official capacity, the appropriate rank (title) of the employee addressed or referred to will be used. Supervisors, in addressing employees of the Sheriff's Office below the rank of Corporal on official business will use the title "deputy." (Minor)

2.10 Recording of Communication

To prevent dissemination of confidential information and the unauthorized recording of communications between employees, no employee of the Sheriff's Office will tape or otherwise record any communication between the employee and any other employee of the Sheriff's Office unless specifically authorized by General Orders, or with the prior approval of the employee being recorded, or the Chief Deputy. (Serious)

2.11 Purchase of Lottery Tickets

Employees shall not purchase any type of lottery ticket while on duty, or in uniform, or while driving a county owned vehicle. (Minor)

2.12 Personal Web Pages / Sites

PURPOSE

The purpose of this directive is to establish guidelines concerning personal web pages and social media sites such as Facebook, Twitter, YouTube, Instagram, LinkedIn, etc. when referencing the Blount County Sheriff's Office so as not to draw negative attention to the

agency and/or the community; to restrict the release of any information concerning criminal activity, on-going investigations or prosecutions, accidents, violations of ordinances or laws, or other information to individuals outside of the agency; and to ensure that all employees and volunteers treat as confidential the official business of the Blount County Sheriff's Office.

DEFINITIONS

- A.** Social Media: a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- B.** Social Networking: using such Internet or mobile formats as Face book, Twitter, MySpace, Snap Chat, Instagram, LinkedIn, Foursquare, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
- C.** Mobile Social Networking: social networking using a mobile phone or other cellular based device.
- D.** Internet: a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange. (Princeton University).
- E.** World Wide Web: computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol. (Princeton University).
- F.** Blog: a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- G.** Blogging: to read, write or edit a shared online journal. (Princeton University). Blogging can also encompass the act of commenting—and engaging with their commenter's—on any blog, including one operated by a third party.
- H.** Post: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- I.** Posting: the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- J.** Forum: an online discussion site.
- K.** Comments: responses to a blog post, news article, social media entry or other social networking post.
- L.** Commenting: the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.

- M.** Avatar: a computer user's representation of himself/herself, or an alter ego.
- N.** Identity: an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
- O.** Handle: the name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
- P.** User Name: the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

POLICY

- A.** The Blount County Sheriff's Office recognizes that employees and Sheriff's Office volunteers have a right to have personal web pages or social networking sites. However, employees and Sheriff's Office volunteers who have personal web pages or other types of internet postings which can be accessed by the public, shall not identify themselves directly or indirectly as an employee or volunteer of the Blount County Sheriff's Office, except for the express purpose of employment biography and community oriented events that Blount County Sheriff's Office is a participant of i.e., Shop with a Cop. Additionally, employees and volunteers shall not use social media in any way so as to tarnish the reputation of the Blount County Sheriff's Office.
- B.** It is prohibited to post and/or share story links on social networks during working hours within the Blount County Sheriff's Office unless permission has been granted for investigative or public information purposes.
- C.** Employees and volunteers have the potential to be called as a witness in court proceedings related to their employment as a member of the Blount County Sheriff's Office. Credibility and character is subject to challenge and potential impeachment based upon the nature of postings on personal web pages, websites or blogs from any time, past or present.
- D.** Employees and volunteers must be cognizant of the potential adverse consequences of internet postings, which may include, but not be limited to, attacks on credibility and integrity during cross-examination in court, compromising the credibility and integrity of the Blount County Sheriff's Office as a whole, compromising ongoing investigations, possible widespread public embarrassment of the Blount County Sheriff's Office in the media, and reduced effectiveness of the Blount County Sheriff's Office as a whole.
- E.** Conduct both on and off duty is subject to the rules and regulations of this agency. Any activity that brings discredit to the Blount County Sheriff's Office and of an employee's status as a member of this department is prohibited.

- F. Personal opinions must be designated as such, and must not appear to be representing Blount County Sheriff's Office policy or position.
- G. Any item, object, or material that could be used or misconstrued as official Blount County Sheriff's Office sanctioned property shall not be used or depicted on any personal web page, website or blog without the express written permission of the appropriate Deputy Chief.
 - 1. These items, objects, or materials include, but are not limited to:
photographs, images, reproductions or other depictions of agency uniforms, badges, patches, equipment, weapons, marked or unmarked units, reports, evidence, crime or crash scenes, etc.
- H. All employees and volunteers must promptly report any information they may have concerning any violation of this policy.
- I. Any online actions taken that detract from the mission of the Blount County Sheriff's Office, or reflect negatively on your position as a Deputy Sheriff or representative of the department, will be viewed as a direct violation of this policy.
- J. Unless serving as an explicitly permitted tool of public information or community outreach no employee shall use their rank and/or title in any social media or social networking activity, including inclusion of said rank and/or title into the officer's online identity or avatar.
- K. An employee shall disclose his/her username and password to social media accounts when requested by a supervisor or Internal Affairs conducting an investigation into a complaint of bias, prejudice, or wrongdoing by the employee and there is just cause to believe evidence may be contained within the account. The account will be open for inspection, including any private areas or messages, by the investigator or supervisor.
- L. All official releases of information to the public via social networking will be done by the Public Information Officer or designee, on the Blount County Sheriff's Office Facebook page or another designated social media official site of the Blount County Sheriff's Office.

PROCEDURES FOR USE OF SOCIAL NETWORKS

APPROVAL PROCESS:

- A. An employee seeking approval to use any item, object, or material described above on a personal webpage, website or blog shall:
 - 1. Submit a written request for approval to the appropriate Deputy Chief via Chain of Command.
 - 2. Describe the proposed reference to the agency and purpose.
 - 3. Provide a list of all items to be used on the webpage, website or blog.
 - 4. Provide a printed layout of the proposed depiction of the item or items that is the subject of the request.

B. The appropriate Deputy Chief will approve or deny the request based upon its compliance with existing agency policy or General Order.

C. Any change, however small, in the use of any item previously approved by the appropriate Deputy Chief for use on a personal webpage, website or blog requires resubmission of the content for approval as provided in subsection A.

Violation of any part of this policy will be classified as a Serious Violation

PART 3 — CONDUCT TOWARD THE PUBLIC

3.00 Courtesy

- A. Employees of the Sheriff's Office will be courteous and orderly in their dealings with the public and other members of the Sheriff's Office, and will be attentive to and take suitable action on reports and complaints by a private person, except when circumstances make it necessary for them to report the matter, or refer the complainant to a more suitable employee or other agency. Employees will fulfill proper requests for information or assistance, or they will aid the person in otherwise obtaining the requested information or assistance. (Minor)
- B. Employees will be orderly and attentive, and will exercise patience and discretion in the performance of their duties. They will avoid an abrupt manner in answering questions, and will maintain an even temper in spite of provocation, remaining cool and collected at all times. Employees will refrain from harsh, violent, coarse, profane, sarcastic, or insolent language. When requested to do so, they will give their name and badge number in a respectful, courteous manner. (Minor)
- C. Discrimination against any member of the public or other members of the Sheriff's Office because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. (Serious)

3.01 Responding to Calls

Employees will respond without delay to all calls for law enforcement assistance from citizens. Emergency calls take precedence, but all calls will be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer promptly a call for law enforcement assistance, without justification, constitutes misconduct on the part of the employee(s) involved. (Serious)

3.02 Telephone Procedures

When an employee of the Sheriff's Office is called on the telephone, the employee will respond promptly by giving the command to which the member is attached, the employee's rank (title), and the employee's surname. (Minor)

3.03 Discussion of Controversial Subjects

Employees will avoid public discussions on racial, religious, political, or other controversial subjects while on duty. They will refrain from the public discussion of the merits of any law or ordinance. (Minor)

PART 4 — CONDUCT IN ARRESTING AND PROCESSING LAW VIOLATORS

4.00 Identification Before Taking Police Action

Except when impractical or unfeasible, or where the identity is obvious, deputies will identify themselves by displaying their badge or identification before taking law enforcement action. (Minor)

4.01 Field Interviews

Persons encountered under suspicious circumstances should be stopped and questioned, but not detained against their will unless the Deputy feels there is reasonable suspicion that authorizes the brief detention. When / if the Deputy develops probable cause then the Deputy may affect an arrest. (Minor)

4.02 Probable Cause - Arrest

When a deputy has probable cause to believe that a crime has been committed, and probable cause to believe that an individual is guilty of that crime, the individual(s) will be questioned, if appropriate, and if circumstances warrant, they will be taken into custody. (Serious)

4.03 Traffic Stops - Notification to Communications Center

Whenever a deputy stops a vehicle for a traffic violation or a vehicle check, the deputy will notify the Communications Center of the location, the make, year, and color of the vehicle stopped, and the license number, including state. The Communications Center will answer, giving the time and an acknowledgment of the call. If the deputy making the stop does not go back in service within 3-5 minutes, the Communications Center will contact the deputy by radio to ascertain the status of the situation. If radio contact is not established, the Communications Center will immediately send a backup and a supervisor. (Minor)

4.04 Treatment of Prisoners

Prisoners and suspects will be treated in a fair and humane manner. They will not be humiliated, ridiculed, taunted, or embarrassed. Employees will make written reports to their supervisor of any form of resistance. Copies of these reports will be forwarded to the Chief Deputy and the Internal Affairs Investigator. (Serious)

4.05 Advising Persons of the Reason for Arrest

At the time of an arrest, the person arrested has a right to know the reason for such arrest and the deputy's authority; therefore the deputy will honor this right. (Minor)

4.06 Arrest, Transportation, and Detention of Prisoners

In the arrest, transportation, and detention of prisoners, a deputy will take precautions to prevent an escape, injury to him or herself or others, injury to the prisoner, and the damage to property. When making an arrest, a deputy will search the prisoner carefully and immediately take possession of all weapons and related evidence. (Serious)

4.07 Conduct During Interrogations

Deputies will not conduct their interrogation of suspects in a manner that would tend to compel a confession. They will not use the threat of physical force or violence, nor will they make any promise of immunity, probation, or lesser degree of prosecution, or hold any other inducement up to an individual for the purpose of obtaining a confession. (Serious)

4.08 Personal Property of Arrested Individuals

An arresting deputy will be responsible for the security of the personal property in the possession of an arrested person under his or her control at the time of arrest until such time as said property can be released to proper authority such as another transporting deputy, wrecker companies, supervisors, or Adult or Juvenile Detention Center personnel. As required, property receipts will be used. (Minor)

4.09 Examination of Prisoners - Medical

Each prisoner in lawful custody will be examined as soon as possible, and if the prisoner has any bruises, cuts, or other injuries requiring medical attention, will be delivered to the appropriate hospital emergency room. (Minor)

4.10 Unconscious Persons – Procedure

When an individual is unconscious from any cause, the deputy in charge will immediately endeavor to restore consciousness to the subject, and request medical transport to the appropriate hospital. (Serious)

4.11 Searches of Persons in Custody

Persons who are in custody or under the care of the Sheriff's Office will not be searched by deputies of the opposite sex unless the situation requires the immediate need for a search to protect the safety of the deputy or other deputies and/or the public. (Serious)

PART 5 — VIOLATIONS OF SHERIFF'S OFFICE COMPUTER OPERATIONS

5.01 Misuse of Computers, Computer Files, and Computer Mail

Employees who knowingly, directly, or indirectly access, cause to be accessed, or attempt to access any computer software or program, data, hardware, system, network, or any part thereof for the purpose of obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises will be found in violation of Tennessee law (*TCA 39-14-602*) regarding misuse of computer information. (Serious)

5.02 Entry of Unauthorized Software

Personnel will enter no software without authorization of the Director of Technology, or designated representative. Unauthorized software includes all software not required for job related duties. (Serious)

5.03 Loading and/or Downloading Unauthorized Information (Violation of Confidentiality)

The nature of the information used by the Sheriff's Office requires strict confidentiality. Any personnel loading or downloading unauthorized information is a violation of confidentiality. (Serious)

5.04 Allowing Unauthorized Person(s) to Use Their Password

All personnel will be responsible for ensuring confidentiality of his/her private password. (Serious)

5.05 Allowing Unauthorized Person(s) to Make Entry into the Computer System

Due to the confidential nature of Sheriff's Office records and data, personnel will never allow an unauthorized person(s) to make entry into the system. (Serious)

5.06 Failure to Notify a Supervisor of Equipment Damage, Theft, or Knowledge, or Belief of Unauthorized Access, or Attempted Access

It is an employee's responsibility to ensure equipment under their control is secure and operational. Upon the discovery of equipment damage or theft, it is an employee's responsibility to report such information immediately to their supervisor. If an employee has knowledge or belief that unauthorized access or attempted access has occurred, it is to be reported immediately. (Serious)

5.07 Using Computer Resources to Create, Store, Transmit, or Copy Information that is Obscene, Threatening, or Harassing

Personnel are not to use computer resources to create, store, transmit, or copy information that is obscene, threatening, or harassing, except during investigative activities, and then only in accordance with related policies and procedures. (Serious)

5.08 Knowingly Accessing Internet Sites that are Obscene or Pornographic in Nature, and to Print or Download Such Data

It is specifically forbidden to knowingly access Internet sites that are obscene or pornographic in nature and to print or download such material. This does not preclude the research of such material for investigative purposes by designated personnel in accordance with relative policies and procedures. (Serious)

PART 6 — OTHER VIOLATIONS

6.00 Other Violations

Violation of any General Order, policy, or any order not covered in the Code of Conduct will be classified by degree of severity as a minor violation. However, aggravating

circumstances involved in an act, or omission to act, may necessitate a more severe disciplinary action.

**CODE OF CONDUCT INDEX
(Listed by Severity)**

SERIOUS VIOLATIONS

Abuse of Leave Privileges	1.20
Abuse of Position	1.22
Abuse of Process	1.15
Abuse or Loss of Equipment	1.26
Allowing Unauthorized Person(s) to Make Entry in to the Computer System	5.05
Allowing Unauthorized Person(s) to Use Their Password	5.04
Arrest, Search, and Seizure	1.39
Arrest, Transportation, and Detention of Prisoners	4.06
Assistance to Other Deputies	1.05
Code of Ethics	1.47
Associations	2.01
Conduct – General	2.04
Conduct of Interrogations	4.07
Conflicting or Illegal Orders	1.01
Conformance to Laws	1.04
Courtesy	3.00 (C)
Dissemination of Information	1.23
Entry of Unauthorized Software	5.02
Emergency Duty	1.06
Failure to Notify a Supervisor of Equipment Damage, Theft, or Knowledge, or Belief of Unauthorized Access, or Attempted Access	5.06
Financial Responsibility	1.44
Gifts, Gratuities, Bribes, or Rewards	1.14

Introduction of Weapons, Explosives, or Other Contraband In to the Adult or Juvenile Detention Centers	1.42
Insubordination	1.00
Misuse of Computers, Computer Files, and Computer Mail	5.01
Neglect of Duty	1.02
Law Enforcement Services Off Duty	1.08
Loading and/or Downloading Unauthorized Information (Violation of Confidentiality)	5.03
Other Violations	5.00
Personal Web Pages / Sites	2.12
Possession and Use of Drugs	1.12
P.O.S.T. and T.C.I. Certification Requirements and Criteria	1.43
Probable Cause – Arrest	4.02
Processing Property and Evidence – Negligent Actions	1.34
Processing Property and Evidence	1.35
Public Statements and Appearances	2.03
Recording Communications	2.10
Responding to Calls	3.01
Ridicule or Criticism of the Sheriff's Office	2.02
Searches of Persons in Custody	4.11
Submitting False Reports	1.33
Treatment of Prisoners	4.04
Training Requirements	1.45
Truthfulness	2.07
Unbecoming Conduct	1.19
Unconscious Person – Procedure	4.10
Unexcused Absence for 3 Consecutive Days	1.18
Unsatisfactory Performance	1.21
Use of Alcohol on Duty or In Uniform	1.13

Use of Force	1.24
Use of Polygraph, Medical Examination, Photographs, and Line-ups	1.17
Use of Weapons	1.25
Using Computer Resources	5.07
Violations of Rules or Orders	2.06
Visiting Prohibited Establishments	2.00
Work Actions	1.16
Participation in Auctions or Sales sponsored by the Blount County Sheriff's Office	1.46

MINOR VIOLATIONS

SECTION

Advising Persons of Reasons for Arrest	4.05
Attorney and Bail Bondsmen Services	2.05
Carrying Firearms	1.38
Carrying Badge and Weapon Off Duty	1.10
Court Responsibility	1.41
Courtesy	3.00
Deputy Identification (For Undercover Purposes)	1.42
Discussion of Controversial Subjects	3.03
Employment Outside the Sheriff's Office	1.29
Examination of Prisoners – Medical	4.09
Field Interviews	4.01
Financial Responsibility	1.44
Following Chain of Command	2.08
Identification Before Taking Law Enforcement Action	4.00
Knowledge of Laws and Regulations	1.03
Leaving Duty Post	1.28
Operating Vehicles	1.37

Other Violations	5.00
Personal Appearance	1.30
Personal Property of Arrested Persons	4.08
Political Activity	1.31
Reporting Change of Telephone Number and/or Address	1.11
Reporting for Duty	1.07
Respect Between Ranks	2.09
Special Assignments – Not Exclusive Duties	1.09
Submitting Sheriff's Office Reports	1.32
Telephone Procedures	3.02
Traffic Stops – Notification to Communications Center	1.27
Unexcused Absences (Daily)	
Use of Sheriff's Office Equipment	1.36
Violations of Rules or Orders – Reporting	2.06



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.01



<i>Written Directive Subject:</i> <i>Terms and Definitions</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.01 Terms and Definitions

Accident: An unplanned event in which damage or injury is sustained to equipment or employees.

Administrative Leave: Leave approved with pay by the Sheriff, or his designee, and not covered by any other leave provisions.

Applicant: An individual who indicates a specific interest in a current job vacancy or a type of work for which the Blount County Sheriff's Office hires, and who provides all essential information on a Blount County Sheriff's Office Employment Application Form.

Appointing Authority: The Sheriff is the appointing authority. He may delegate this authority to the Chief Deputy who may then further delegate this authority to a Deputy Chief.

Authorized Absence: An absence approved by the employee's supervisor after proper notification is given to the supervisor of the reason for the absence and estimated length of absence (see 3.01).

Authorized Position: A position listed in the Manning Table as approved by the Merit Service Board and adopted by the County Commission.

Benefits: A part of compensation made available to eligible employees presented in a Benefits Handbook made available by Blount County Government.

Classification: A group of jobs or positions sufficiently similar in duties performed, degree of supervision exercised or required, minimum requirements of education, experience or skill, and such other characteristics that the same or similar classes, the same or similar tests of fitness, and the same schedule of compensation may be applied.

Class Specification: A document which defines the general character and scope of the duties and responsibilities of positions in a class that is supplemented by examples of work, enumerates knowledge, skills, abilities and other requirements for successful performance of the work, and states minimum experience and education requirements.

Close Family Member: An employee's parents, grandparents, grandchildren, spouse, children, brothers, and sisters; or, the spouse's parents, grandparents, children, grandchildren, brothers, sisters (including step and half-relatives); or, a person who is legally acting in one of the preceding capacities; or, another relative living in the employee's household.

Compensation: Payment made for services rendered that may include pay and/or benefits that are established with the approval of the Sheriff or his designee.

Complement: The authorized list of positions approved by the Merit Service Board as presented by a petition submitted by the Sheriff and maintained by the Deputy Chief of Administration.

Conditionally Probationary Employee: An employee who is notified in writing that improvements must be made in certain areas of job performance within a specified period of time; or, an employee who receives discipline which may include suspension or demotion; or, an employee who is transferred to another position, whether voluntary or involuntary. Current employees who move from one position to another by way of promotion, demotion, or transfer are also required to complete a 12-month conditional probationary period. Conditional employees have no right to an expectation of continued employment in that position.

Contractual Employment: See Independent Contractor.

Demotion: Transfer from one class of position to another of a lower pay grade in which the employee meets the minimum qualification standards. Demotion may be disciplinary or non-disciplinary and carries with it a reduction in pay.

Discharge: See Dismissal.

Discipline: A process of imposing sanctions designed to develop an employee through positive and constructive methods as well as punitive methods. Discipline involves positive reward, remedial training, and counseling, with a commitment to the *Code of Ethics and Conduct Manual* (see Chapter 5, Disciplinary Procedures).

Dismissal: An involuntary termination of an individual's employment with the Sheriff's Office that is accomplished through procedures presented in Chapter 5, Disciplinary Procedures.

Eligible Employee: An employee who meets specific requirements enabling him or her to earn specified compensation and benefits.

Employee: An individual who is employed by the Blount County Sheriff's Office.

Employment: Placement in a vacant position using recruitment processes approved by the Sheriff and administered by the Deputy Chief of Administration, or designee.

Employment Date: Date a new employee reports to work.

Equal Employment Opportunity Plan: A statement and plan of action whereby the Blount County Sheriff's Office maintains nondiscrimination in recruitment, selection, hiring, pay, promotion, or any other personnel action affecting any of its employees (see Appendix 1 for details).

Exempt (FLSA): Employees exempt from overtime pursuant to the Fair Labor Standards Act (FLSA) (see Section 2.02, Overtime).

Exempt (Merit Service Board Legislation): Employees defined by the Merit Services Board legislation (Chapter 332 of the Private Acts of 1972 – see Appendix 2) as exempt from these rules and regulations including the Sheriff, Chief Deputy, and the Sheriff's Secretary except when the Secretary is a sworn Deputy Sheriff. (Revised by Merit Service Board 9/21/04)

Flextime: Time off during a 14-day work period in recognition of time spent in training not related to in-service, participating in community meetings and instructing, or other duties required by the Sheriff's Office, in order to eliminate, as much as possible, exposure to overtime.

Immediate Family: (See definition for Close Family Member)

Independent Contractor: A person retained under contract for a specified amount of time at a fixed rate of pay to perform a specific function and who is not covered by any benefits.

Job Description: A detailed written description of the duties, operations, methods, working conditions, equipment and/or material used, line of authority, and other essential facts about a particular job or position.

Leave Accrual Date: The date that determines the rate of annual leave accrual that is computed from the employment date (minus any time in a non-paid status). Part-time employees working less than 30 hours per pay period are not entitled to accumulate or use leave (see 3.02).

Nonexempt: Employees defined by the FLSA and designated by the Deputy Chief of Administration who are eligible to receive compensation at a rate of time and one-half for any hours actually worked in excess of the hours specified by the Sheriff (see 2.02).

Overtime: Time worked by employees who work over their scheduled hours for a work day (10 hours for patrol deputies and 8 hours for all other certified employees) for which they are paid time-and-one-half .

Non-Probationary Employee: Persons employed against an authorized position and have successfully completed their initial probationary period.

Part-Time Employee: Persons employed to regularly work less than 30 hours weekly.

Pay Day: Pay days are bi-weekly and based upon a 14 day period.

Pay Plan: A plan that includes skill levels and steps used in compensation. Classified positions in the Sheriff's Office are assigned to a skill level based on a class description developed from a job analysis that is conducted periodically. Each skill level has 19 pay steps that represent experience and/or longevity in the position. (See 2.01)

Performance Evaluation Date: (See Semi-Annual Performance Evaluation date)

Personnel File: The official central file for each employee containing information pertaining to employment in the Sheriff's Office maintained by the Office Manager (see 1.10).

Probation: Employees are required to satisfactorily complete a 12-month probation during which time an employee has no right to continued employment, and may be terminated at any time without cause and without any recourse (see also Conditional Probationary Employee). At the discretion of the Sheriff, a probation period may be extended.

Promotion: Transfer from one class of position to another of a higher pay grade in which the employee meets the minimum qualification standards, and which carries with it an increase in pay. The term promotion will not include movement within an approved career development program (see 1.07).

Promotion Probation: A promoted employee will serve a 12-month conditional probation. If an employee fails to meet the higher expectations of the new position, he/she may be returned to their previous position at their former rate of pay, or the Sheriff may extend the probation period.

Reclassification: The change of a position from one classification to another.

Re-employment: Occurs when an employee who voluntarily terminates is subsequently employed again by the Blount County Sheriff's Office. When a former employee returns within 6 months from the effective date of an authorized leave of absence it is considered a *reinstatement*. If an employee who returns has been gone longer than 1 year from the effective date of their termination, the re-employment process is the same as for a new employee (see 1.06).

Resignation: An employee's voluntary termination of employment.

Salary Range: A range of pay associated with a pay grade that includes a minimum rate and a maximum rate of pay (see 2.01).

Seasonal Employee: A full time or part time employee hired for a specific period of time, program, or project of a defined duration for a period less than 6 months in any 12-month period.

Secondary Employment: Employment in any capacity (within or outside of the Sheriff's Office) other than the employee's primary job. (See 6.02)

Semi-Annual Performance Evaluation Date: Performance evaluation dates are the same for all non-probationary employees (January and July). A special evaluation date may be assigned if a supervisor and/or function head wishes to evaluate or re-evaluate an employee's performance at a time other than (but not in lieu of) the scheduled semi-annual performance evaluation date (see Chapter 4, Performance Management).

Separation: The cessation of employment by an employee's action or by action of the Sheriff's Office for any reason (see 1.09).

Separation Date: The last day an employee is physically on the job. The Blount County Sheriff's Office will not be held liable for matters affecting an employee following his or her physical absence from the job due to separation. It is not ideal to delay the effective date by the full or partial amount of annual or compensatory leave earned and unused by the separated employee, therefore pay for annual or compensatory leave balances to eligible employees will be paid on a lump sum basis. (Delaying the effective date must be approved by the Deputy Chief of Administration.) If an employee is on approved sick or workers' compensation leave when separated, the effective date may be the actual date of separation notice as given by the employee and not the last day physically on the job. When the effective separation date immediately precedes a holiday, the employee will not be paid for the holiday since he or she is no longer an employee. The Deputy Chief of Administration will determine all official separation dates.

Service Date: The date from which service time is calculated for purposes of service awards. Length of service is not reduced by any approved leave of absence and includes any temporary or part time employment immediately prior to full time employment in an authorized position as defined in this section.

Supervisor: An employee who has the responsibility for directing and evaluating the work of other employees, including but not limited to: scheduling work, recommending or taking disciplinary action, providing on-the-job training, approving leave requests, and/or recommending hiring or dismissal.

Suspension: A disciplinary action that results in loss of pay and may also result in loss of benefits depending on the length of a suspension.

Temporary Employee: A full time or part time employee hired for a designated time period not to exceed 60 days and who is not covered by benefits. Temporary employment must be approved by the Chief Deputy and may be extended beyond 60 days by the Chief Deputy.

Transfer: The movement of an employee for any reason from one position to another in the same or different pay grade. This movement may require a conditional probationary period.

Volunteer: An individual who provides services to the Blount County Sheriff's Office without compensation.

Wage Adjustment: A change in the rates assigned to a pay grade contingent on approval of the County Commission.

Workday: A regularly scheduled duty day for an employee. Each function will have varying workdays in each 24-hour period based on job duties and responsibilities.

Workweek: A regularly scheduled 40-hour week, generally five 8-hour days or four 10- hour days as specified in these rules or by the Sheriff.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.02



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Merit Service Board</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
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<i>By order of: Sheriff James L. Berrong</i>	

1.02 Merit Service Board

The Board consists of 5 members selected by the County Commission to administer the provisions of the merit system as established by the Legislature in Chapter 332, Private Acts of 1972. The term of Board members is 3 years on a staggered basis, and a Board member must be at least 21 years old, a United States citizen, and a resident of Blount County. The Board selects one of its members as Chairman. The Sheriff appoints someone to administer the provisions of the Merit Service Board Rules and Regulations and to serve as secretary to the Board.

- A. **Place of Meetings:** The Board will meet at such places as is designated by the Chairman or the Board members calling the meeting.
- B. **Quorum:** A quorum for the transaction of business of the Board will be a majority of the membership of the Board.
- C. **Minutes of Meetings:** Minutes are informally kept of all meetings, but will be reduced to writing by the secretary.
- D. **Voting:** The votes necessary to pass any motion (except a motion to adjourn) will be a majority of the entire membership of the Board.
- E. **Rules and Regulations:** The Board will adopt and amend rules and regulations to implement the enabling legislation.
- F. **Open Meetings:** All meetings of the Board must be open to the public.
- G. **Investigative Power:**
 1. The Board, when conducting any investigations or hearings authorized by these rules and regulations, has the power to administer oaths, take

depositions, issue subpoenas, compel the attendance of witnesses, and to compel the production of books, accounts, papers, records, documents, and testimony.

2. In case of the disobedience of any person to comply with the orders of the Board, or of a subpoena issued by the Board or any of its members, or on the refusal of a witness to testify on any matter on which he or she may be lawfully interrogated, the judge in any court of record within Blount County, on application of any member of the Board, may compel obedience by proceedings as for contempt. The Sheriff or his legal deputy will serve such subpoenas as issued by the Board.

H. Record of Testimony: In the interest of economy, arrangements for the production of a record of testimony at a hearing of any appeal of a personnel action will be a matter of negotiation between the Board and the appellant. No appellant, however, may be denied the right to make a written or transcribable record if demanded. An electronic record of good fidelity will be deemed as sufficient to meet this requirement.

I. Assistance of the Sheriff: In preparation for a hearing, or the investigation of personnel matters, the Board may demand the assistance of the Sheriff.

J. Adoption of Rules and Regulations

The Blount County Sheriff's Human Resources Rules and Regulations as set forth in this manual supersede all previous rules and regulations and, having been originally adopted by the Merit Service Board of the Blount County Sheriff's Office (as established by Chapter 332 of the Private Acts of the 1972 General Assembly of the State of Tennessee), and the Sheriff, serve as the base for the human resources rules and regulations governing all Blount County Sheriff's Office employees except for those specifically excepted.

K. Purpose of Rules and Regulations

1. To provide common terms and definitions for human resources administration.
2. To provide equitable conditions of employment for employees of the Blount County Sheriff's Office.
3. To establish and maintain uniform standards of human resources administration.
4. To aid supervisors in dealing with their personnel in a fair and responsible manner.

L. Scope of Application of Rules and Regulations

These rules apply to all functions, positions, and employees of the Blount County Sheriff's Office. Wherever the terms "he", "his", or "him" are used, they are meant in a general sense, and are not intended and should not be interpreted to exclude the feminine gender.

M. Amendment of Rules and Regulations

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Chapter 1
(Reviewed 01/30/2020, 03/01/2022, Approved by County Commission 05/21/2020)

The Merit Service Board may change these rules and regulations may upon recommendation of the Sheriff, or his designee, as provided by the implementing legislation. The Sheriff has appointed the Public Information Officer as the designee for taking minutes and the Deputy Chief of Administration as the Secretary to the Merit Service Board. The Chief Deputy may serve as the stand in for the Sheriff as it relates to matters before the Board.

N. Compliance

Function Chiefs and supervisors will take necessary and prompt action to ensure compliance with these rules and regulations within their respective functions and sections.

O. Availability of Rules and Regulations

The PowerDMS System which hosts the "Electronic Directives Manual" is internet based and will be accessible to all employees on a 24-hour basis. The "Electronic Directives Manual" serves as a repository for agency written directives and provides a system for agency employees to acknowledge receipt and understanding of agency directives. In addition, the entire, updated manual is maintained by the Accreditation Manager and copies will be stored on thumb drives within each function of the Sheriff's Office.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.03



<i>Written Directive Subject:</i> <i>Human Resources Officer</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.03 Human Resources Officer

The Deputy Chief of Administration is the Human Resources Officer for the Blount County Sheriff's Office, and is responsible for directing the administration of the *Human Resources Rules and Regulations Manual*. He may delegate to the Blount County Human Resources Director, or other designee, such of his duties deemed appropriate in connection with the administration of these rules and regulations.

A. Mission of the Human Resources Function

To enhance the quality of life for Sheriff's Office employees by providing quality, uniform human resources services to meet their continually changing needs.

B. Responsibilities of the Human Resources Director

The Human Resources Officer, or designee, reports directly to the Chief Deputy and the Sheriff, being their representative charged with administering and interpreting the *Human Resources Rules and Regulations Manual*, and all other human resources responsibilities including, but not limited to:

1. Interpretation and application of these rules and regulations that provide orderliness, fairness, and equity among all employees in the Blount County Sheriff's Office.
2. Advising the Chief Deputy and the Sheriff on matters concerning human resources administration and, from time to time, recommending to the Chief Deputy, the Sheriff, and the Merit Service Board, such amendments to these rules and regulations deemed appropriate.
3. Maintaining all centralized records and files relating to Sheriff's Office employees and positions, coordinating as necessary matters relating to federal and state legal requirements such as equal employment, age discrimination, etc.

4. With the Merit Service Board, ensuring that the administration of the human resources function is accomplished through sound merit system standards, and in compliance with all state and federal laws. The Deputy Chief of Administration, or designee, will review this Manual with the Merit Service Board and the Command Staff at least annually.
 5. Coordinating recruitment, selection, classification, pay, benefits, training, career development, personnel transactions, employee health and wellness services, equal employment opportunity, personnel records maintenance, employee communications, employee relations, policy interpretation, legislative review of personnel matters, and other functions of human resources administration in consultation with the Sheriff, Command Staff, and the Merit Service Board.
- C.** In addition to the duties described herein, the Human Resources Officer, or designee, will perform such other human resources duties and responsibilities as the Chief Deputy and/or Sheriff may assign.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.04



<i>Written Directive Subject:</i> <p style="text-align: center;">Job Analysis Plan</p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">21.1.1, 21.2.1, 21.2.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 04/07/2022 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

1.04 Job Analysis/Classification Plan

Job Analysis

1. **At least every 4 years, each member of the Sheriff's Office will participate in a job analysis process that will include completion of a job analysis questionnaire.**

2. Upon completion of job analysis questionnaires, the Accreditation Manager, with assistance from the Command Staff, will analyze them, compare each to previous job and classification descriptions to determine whether significant changes have occurred, and propose changes to job and classification descriptions as required. This will ensure that all job descriptions are current. Job analysis will consist of review of the following:
 - a. Work behaviors as they relate to an employee's duties, responsibilities, functions, tasks, etc.

 - b. The frequency with which the identified work behaviors occur.

 - c. How important the work behaviors are.

 - d. Identification of the job-related knowledge, skills, and abilities related to work behaviors.

 - e. Proposed changes to job and classification descriptions will be reviewed by employees, their supervisors, and by the Chief Deputy prior to presentation to the Sheriff.

 - f. The Chief Deputy will present recommended changes to the Sheriff who will have final approval over changes and then made available to all employees.

Classification Plan

1. The Classification Plan provides for the grouping of positions into classes based on factors determined by the Merit Service Board, or designee. The plan consists of written specifications of the classes of positions with their titles and rules guiding the allocation of each position to its appropriate classifications, and serves as the basis for the development of the Salary Plan as presented in Section 2.01.

a. Amendment to the Classification Plan

The Deputy Chief of Administration, after review and approval by the Chief Deputy and the Sheriff, may amend the Classification Plan.

b. Class Specifications

Each class specification describes the essential nature of the work, characteristics of positions of the class (with examples), a statement of minimum qualifications and those knowledge, skills, and abilities necessary to perform the duties assigned, and supervisory responsibilities if any. Class specifications are considered descriptive rather than restrictive and do not limit the authority of a function captain or supervisor to direct, control, or evaluate the work of any employee.

c. Class Title

The class title is the official title of the position wherever such position is designated in any payroll, budget estimate, or other official records or reports. Class titles are assigned by the Deputy Chief of Administration after consultation with the Sheriff and Chief Deputy, and based on the allocation of positions approved by the Merit Service Board.

d. Maintenance of the Sheriff's Office Classification Plan

- a. The Classification Plan is the repository for critical information concerning positions in the Sheriff's Office, and is made available to the command staff, supervisors, and any interested employees. Copies of the Classification Plan are available in the offices of the Deputy Chief of Administration, the Accreditation Manager, the Chief Deputy, the Deputy Chiefs, and all captains. After consultation with the command staff, the Deputy Chief of Administration will prepare recommendations for the Chief Deputy regarding changes or additions to the Sheriff's Office Classification Plan caused by changes in operations, such as additional duties for existing positions, additional positions caused by changes in operational responsibilities, or any matter which in some way changes the duties, responsibilities, knowledge, skills, or abilities requirements of any position.
- b. The Accreditation Manager will prepare required changes in the job and/or classification descriptions as required, ensuring that all incumbents and supervisory personnel have an opportunity to review and revise changes prior to submission to the Chief Deputy for review.
- c. Upon review, the Chief Deputy will forward recommended changes to the Sheriff for approval.

- d. Copies of current classification descriptions are included in Appendix 3.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.05



<i>Written Directive Subject:</i> <i>Allocation and Distribution of Personnel</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 21.2.3, 21.2.4	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 04/07/2022 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.05 Allocation and Distribution of Personnel

A. Table of Authorization

The Table of Authorization (Appendix 4) is a listing of all permanent positions approved by the County Commission and the Merit Service Board. The Deputy Chief of Administration, or designee, will maintain the official record of all positions (Table of Authorization) that have been established under the provisions of these Rules and Regulations.

B. Workload Assessments

Workload assessments will be conducted at least, every four years by the Deputy Chief of Administration, or designee, prior to the budget process, and will be submitted to the Sheriff for budgeting purposes with conclusions and recommendations of the workload assessment for distribution/allocation of personnel. In preparing the workload assessment, consideration will be given to the following:

1. Outstanding programs and projects that impact on manpower allocation.
2. Current job task analysis.
3. The allocation chart as authorized by the Merit Service Board and the County Commission.
4. An analysis of the incidents/tasks handled by deputies based on hour of the day and day of the week
5. Average time required to handle incidents/tasks.
6. Time lost through days off, holidays, mandatory training, and other leave such sick, military, etc.
7. Allocation of deputies to Patrol will be based on a workload assessment that includes the following:

- a. Number of incidents handled by patrol personnel during a specified period.
- b. Average time required to handle an incident at the patrol level.
- c. Calculation of the average percentage of time that should be available to a patrol deputy for handling incidents during a shift.

C. Distribution of Personnel

1. Employees allocated to each organizational component will be distributed in a manner consistent with the workload assessments, and will take into account the time and location factors necessary to complete specific tasks, and will encourage the equalization of individual workloads.
2. Patrol deputies will be distributed in accordance with time factors and the geographic distribution of incidents to equalize individual workloads as much as possible. Information such as the hour of the day, day of the week, and reporting area may be compiled from monthly statistical reports generated by the Crime Analyst and Records.
3. A monthly report of calls for service, minus administrative tasks, is used to determine the percentage of patrol workload on each shift. The hourly distribution of incidents is collected and used to determine if the distribution of personnel within shift hours is affected by hourly workload variances.
4. Reporting areas are based on a grid system using geographical lines, population density, numbers of calls for service, and incident reports. This grid is used to distribute patrol deputies. A computer-generated report may be compiled tabulating incidents by reporting area. In order to equalize the workload, the boundaries of each patrol zone are based on a grouping of reporting areas.

D. Reassessment of Personnel Allocation and Distribution

In conjunction with the development of the annual budget, the Chief Deputy, the Deputy Chiefs, and all Captains will:

1. Reassess the allocation of personnel to each shift or operation, using information generated by the Crime Analyst and Records.
2. Reassess the distribution of personnel in accordance with current workload demands, and analyze time, location, demands for service, and shift hours to determine if revisions are necessary.
3. Review all certified and civilian positions to determine which, if any, certified positions should be reclassified as civilian.

E. Specialized Assignments (01/30/2020)

1. As a part of annual budget preparation, the Chief Deputy or designee will conduct a review of all specialized assignments within the Sheriff's Office and submit a report including the following information:
 - a. A listing of all specialized assignments.
 - b. A justification for the continuation of each listed specialized assignment.
 - c. The circumstances or conditions that necessitated implementation of the specialized assignment.

2. At the present time, specialized assignments (with a brief statement of
Blount County Sheriff's Office Human Resources Rules and Regulations Manual Chapter 1
(Reviewed 01/30/2020, 03/01/2022, Approved by County Commission 05/21/2020)

purpose) include:

- a. **School Resource Officer (SRO)** – Deputies who serve as a liaison between the Sheriff’s Office and the Blount County school system.
- b. **5th Judicial Task Force Agent** – Deputies performing specialized investigative and enforcement activity relating to the interdiction of drug trafficking and other unusual criminal activity as dictated by the Sheriff and the District Attorney General’s office.
- c. **Deputy assigned to DEA** – Performs specialized investigative and enforcement activities as a liaison between the Sheriff’s Office and the Drug Enforcement Agency.
- d. **Traffic Safety Officer**- Deputies who are specially trained in traffic enforcement activities and accident investigation.
- e. **Field Training Officer (FTO)** – Deputies who are specially trained to provide field training to new employees in Patrol or Corrections.
- f. **K9 Officer** – Deputies serving as handlers for the Sheriff’s Office canines used in law enforcement activities.
- g. **Dive Team Member** – Deputies who are specially trained in underwater salvage, rescue, and search for evidence associated with criminal activity.
- h. **Boat Patrol Member** – Deputies specially trained for the operation of a boat patrol on area lakes during the warmer months of the year.
- i. **Bicycle Patrol Member** – Deputies specially trained to patrol and perform other related duties using a bicycle.
- j. **Special Weapons and Tactics (SWAT)** - Deputies specially trained in handling tactical situations such as felony arrests, raids, search warrants, hostage situations, and other special operations.
- k. **Crisis Negotiations Team (CNT)** - Deputies specially trained in communicating with people who are threatening violence such as but not limited to domestic violence, suicide, barricaded subjects, criminals attempting to escape, hostage-takers, and other special operations.
- l. **Crime Scene Search Officer (CSSO)** – Patrol deputies who are specially trained in processing crime scenes that do not require the use of Crime Scene Investigator, and who are able to assist Crime Scene Investigator as necessary.
- m. **Corrections Emergency Response Team (CERT)** – Specially trained Corrections Officers used in special operations in the Adult Detention Center.
- n. **Investigator** - Deputies who receive specialized training to investigate major crimes such as but not limited to death investigations, child abuse, sex crimes, domestic violence, aggravated assaults with serious injury, arson, explosives, computer/internet crimes, fraud/forgery, major property loss, organized crime, and crime sprees.
- o. **Crime Scene Investigator (CSI)** - Deputies who receive specialized training to identify, collect, preserve, photograph, examine, and process many different forms of forensic evidence such as but not limited to finger and palm prints, DNA, marking and impressions and the special equipment used to do so in criminal investigations.
- p. **Property and Evidence Custodian** - A Deputy who is trained to maintain a well-structured property and evidence management system for the purpose of process incoming and outgoing property and evidence under

the control of the BCSO and who secures, stores, and disposes of property and evidence according to State and Federal laws and department procedures.

- q. **Sex Offender Investigator** - A Deputy who is trained to meet the required standards established by the Tennessee Bureau of Investigations involving registered sex offenders and who will investigate those individuals for compliance to State and Federal laws who live, visit, or conduct business within the boundaries of Blount County, TN.
 - r. **Polygrapher** - A Deputy who has received specialized education and training to meet the required standards of the State of Tennessee for licensure and who will assist in criminal, pre-employment, and internal investigations as well as to assist other agencies upon request.
 - s. **Rape Aggression Defense Training Instructor** - Deputies who are specially trained to teach defense tactics and self awareness to community members.
 - t. **Mounted Patrol** - Highly trained and operationally sound unit to assist with crowd control, traffic control, search and rescue, drug eradication, and community relations.
 - u. **Deputy assigned to FBI** – Performs specialized investigative and enforcement activities as a liaison between the Sheriff's Office and the Federal Bureau of Investigation.
 - v. **Deputy assigned to US Marshal Service** – Performs specialized investigative and enforcement activities as well as apprehension of wanted suspects as a liaison between the Sheriff's Office and the United States Marshal Service.
 - w. **Drone Pilot** – Operates small unmanned aerial systems (sUAS) to provide air support any type of critical incident or emergency situation, including providing air support for search and rescue operations, to locate missing persons, locating and apprehending wanted subjects, and in incidents involving hazardous materials or examination of potentially explosive suspicious objects. Drone pilots may also assist in the reconstruction of crime or crash scenes and planning for future events.
 - x. **Emergency Medical Responder (EMR)** – Deputies complete specialized medical training to become certified or licensed by the Tennessee Department of Health as emergency medical personnel. To best serve the community, the selected Deputies shall be in functions that routinely have Deputies mobile in the community for quick response to medical emergencies.
 - y. **Training Deputy** – Deputies assigned to Training are responsible for coordinating law enforcement and corrections training activities for the Sheriff's Office. This includes but is not limited to, In-service training, basic recruit training in the Sheriff's Office Regional Law Enforcement Training Academy, and other necessary training events throughout the year.
3. Special assignment openings will be announced in the form of a memo from the Chief Deputy, or designee, posted on a bulletin board located in each function of the Sheriff's Office designated for administrative announcements. All special assignment opening announcements will consist of, at a minimum:
- a. Length of service or other special skills, knowledge, or abilities required.

- b. Educational requirements (if any).
 - c. Position description.
4. For security reasons, openings in undercover or similar special assignments may not be formally announced.
5. Final selection for a special assignment will be made by the Chief Deputy according to the GO governing each specialized unit, if applicable.

F. Establishment of Positions

Additional authorized positions must be funded in whole or in part based on workload assessments and review by the Chief Deputy and Sheriff, and a recommendation to the Merit Service Board with eventual approval of the County Commission. When requesting a new position, or reclassification of an existing position, a Deputy Chief or designee will submit a request to the Deputy Chief of Administration on a Personnel Action Request Form (see Appendix 4) describing the duties and responsibilities of the position. The Deputy Chief of Administration, or designee, will examine the duties of the proposed position (or existing position) and determine the proper classification. Any classification action will require recommendation of the Deputy Chief of Administration, or designee, and approval of the Chief Deputy and Sheriff, and be subject to the availability of funding. No person will be hired, promoted, demoted, transferred, or paid in any position until the Merit Service Board and the County Commission has approved the position.

G. Discontinuance of Positions

Deputy Chiefs will report to the Chief Deputy, through the Deputy Chief of Administration, any authorized position within their respective functions they desire to discontinue, by submitting a Personnel Action Request Form or a memorandum. Upon review by the Deputy Chief of Administration, or designee, a recommendation will be made to the Chief Deputy and the Sheriff to either have the position removed by an amendment to the Classification Plan approved by the Merit Service Board, or left as is. If the Merit Service Board approves a discontinuance, the position will be removed from the list of approved positions.

H. Independent Contractors

There may be times when the Sheriff's Office, through Blount County Government, enters into a contractual agreement for certain work to be performed by an individual or a specialized company or organization (i.e., specialized services, construction, consulting, etc.) within a specified time. Persons who are performing contractual work are not considered employees of the County and therefore are not covered by any of its rules, regulations, and benefits.

I. Civilian Employees

1. Positions not requiring certified personnel are specified as civilian positions and staffed accordingly. Civilian positions are identified in the staffing table.

2. The Chief Deputy may annually review positions staffed by certified personnel to determine the necessity for their continuing to be staffed by certified personnel. If deemed appropriate, civilian personnel may staff these positions.
3. Certified personnel may be assigned to a civilian position in the event of an urgent need, to broaden a deputy's experience, or to provide light duty.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.06



<i>Written Directive Subject:</i> Recruitment and Selection	<i>Type/Action:</i> <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds
<i>CALEA Reference:</i> 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.4.1, 31.4.2, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.1, 31.5.2, 31.5.4, 31.5.5, 31.5.6, 31.5.7, 31.5.8	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 11/15/2022 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

1.06 Recruitment and Selection

The Sheriff's Office will recruit and select the most qualified applicants available. Emphasis on quality recruitment in full compliance with current law should result in a lower rate of turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services. The Deputy Chief of Administrative Operations, through the Human Resources Director, is responsible for recruiting and selection activities through implementation of a Recruitment Plan and compliance with the selection process.

A. Professional and Legal Requirements

The Deputy Chief of Administrative Operations, through the Human Resources Director, is responsible for formulating, directing, and coordinating a comprehensive recruitment and selection program involving positive participation and cooperation among Sheriff's Office employees including, but not limited to, the following:

1. Recruiting activities through implementation of a Recruitment Plan.
2. Coordination of the application process by ensuring that Employee Applications are complete, and by coordinating correspondence with applicants.
3. Disqualification of applicants who do not meet BCSO guidelines.
4. Preparation of relevant testing components and procedures tailored to meet the specific needs of the Sheriff's Office, and to ensure that the rating criteria for all elements of the testing phase relate to the required knowledge, skills, and abilities established for each position.
5. Establishment and maintenance of eligibility lists.

6. Testing materials are stored in a locked file cabinet in a locked storage room managed by the Director of Human Resources or designee. When those materials are out of their locked storage, they are never left unattended. Materials no longer used in the selection process will be destroyed.
7. On-boarding of new employees.

B. Equal Opportunity Employer

The Sheriff's Office will strive to obtain the best-qualified applicants available for each opening as it occurs without regard to gender, race, color, religion, national origin, age, disability, or other non-merit or non-job related factors. The Blount County Sheriff's Office Equal Employment Opportunity Plan (Appendix 1) is a part of the Human Resources Rules and Regulations, and copies of the plan are available upon request from the Human Resources Director, or designee.

C. Recruitment Plan

The Deputy Chief of Administrative Operations, or designee, will prepare and maintain a Recruitment Plan (see Appendix 5) that includes the following elements:

1. Statement of objectives.
2. Plan of action designed to achieve the objectives.
3. Procedures to periodically review the progress towards meeting the objective.
4. Revise/ Reissue the plan as needed.

D. Application Process, Initial Selection, Initial Screening

1. The operational elements of the selection process presented below are clearly set forth and administered identically for all applicants. The elements include testing components, procedures, forms, and assurance that all components relate to the required knowledge, skills, and abilities of the position as developed based on task analysis.
2. Applicants who properly complete and successfully submit BCSO's online Employment Application will be considered an Applicant. Applications received by BCSO will be reviewed by the respective functional areas (e.g., Patrol, Corrections, etc.). Those initially selected for further consideration will be notified of the procedures for continuation in the initial screening and selection process.
3. A determination will be made on any request for accommodation noted as to whether it can be met. This includes identifying any accommodation requested and determining if it can be met without jeopardizing the basic requirements of a job. If an accommodation cannot be met, the applicant will be informed of the specific essential tasks of a position that could not be performed, even with a requested accommodation.
4. Applicants for Corrections and/or Patrol who are selected to continue in the process will be invited by email to test with BCSO, and notified by email of the date, time, and location of the testing and the forms and documents required

- to be received by BCSO from the applicant at the time of the test in order to be continue. Applicants invited to test, who confirm their attendance at the test by the given deadline, and who arrive at the test location on time and furnish to BCSO at that time all required, signed forms and documents, will be permitted to take the appropriate test (Patrol or Corrections). The Sheriff's Office will make reasonable accommodations as necessary for an applicant to take the test.
5. Applicants who fail to appear on time for the exam or who appear but fail to submit required documents and forms will not be tested at that time and may forfeit continuation in the screening process.
 - a. Applicants who complete the test and submit the required signed forms and documents at that time will be reviewed by the Deputy Chief of the functional area for which testing was administered (e.g., Patrol or Corrections). After consideration of test scores, information in the Personal History Statement, NCIC and Credit reports, confirmation of minimal requirements (age, HS diploma/GED, US citizenship, SS number, and DD-214 (for former military), and other information made available to BCSO, the most qualified applicants will be notified and invited by email to a panel interview. Those applicants not selected for a panel interview will be notified by email accordingly.
 - b. Testing of applicants through use of a written examination obtained from an organization specializing in developing and validating entry-level test instruments criminal justice jobs. These tests will be scored immediately after the tests are administered, and applicants who have failed to make the pre-established passing grade will be so advised. Those who have not made a passing grade may be invited to retest at a later date.
 6. Applicants invited to a panel interview are notified by email and/or phone of the date and time of their interview and given instructions on location, what to bring, what to wear (and what not to wear), and information about the panel interview. The panel interview is typically composed of 3-4 uniformed officers of varying rank in the functional area with open positions. All applicants are asked the same questions, with variation on one or two questions specific to their application or information submitted to or obtained by BCSO. Applicants are scored on their answers and a recommendation made as to their continuation in the process. The Deputy Chief over the functional area (e.g., Corrections or Patrol) meets the interviewed applicants informally after the panel interview.
 7. The Deputy Chief then reviews the file content of each applicant interviewed and selects the best qualified to advance in the process. Those applicants not selected to advance are notified by email. Those applicants selected to advance are notified by email that their file is being sent to an investigator who will conduct a preliminary background investigation.

8. After completion of a full and routine background investigation and satisfactory resolution of any questions from the investigator, the background investigation report is generated, and the applicant's file is again reviewed by the Deputy Chief. In the event there are more qualified applicants at this stage than open positions, the Deputy Chief selects the most qualified applicants from the group and authorizes the issuance of a "Conditional Offer of Probationary Employment" letter to those applicants for whom an open position is available and funded. This letter contains instructions on next steps in the process.
9. After completion of the physical exam, drug screen, psychological evaluation and polygraph exam by the applicant who received the "conditional offer" letter, the Deputy Chief again reviews the applicant's file to determine if any test results disqualify the applicant from further consideration. If no disqualifying test results occur (i.e., the applicant successfully completes and passes the psychological evaluation, physical exam, drug screen, and polygraph exam), and if a position for which the applicant was screened is open and funded, the applicant's current employer will be contacted in order to finalize the background investigation. If no disqualifying information is learned during that contact, the applicant will receive an "Offer of Probationary Employment" with a stated salary and a specific start date.
10. The Human Resources Director, or designee, will maintain contact with applicants from initial application to final selection disposition. Applicants who complete the screening process but are not hired will remain on an "eligibility list" for further consideration for a period of one year. After the one year period expires, the applicant must re-apply, be selected to continue in the screening process and successfully complete all steps to be eligible for further consideration.

E. Administrative Practices and Procedures

1. Lateral entry is allowed at the patrol deputy and corrections officer level when the Chief Deputy, after evaluating an applicant's prior related service with another agency, can recommend to the Sheriff appointment to a salary level higher than entry level. At the discretion of the Sheriff, lateral entry may be allowed for any position that may require special talents or professional capabilities not found within the Sheriff's Office.
2. Applicants who have been rejected for cause (background investigation) may be allowed to reapply in one year, or within a different time period if specified in an email to them.
3. Applicants rejected due to initial test scores being below cut off on the written test will be allowed to reapply and be retested if chosen during the next selection process.
4. At the time an application is successfully submitted on line and the applicant is selected for advancement to the next step in the process, the applicant is informed of all elements of the selection process, and is provided a summary

of the information contained in this section as well as the expected duration of the selection process.

5. The Human Resources Director, will inform applicants in writing, not chosen to continue in the selection process.
6. The Human Resources Director will ensure that records of ineligible applicants are retained for a period of 1 year, after which they are disposed of in accordance with federal, state, and local requirements for privacy, security, and freedom of information. These files are maintained securely in the Human Resources Office and the Administrative Captain's Office.

F. Background Investigations

1. Background investigations will be conducted by personnel trained in background investigation techniques. Personal reference interviews will be conducted on all applicants.
2. Background investigations of applicants for law enforcement or corrections positions will include the verification of an applicant's qualifying credentials including:
 - a. Verification of educational achievement (high school diploma or equivalent).
 - b. Verification of employment references and, if possible, gaining information regarding work performance.
 - c. Verification of birth date, citizenship, and a valid U.S. driver license.
 - d. Conduct a sex offender check, expunged records check and a criminal records check using NCIC, state, and local records, including driving records and a FBI fingerprint check. Once information needed is obtained, printouts of criminal histories and driving records will be shredded, and an entry made on the Criminal Histories Log that the shredding has been accomplished.
 - e. Interview of at least 3 personal references as provided by an Applicant and any other sources developed from the names provided.
3. Applicants are required to provide whatever releases necessary that will permit investigators to complete a background investigation.
4. Background investigations will be conducted on civilian applicants to ensure that all persons employed by the Sheriff's Office are qualified and have suitable backgrounds compatible with the goals and objectives of the Sheriff's Office.
5. The Human Resources Director will ensure that the record of each Applicant's background investigation, to include physical exam, drug screen, psychological evaluation and polygraph exam is:
 - a. Maintained, to the extent permitted by law, in the confidential section of each successful Applicant's personnel file.

- b. Maintained for 1 year in a disqualified applicants' file. Names of all new applicants will be screened against available files, and when a prior file is found, the Chief Deputy will review such information to determine further eligibility for candidacy.

H. Polygraph Examinations

Polygraph examinations will be used in the selection process, and are conducted only by trained, certified personnel as required by TCA 62-27-107 et. Seq., and in compliance with GO 4.09 located in the Sheriff's Office Policy and Procedures Manual. Applicants are provided with an orientation relating to the polygraph process as a part of the testing process, and advised of the areas from which polygraph questions will be drawn prior to the examination. Polygraph examinations as a part of the selection process are used only as an investigative aid and not as a single determinant of employment eligibility.

I. Probationary Period

1. All employees are required to complete a 12-month probationary period. During the probationary period, all patrol deputies and corrections officers must complete an on-the-job training ("field training") program as prescribed in their respective policies and procedures manuals.
2. After completing the required field training program, probationary work performance will be evaluated monthly for the remainder of the 12-month probation period. (See Chapter 4, Performance Evaluation)
3. The Chief Deputy, upon recommendation of a captain and the concurrence of a Deputy Chief, may extend a probation period for up to an additional 12 months.

J. Agreement to Reimburse the Sheriff's Office for Expenses Related to Employment

When offered employment with the Sheriff's Office, applicants will be asked to sign an agreement (see Appendix 7) which provides that if the applicant voluntarily resigns prior to completion of 3 years of employment, he or she may be required to reimburse the Sheriff's Office based on the following schedule:

1. If the applicant voluntarily leaves during the first year, he or she will be required to reimburse the Sheriff's Office for 100% of the costs and expenses incurred in training the applicant.
2. If the applicant voluntarily leaves after the first year and before the end of the second year, he or she will be required to reimburse the Sheriff's Office for 50% of the costs and expenses incurred in training the applicant.
3. If the applicant voluntarily leaves after the second year and before the end of the third year, he or she will reimburse the Sheriff's Office for 25% of the costs and expenses incurred in training the applicant.

4. Training Supervisors, after consultation with the Deputy Chief of Administration, the deputy chief where the employee is assigned, and the Chief Deputy, will determine the amount of reimbursement, which, if required, will be made to the Sheriff's Office within 6 months of the date of separation.

K. Employment of Relatives

The Sheriff's Office does not prohibit employment of a member of a current employee's immediate family, provided that the current employee does not exercise any direct control over the employment, or the employment activities of the member or his/her immediate family, and the current employee is not in a position to influence those activities. Questions concerning the interpretation or application of this section should be directed to the Chief Deputy.

L. Employment Date (Date of Hire)

Employment will become effective as of the date on which the employee officially begins the performance of the duties of the position. This will include new employee orientation and training. So far as is practical, effective dates will be established at the beginning of a pay period. Only the Chief Deputy may make exceptions to this policy.

M. Reinstatement and Re-employment

1. **Reinstatement:** When an employee returns to work from an authorized leave of absence, or goes from a paid status to a non-paid status and then back into a paid status within 6 months, and has completed their probation, it is called "reinstatement," which means the employee will be treated as on leave without pay for the time he or she was away. Each case of re-instatement will be evaluate on a case by case basis by the Chief Deputy and/or the Sheriff to determine the length of field training required and other benefits such as leave and seniority.
2. **Re-employment:** When an employee terminates and is subsequently re-employed, it is termed a "re-employment". Each case of re-employment will be evaluated on a case by case basis by the Chief Deputy and/or the Sheriff to determine the length of field training required and other benefits such as leave and seniority.

N. Emergency Hiring

There may be instances where circumstances and conditions necessitate the hiring of personnel outside of the normal procedures for filling vacancies. Authority to hire on an emergency basis will be requested in writing to the Chief Deputy. No employment under this provision can be implemented prior to the approval of the Sheriff. As in normal hiring circumstances, only the Sheriff may make commitments on offering a job, a beginning salary, and starting date.

O. Temporary Employees

1. Temporary full time or part time employees are hired for a designated period of time. The Chief Deputy will set the rate of pay after consultation with the Sheriff and the Deputy Chief of Administration, and continued employment or changes in rate of pay should not be expected.
2. Full time or part time employees are occasionally hired for a specific program or project for a defined period of time. The Chief Deputy will set the rate of pay after consultation with the Sheriff and the Deputy Chief of Administration, and continued employment or changes in rate of pay should not be expected. These employees are not eligible for benefits and do not earn leave.
3. If an employee changes from temporary status to one that provides for benefits, it is viewed as a change in job status and is not necessarily treated as a promotion or demotion.
4. If a temporary employee moves to an authorized position (as defined in 1.01), it is the supervisor's responsibility to see that the employee meets with the Office Manager so that all proper forms are completed (i.e., tax forms, retirement forms, hospitalization forms, etc.).
5. A temporary employee moving from temporary to full time status must meet the requirements for employment established in this section.

P. Part-Time Employees in Authorized Positions

1. Part time employees are persons assigned to regularly work for less than 30 hours weekly. They must successfully complete a background investigation as prescribed in G. of this section as a condition of continued employment.
2. **Compensation:** Persons employed on a part time basis in an authorized position (as defined in 1.01), will be paid at an hourly rate set by the Sheriff based on budgetary constraints and the demands of the position as defined in the Classification Plan (see 1.04).
3. **Benefits:** Eligible part time employees who are scheduled to work less than 30 hours per week do not earn benefits.

Q. Transfer from Full Time to Part Time

It is the Deputy Chief of Administration's, or designee's, responsibility to inform an employee in an authorized position (as defined in 1.01) transferring from a full time to a part time status, of all changes in benefits. This should be done before the transfer is complete. The employee will need to be advised of applicable changes in benefits as referenced in the Employee Benefits Handbook.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.07



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Promotion</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 02/01/2022 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.07 Promotion

It shall be the policy of the Blount County Sheriff's Office to administer standardized procedures pertaining to the promotional process. Promotion is the process of selecting supervisors and middle managers through the use of testing and evaluation mechanisms that evaluate past performance and future potential. The goal of the promotional process is to examine and select the best-qualified candidates in a valid, fair, and equitable manner.

A. Promotion Responsibilities

1. The Chief Deputy is responsible for the formulation, direction, and coordination of a comprehensive promotion program including the following:
 - a. Job analysis that develops the key dimensions required of supervisory positions.
 - b. Announcements of vacancies describing the processes to be used to fill them.
 - c. Prescribing application procedures and receiving completed applications.
 - d. Disqualification of applicants who do not meet basic requirements.
 - e. Preparation of relevant examination components and procedures tailored to meet the needs of the Sheriff's Office and that are job-related and non-discriminatory.

2. The Chief Deputy is the primary contact point for the promotion process with responsibilities for:
 - a. Establishing eligibility criteria.
 - b. Assisting in the development of measurement instruments used in determining knowledge, skills, abilities, and promotion potential.

- c. Assisting in conducting oral interviews of candidates.
 - d. Selecting a candidate for promotion.
 - e. Administering probation periods.
3. The Sheriff is the primary contact point for appointment to the position of Chief Deputy and Deputy Chief.

B. Promotion Procedures

1. The Chief Deputy or designee will administer the promotion process and draft a written announcement for the promotional testing that will be prominently posted throughout the Sheriff's Office, including Juvenile Corrections located at the Blount County Courthouse and 5th Judicial Task Force office. This announcement will include the minimum qualifications needed to apply and will establish a filing deadline. This announcement will be done at the direction of the Sheriff and will typically occur during the first quarter of the fiscal year. The minimum requirements to participate in the first component of the promotional process are as follows:
 - a. Must have 3 years of experience with a law enforcement agency with 2 of those years being current continuous experience with the Blount County Sheriff's Office.
 - b. Cannot have any sub-standard semi or annual evaluations in the previous 12 months from the date of the promotional process announcement.
 - c. Cannot have any formal, documented disciplinary actions in the previous 12 months from the date of the promotional process announcement.
2. Any employee who does not meet the minimum years of experience requirement when the announcement is posted but would gain eligibility in the next 12 months from the date of the announcement may apply. Example, if the announcement is posted in July, an employee who will have 3 years experience with a law enforcement agency and 2 years current continuous experience with the Blount County Sheriff's in June of the next year would be eligible to apply.
3. Employees who meet the posted minimum position criteria are encouraged to apply for consideration. The Deputy Chief of Administration, or designee, will ensure that each applicant meets the criteria and will qualify or disqualify them accordingly. The Sheriff may amend the eligibility criteria based on the needs of the Sheriff's Office.
4. After the filing deadline has passed, the Chief Deputy or designee will provide candidates with information on the first component of the promotion process and the schedule. The first component is a written examination and will be completed by each participant and scored.
5. All applicants who complete the written examination will be placed on the eligibility list established by the Chief Deputy. There will be no passing score

or numerical weight assigned on the written test, just a listing of scores from highest to lowest. The eligibility list will be maintained for a period of up to one year from the completion date of the written test. The eligibility list may be extended for an additional year at the discretion of the Sheriff.

6. Should a position become available while the eligibility list is active, the Chief Deputy will post an announcement that specifies the position that is available along with the job description and minimum requirements for that position. Those employees who have completed the written testing phase and meet the minimum requirements that are listed in the posted job description will be contacted if chosen to continue to the next phase of the promotional process. The Sheriff may amend the minimum requirements of the job description at any time based on the needs of the Sheriff's Office.
7. The Sheriff will determine which applicants will continue to the next phase of the promotional process based on their past work history and job performance as known by the Sheriff. The Sheriff may consult his command staff, if needed, to receive input as to an employee's job performance. This phase of the promotional process is an oral interview that is conducted by the Sheriff or his designee. There will be no numerical weight assigned to the oral interviews.
8. Those employees not chosen to participate in the oral interviews will still maintain their position on the eligibility list. Anyone not promoted of an eligibility list may reapply for promotion during the next promotional process.
9. The Sheriff may use the "rule of five" in all promotions. Under the "rule of five," the candidate to be promoted may be selected from among the participants who scored in the top five. When more than one vacancy is to be filled by competitive evaluation, the rule of five may be adjusted accordingly.
10. The Chief Deputy will make results of the promotional process available to applicants by personal appointment if requested, advising each candidate as to their standing, and counseling each as to appropriate career development needs and means to improve potential for promotion.
11. The Sheriff will announce his decision at a department-wide meeting and/or memo.
12. Promotions in every case will involve a definite increase in duties and responsibilities, and will not be made merely for the purpose of affecting an increase in compensation.
13. Promotion qualifications are indicated in the job descriptions as presented in the Sheriff's Office Classification Plan.

C. Promotion Process Components

Elements of the promotion process are designed to ensure that they are job related and nondiscriminatory.

1. Scored Components

- a. **Written Tests:** Candidates will be given a written test prepared within the agency or by other organizations that are job-related, non-discriminatory and appropriate for the Blount County Sheriff's Office. There will be no passing score or numerical weight assigned on written promotional examinations, just a listing of scores from highest to lowest.
- b. **Oral Interview (if selected):** The Sheriff and / or the Chief Deputy will supervise and coordinate oral interviews.

D. Probationary Period

1. A probationary period is important to the promotion process and will be used to observe a promoted employee's work, easing the adjustment to their new position. The probationary period for all promotional appointments will be for a period of 12 months. Every 30 days during the probationary period, the promoted employee's immediate supervisor will evaluate his or her willingness and ability to perform their duties satisfactorily (see Chapter 4, Performance Evaluation).
2. An employee may be removed from a promotional appointment at any time during the probationary period and returned to their previous position at the lower rate of pay.

E. Appeals

1. Employees may challenge any aspect of a promotion process. Any of the following may be the subject for an appeal:
 - a. An adverse decision concerning eligibility.
 - b. Review of the answer key of any written examination.
 - c. Review of written results of scored elements of the process.
 - d. Re-application, retesting, and/or reevaluation.
2. Employees wishing to appeal any aspect of the promotion process must reduce their appeal to writing and present it directly to the Chief Deputy within 10 working days of completion of the promotion process.
3. The Chief Deputy will respond with a decision on the appeal within 10 working days of receipt of the written appeal.
4. Employees who wish to appeal the decision of the Chief Deputy will forward their appeal to the Sheriff within 5 working days, and the Sheriff will respond within 10 working days of receipt of the written appeal. The decision of the Sheriff will be final.

F. Miscellaneous Matters Relating to Promotion

1. This section of the manual serves as a standard operating procedure
Blount County Sheriff's Office Human Resources Rules and Regulations Manual Chapter 1
(Reviewed 01/30/2020, 03/01/2022, Approved by County Commission 05/21/2020)

- governing the promotion process, and employees desiring to enter a promotion process will review this material carefully.
2. Lateral entry into the promotion process from other agencies outside the Sheriff's Office is not normally allowed. Lateral entries will be at the discretion of the Sheriff. Eligibility requirements will be determined based on experience, training, education, and needs of the Sheriff's Office.
 3. Promotional material is considered confidential, and is stored in a locked file cabinet in the locked office of the Blount County Director of Human Resources or Deputy Chief of Administration. Only those involved in the administration of the promotion process are permitted access to these files at any time.
 4. The promotion process will be reviewed annually by the Chief Deputy or designee and revised as required.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.08



<i>Written Directive Subject:</i> <i>Transfer</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

1.08 Transfer

A transfer occurs when an employee is moved from one position to another, either voluntarily or involuntarily, and may be with the same or different pay status.

A. Voluntary Transfer

1. An employee may request a voluntary transfer in writing indicating specific reasons for the change. Acceptable justification for a transfer may be (but not limited to) a change in the health status of an employee, a change in the mental attitude toward a job to the extent an employee feels he or she is not able to perform up to the expectations of the position, among others.
2. After completing a request that fully indicates the reasons for the request, an employee will forward the request to their supervisor who will review the request and document in writing his or her recommendation for either approval or disapproval of the request, and forward it to the appropriate Deputy Chief. The Deputy Chief, the Chief Deputy, and the Deputy Chief of Administration, or designee, will review the request, and the Chief Deputy will either approve or disapprove the request based on the validity of the request as well as the operational and budgetary ability to make the transfer.
3. The Chief Deputy will render a decision through the chain of command back to the requesting employee either approving the transfer, or stipulating the reason for denying the request.

B. Involuntary Transfer

1. An involuntary transfer may be the result of disciplinary action or as a part of a program of remedial training designed to make an employee better able to meet the expectations of his or her position.

2. The Chief Deputy will approve all involuntary transfers after recommendation by the appropriate Deputy Chief.
3. An employee may appeal any involuntary transfer through the grievance procedures established in 1.11 of this manual.
4. Any employee transferred for any reason is subject to a conditional 12-month probationary period that may or may not be subject to certain conditions relating to continued employment, especially in the case of an involuntary transfer related to disciplinary action.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.09



<i>Written Directive Subject:</i> <p style="text-align: center;">Separations</p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

1.09 Separations

A. Resignations

An employee desiring to resign from the Sheriff's Office may submit a letter to his or her supervisor setting forth their reason(s) for leaving, with a period of notice of not less than 2 weeks. Deputy Chiefs, and supervisors (through their Deputy Chief) desiring to resign, are encouraged to submit a letter to the Chief Deputy setting forth the reasons for their leaving, with a period of notice of not less than 4 weeks. A review of benefits will be offered to resigning employees upon their request.

B. Dismissals

A non-probationary employee may be dismissed for certain violations of the Codes of Ethics and Conduct found in this manual, or many of the policies and procedures found in the manuals governing the operations of the functions (see Chapter 5, Disciplinary Procedures). A non-probationary employee who believes a dismissal was without cause, may seek redress through the Administrative Review Process (see 5.05). Probationary employees may be dismissed without cause and are not eligible to use the Administrative Review Process.

C. Final Settlement

When an employee terminates, he or she will receive their final paycheck on the next regular payday, and it will include payment for all unused annual and compensatory leave based on the employee's current rate of pay at time of separation. Employees will also be entitled to payment for all unused holiday leave at the time of separation. The final paycheck may not be released to the terminating employee until all Sheriff's Office-furnished equipment (i.e., uniforms, I.D. cards, badges, equipment, weapons, manuals, and any other similar items of

property) have been returned to, or accounted for by the affected function, and all financial accounts with the Sheriff's Office have been settled. The Deputy Chief of Administration will be consulted for any variation from this policy.

D. Separation Date

1. When an employee involuntary separates from the Sheriff's Office, the effective date must be the last day the employee is physically on the job. The Sheriff's Office will not be liable for matters affecting an employee following his or her physical absence from the job. It may be permissible to delay the effective date of separation by any amount of accumulated annual or compensatory leave due the separating employee. Pay for annual and holiday leave balances to eligible employees may be paid on a lump sum basis as well. Delaying the effective date must be approved by the Deputy Chief of Administration.
2. If an employee is on approved sick leave, workers' compensation leave, or leave without pay when separated, the effective date of separation will be the actual date of separation as given by the employee and approved by the Chief Deputy with consultation with the Human Resources Director and Office Manager, and not the last day physically on the job. When the effective separation date immediately precedes a holiday, the employee will not be paid for the holiday since he or she is no longer an employee.

E. Disability Separation

If an employee will be leaving the Sheriff's Office due to an illness or injury that keeps the employee from performing the essential functions of their job, the employee should contact the Office Manager to discuss benefit options. This could include long-term disability and/or disability retirement. The separation needs to be coordinated with workers' compensation benefits if the illness or injury is work related and is compensable.

F. Payments Due Deceased Employees

The death of an active employee will be reported to the Deputy Chief of Administration as soon as a function is aware of this. All payments due the deceased employee will be made payable "to the estate of" said employee. This includes compensation for hours already worked, annual leave, accumulated compensatory time, and any refunds or reimbursements due the employee. This regulation is for the protection of the employee's estate and helps to ensure that payments made by the County do not mistakenly fall into the wrong person's possession.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.10



<i>Written Directive Subject:</i> <i>Personnel Records</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

1.10 Personnel Records

- A. The Office Manager maintains personnel records for all Sheriff's Office employees, including records and information required to make the human resources function effective. An employee has the right to review his or her file during working hours by scheduling an appointment with the Office Manager. If an employee finds information that he or she believes is inaccurate, they may request in writing that it be changed or purged. Employees are encouraged to provide information (e.g., letters of commendation, community recognition, education) to the Office Manager for inclusion in their files.
- B. Supervisors may review the file of any employee, or prospective employee, under their direction by contacting the Office Manager. Files are not normally removed from the Office Manager's office without a court order or directions from the Sheriff or Chief Deputy.
- C. Requests for verification of employment and references for current or past employees are handled through the Office Manager, and are provided only if an employee supplies a signed authorization for the Office Manager to do so. Other Sheriff's Office employees are not (**repeat: not**) to provide information regarding their fellow employees or ex-employees to other individuals, businesses, or outside agencies. The Sheriff or Chief Deputy may approve exceptions to this policy on a case-by-case basis.
- D. **Employee Identification**
 1. Employment requires identification through the use of an identification card that is provided at no expense to the employee. The card will be issued on or about the new employee's hire date. An employee's supervisor will coordinate any changes to an issued ID card.

2. Upon termination, an ID card is to be returned to the employee's supervisor who in turn will return it promptly in to the Deputy Chief of Administration.
3. Most positions in the Sheriff's Office require the wearing of a uniform and/or badge as well as the issuance of special equipment and/or tools. This equipment is normally provided at no cost and is usually a condition of employment. Upon termination or movement into another position, this equipment will be returned to the Quarter Master or appropriate person as designated by a Deputy Chief or designee. Payment for damaged or destroyed equipment may be withheld from an employee's final paycheck if settlement is not resolved prior to the date of the final paycheck (see 1.09).

E. Personal Information

It is an employee's responsibility to see that their supervisor is notified of any changes in his or her personal information such as name, mailing address, telephone number, marital status, disability status, residency, name of person to contact in case of emergency, etc., and that the Office Manager be notified of these changes to ensure that personnel records are current. It is essential that this information be kept up-to-date. If an employee does not make such changes in a timely fashion, any problems occasioned by the use of out-of-date information are the responsibility of the employee.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.11



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Grievance Procedures</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.4.1, 22.4.2, 22.4.3</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 02/28/2023 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.11 Grievance Procedures

It is the policy of the Sheriff's Office to provide a procedure for the mutual adjustment of misunderstandings or disagreements that arise between and among employees and their supervisors, and to assure employees their problems and complaints are considered fairly, impartially, quickly, and without reprisal.

- A. A grievance is defined as a misunderstanding, a complaint, a point of view, or an opinion pertaining to the following: work conditions; relationships between employees and supervisors; or, relationships with other employees.

Misunderstandings, complaints, points of view, and opinions are considered a grievance except in cases where they relate to personnel actions arising out of position classification, pay, demotion, suspension, or dismissal.

There are separate appeals processes for these actions (see 1.07, Promotions and Chapter 5, Disciplinary Procedures). The Chief Deputy, or designee, is responsible for coordinating all grievance procedures and for the maintenance and control of grievance records.

B. Grievance Procedures

1. An employee, within 30 working days of an incident or occurrence that creates an alleged grievance, will notify their supervisor in writing of a grievance with copies forwarded by chain of command to the appropriate Deputy Chief, and the Chief Deputy.
2. An employee will use the Grievance Form or memo (Appendix 8) to submit their grievance that will include, at a minimum, the following information:
 - a. A written statement of the incident or occurrence which gives rise to the grievance and the facts upon which it is based.
 - b. A written statement of the remedy or adjustment sought.

3. Within 10 working days of receipt of a written grievance, the employee's supervisor will respond in writing to the employee. The supervisor's written response will include, at a minimum:
 - a. Date and time the grievance was received.
 - b. Analysis of the facts or allegations.
 - c. Affirming or denying, in writing, the allegations in the grievance.
 - d. Identifying the remedy or adjustment, if any, to be made.
 - e. Supervisor's signature.
4. The supervisor's response will be forwarded to the Deputy Chief and Chief Deputy via chain of command. The Chief Deputy will maintain a file of all grievances. If an employee is not satisfied with the response to the grievance, they have 5 days to present it to the Chief Deputy, at which time the matter will enter the Administrative Review Process (see 5.05).
5. There is no representation by an attorney or any other person at a Level 1 hearing of the Administrative Review Process in relation to any grievance matter.
6. The Chief Deputy, or designee, will conduct the Level 1 hearing and make a decision, advising the grievant in writing of the decision within 10 working days after the conclusion of the hearing. The written response from the Chief Deputy will address the same issues as did the supervisor's written response, and a copy will be placed in the employee's personnel file.
7. If the grievance cannot be resolved to the satisfaction of the employee, or if the Chief Deputy fails to render a written decision within the 10 working days, the employee may submit the grievance to the Sheriff who will have the final authority to amend, reverse, or confirm the decision of the Chief Deputy. The Sheriff will notify the employee in writing of his decision within 5 working days after receipt of the grievance from the employee.
8. The Chief Deputy will annually review employee grievances, as well as supporting policies and practices to identify trends to minimize future grievances and prepare a report to the Sheriff indicating his findings.
9. Unless the grievance is ruled unfounded, a copy of the grievance will be placed in the employee's personnel file. If there is disciplinary action involved, the grievance will stay in the employee's personnel file for the same duration as the disciplinary action.



Blount County Sheriff's Office

Human Resources Manual Chapter 1

1.12



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Harassment</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.3</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/15/2018 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 1, Human Resources Administration</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

1.12 Harassment

Harassment of any kind is not acceptable behavior and is inconsistent with the commitment of the Sheriff's Office to create a work environment in which every employee can work without being harassed. Harassment, therefore, may lead to sanctions up to and including dismissal.

Harassment is any conduct, verbal or physical, that has the intent or effect of unreasonably interfering with a person's work performance, or creates an intimidating, hostile, or offensive work environment. Harassment on the basis of race, color, gender, disability, religion, national origin, or age includes harassment of a person in terms of a stereotypes group characteristic, or of that person's identification with a particular group. Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature.

The Sheriff's Office is committed to stopping harassment and associated retaliatory behavior. Supervisors have a responsibility to act to stop any type of harassment in their commands. Any employee who feels harassed is encouraged to seek assistance and resolution of a complaint. The Sheriff's Office provides a variety of avenues by which an employee who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation. These procedures (presented below) are intended to protect the rights of both the complainant and respondent, to protect privacy, and to prevent reprisal.

- A. **What Is and Is Not Harassment** -- This section is intended to help employees deal with a wide spectrum of offensive behavior, whether or not a formal investigation would find the behavior to constitute harassment. A formal investigation requires that a complainant prove the complaint, and the process is quite restrictive with respect to

definitions in formal investigative processes, and insists upon fairness. However, offensive behavior considered harassment does not have to be found through a formal investigation process to constitute harassment in order for steps to be taken to get it to stop.

1. Examples of Behavior that Might be Found to be Harassment (some of them are criminal in nature):

- a. Assault and battery of any kind.
 - b. Overt threats.
 - c. Serious intimidation.
 - d. Stalking behavior.
 - e. Repeated refusal to take no for an answer.
 - f. Obscene messages on voice mail or computer internet or intranet mail.
 - g. Threats of reprisal and actual reprisal.
 - h. Sexual bribes and blackmail.
 - i. Repeated unwanted and unwelcome touching or kissing.
 - j. Physically restraining someone against his or her will.
 - k. Degrading, public tirades against an employee.
 - l. Deliberate, repeated humiliation of another, or group of people.
- 2.** An unfounded harassment complaint deemed to have been made in malice would be treated as a serious offense. Dishonesty in the context of a formal investigation relating to any type of harassment would be treated as a serious offense.

3. Examples of Behavior That are Not (or Probably are Not) Harassment:

- a. **Everyday administrative actions** – In order to get work done, supervisors often must make difficult decisions, such as changing an employee's assignment, shift, or other work related activities. Such decisions may or may not please people, but normally do not constitute harassment.
- b. **Performance evaluation** – Supervisors have the responsibility to give appropriate criticism and to take corrective action when the work of an employee is not satisfactory. Such criticism, however, should be made in a reasonable manner, be constructive, and may not be used in a retaliatory manner.
- c. **Intimate personal relationships between a supervisor and an employee, or between employees** – Such relationships in themselves do not constitute harassment, but anyone who believes that his or her behavior may be in conflict with the interests of the Sheriff's Office is responsible for seeking advice about the situation, and for taking responsible action to avoid or end any such conflict. Even in the absence of any problems, intimate relationships between a supervisor and employee, or between employees, can lead to harassment complaints by third parties, and there may also be a complaint by one of the participants if the relationship ends.

- d. **Social situations** – If an employee is repeatedly turned down for a date, it is not harassment for the unwilling person to stop talking socially with the person turned down.
 - e. **Behavior that may be offensive, whether or not it is harassment** – There is a wide range of ambiguous behavior, or behavior that might offend some people, but not necessarily others. Examples might include: a second polite request for a date from a co-worker; comments about another employee's clothing; compliments about improved appearance; non-destructive practical jokes that most people of the same gender or race find reasonable.
- 4. Supervisors have a special responsibility to avoid potentially unacceptable behavior, such as telling off-color stories, making personal remarks, or losing their temper, any of which might intimidate or offend other supervisors and employees under their command. They have an even stronger responsibility to avoid all forms of clear harassment. The actions of supervisors represent not only their views about what constitutes acceptable behavior, but what the Sheriff's Office considers acceptable behavior as well. Both the Sheriff's Office and individual supervisors can be held accountable for unacceptable behavior.
 - 5. Reprisal against anyone who brings a complaint in good faith concerning any form of harassment is not only a violation of Sheriff's Office policy and procedures, but may be violation of state and federal laws. Proven reprisal will be considered a serious offense.
- B. **What To Do If Harassed** – If an employee feels he or she is being harassed in any way, the complaint should be addressed as promptly as possible. Resolving a complaint should mean, at a minimum, that the employee is no longer being harassed and there is no reprisal from the alleged harasser. This can happen in a number of ways, with or without disciplinary action against a harasser, and with or without a record of the complaint, depending on the option chosen.

1. Initial Response

- a. **Don't ignore offensive behavior** – As a rule, ignoring offensive behavior is not an effective way of changing that behavior. Sometimes it makes sense to ignore an incident once or twice, especially if the employee feels there has been a misunderstanding. However, employees of the Sheriff's Office are expected to conform to a strict set of rules, regulations, policies, and procedures, therefore offensive behavior is discouraged, especially in circumstances where an employee cannot avoid contact with the harasser and the employee continues to feel harassed.
- b. **Talk about it** – If an employee is being harassed, he or she may begin to find that they have difficulty concentrating, cannot sleep or eat, have a quick temper, and may begin to doubt their own abilities and judgment, even to the point of having health problems. If an employee feels that he or she is being harassed, they may want to tell a discreet, trusted co-worker, a friend, a family member, or possibly request to contact the employee assistance program,

discussing the facts, how the employee feels about them, and begin to get a handle on emotions that may become uncontrollable.

- c. **Write about it** – An employee who feels he or she is being harassed may want to write down the account of an incident(s) and what he or she feels should happen to correct the situation. Writing helps to organize thoughts and to decide, based on the options available, what to do next.
2. **Choose an Option** – The options available in responding to harassment will depend of the seriousness of the incident(s), the type of resolution the person harassed wishes to take, and the extent to which there is evidence of an offense. The options available to resolve a charge of harassment include:
 - a. **The direct approach** – If an employee feels he or she has been harassed, an effective approach may be to approach the offender, either in person or in writing, in order to try to resolve the issue, which may be nothing more than a misunderstanding. An employee is not required to inform a supervisor of the incident, but the employee should keep copies of anything written, and should be accompanied by a trusted friend or fellow employee to vouch for the fact that the employee made an effort to confront a situation without a formal inquiry. If a supervisor was informed of the possibility of a harassment situation, he or she should follow up with the complainant and the offender to ensure the problem has been resolved and that there is no reprisal.
 - b. **Informal third party intervention** – A complainant may request that someone, possibly a co-worker, a supervisor, or a close friend, serve as a go-between in an effort to informally resolve a problem. This type of intervention may result in a reassignment or an informal agreement to discontinue whatever activity or situation is causing a problem. This approach assumes that the accused party will accept the resolution, and may require a supervisor (if involved) to ensure the problem has been resolved and that there is no reprisal.
 - c. **Formal investigation and judgment** – To pursue a formal complaint, an employee must put the complaint in writing and take it directly to the Chief Deputy, who may appoint the Internal Affairs Investigator to conduct an investigation. This process requires that the alleged offender is informed and has a reasonable opportunity to respond to the major elements of the complaint(s) and evidence against him or her. In a formal investigation, the preponderance of the evidence must establish that harassment has occurred for a complaint to be found justified. The alleged offender is assumed innocent unless proven otherwise, and the burden of proof will be on the complainant.
 3. **Confidentiality** – The Sheriff's Office will strive to maintain privacy in matters of harassment to the greatest extent possible regardless of the option chosen by a complainant. Although a third party or an investigator will try to maintain as much privacy as possible, there can be no guarantee of complete confidentiality under all circumstances. The more formal the complaint, the less likely that complete confidentiality can be maintained. For example, in a formal complaint the

offender must be informed, witnesses must be identified and questioned, that may include supervisors, co-workers, among others. This should not stop an employee who feels he or she is being harassed from making efforts to stop the situation, but if an employee does not want anyone to know that they are involved in a harassment situation, as mentioned above the employee assistance program may be an alternative.

4. **Follow Up** – Whatever option is chosen to resolve a harassment situation, it is important to follow up to ensure the harassment does not recur, or if there is evidence that retaliation has occurred. Retaliation by someone who has been identified as a harasser is a serious violation of Sheriff's Office policies and procedures, and may result in dismissal.

The Blount County Sheriff's Office does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers are also covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the human resources department.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. If the matter involves your immediate supervisor or another manager, or if you believe that a previously reported matter was not handled to your satisfaction, you should immediately contact the Director of Human Resources, or the Chief Deputy. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The Blount County Sheriff's Office will protect the confidentiality of employees making complaints about suspected violations of this or any other policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.



Blount County Sheriff's Office

Human Resources Manual Chapter 2

2.01



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Salary Plan</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.1.1</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 03/18/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 2, Compensation</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

2.01 Salary Plan

The Salary Plan consists of:

- Assigned pay grades to skill levels, and steps for all authorized positions.
- Rules for applying the grades/skill levels and steps, and fixing the rates of pay for authorized positions within a pay grade/skill level.

The salary plan is listed on PowerDMS in the Documents portion for employees to view.

Employees in an authorized position will be paid at a rate determined by the Sheriff.

The salary indicated for a position is without regard to participation by any other entity. In cases where a salary allowance set forth by another entity is lower than that allowed by the Salary Plan, the salary allowed by the Salary Plan will govern.

A. Amendment to the Salary Plan

The Salary Plan may be amended by the Sheriff, as appropriate, within budgetary limits set by the Blount County Commission.

B. Interpretation and Effect of the Salary Plan

1. **Entrance Rate:** Except as provided below, the entrance rate for a position in any class will be the minimum step in the skill level for that class, unless training, experience, and the relevant labor market, support a higher step as determined by the Chief Deputy and Sheriff. An entrance step below the minimum may be paid during a training period when the appointee is not fully qualified and when there is no other suitable, fully qualified applicant. The Chief Deputy and the Sheriff will make the final determination regarding the appropriate step for newly hired employees.

2. **Promotion:** When promoted from one classification to another, an employee may receive a pay increase or be placed in the first step in the skill level of the higher classification. The Sheriff has full authority to authorize a promoted employee be placed in any step in the classification they were promoted to. The Sheriff will determine the effective date of a promotion. Although promotions do not affect annual performance evaluation dates, promoted employees are placed in a promotion probationary status for a period of 12 months. If during this probationary period an employee fails to meet the higher expectations of a position, he or she may be returned to their previous position at their former skill level and step. A close family member of another present employee will not be promoted into a direct supervisory or subordinate relationship with that employee (see 1.07).
3. **Demotion:**
 - a. When an employee is demoted, voluntary or involuntary, their pay should be decreased by the amount of their first pay increase when initially promoted. Example, an employee is promoted and they receive a \$2,000.00 pay increase, the employee is demoted and their pay decreases \$2,000.00. The Sheriff has full authority to determine a different step in a skill level for a demotion, but all demotions should carry a decrease in pay. The effective date of a demotion will be determined by the Sheriff or Chief Deputy.
 - b. An employee may be involuntarily demoted due to a failure to meet minimum qualifications of their job to a position for which they qualify. Upon any demotion an employee will be placed in a conditional probation status for a period of 12 months that will not affect annual performance evaluation dates. Continuation in the position to which demoted will be subject to continued satisfactory performance.
4. **Transfer:** Occurs when an employee moves from one position to another, at which time the employee will be placed in the same step (or a step lower or higher) which appropriately reflects their training and experience for the new position. For career enhancement purposes, an employee may move from one classification to another that has a lower skill level and step in which case there would be a corresponding decrease in pay. Length of service in a higher skill level position and other special circumstances may be considered when determining the proper step. Upon transfer, employees are placed in a probationary status for a period of 12 months. Transfers that involve a lateral move or a decrease in skill level and step may be made without a competitive process after consultation with the Chief Deputy. A Deputy Chief or designee will determine the effective date of a transfer subject to the approval of the Deputy Chief of Administration.
5. **Reclassification of Position:** If a position is reclassified upward and an incumbent is assigned to the higher-level position, salary consideration will be treated as a promotion. If a position is reclassified downward and an incumbent is assigned to a lower level position, salary consideration will be treated as a demotion. However, the skill level and step for a reclassified employee will not be any higher than the top step of the skill level for the new classification. Movement under a reclassification is not step-for-step. The

Chief Deputy will make the final determination regarding the employee's skill level and step in the Compensation Plan. An incumbent in a position that is reclassified must meet all minimum qualification requirements for that reclassified position.

6. Pay Increases

- a. Pay increases are awarded annually at the beginning of the fiscal year based on acceptable job performance as documented in the semi-annual performance evaluation program (see Chapter 4, Performance Evaluation). New employees hired (or re-employed) after April 30 may not be eligible for a pay increase until their hiring anniversary date.
- b. A Deputy Chief or designee can disapprove or delay a step increase if an employee's performance is not at the required level. The final authority with respect to performance evaluations and pay increases rests with the Chief Deputy. No performance evaluation is final until an employee's function head, a Deputy Chief, and/or the Chief Deputy approves it.
- c. Types of pay increases (Based on availability of funds):
 - 1) **Step Increase** -- To receive a step increase within a skill level an employee must receive an acceptable or better performance evaluation rating.
 - 2) **Extraordinary Pay Increase** -- The Sheriff may authorize an extraordinary pay increase under extraordinary circumstances after consultation with the command staff.
 - 3) **Increases If Hired Above Step 1:** Employees hired at a step higher than entry level, as approved by the Chief Deputy, will be eligible to receive a pay increase in accordance with intervals outlined above. Such employees still must complete a probationary period with performance evaluations consistent with the appropriate rating.

7. **Levels of Pay:** All levels of pay based on the skill levels and steps as outlined in the Compensation Plan are those authorized for full time employment for 12 months with allowances for holidays and approved leaves of absence with pay (i.e., annual leave).

C. Rates of Pay for Temporary and Part Time Employees (Revised 1/4/11)

1. Persons employed on a part time and/or temporary basis are paid at an hourly rate determined by the Chief Deputy.
2. Persons employed for a specified period of time, or for a specific task(s), will be paid on an hourly rate determined by the Chief Deputy, based on information received from a supervisor regarding the duties to be performed and the skills needed to accomplish the task.
3. No temporary appointment will be longer than 60 days, and time spent in a temporary status will not be used to meet requirements for benefits afforded employees in authorized positions as defined by 1.01. Continuous temporary

employment immediately preceding employment in an authorized position in the same class as defined by 1.01 (and where duties are identical) may be used in determining a level of compensation.

4. Employees may be hired in a part time status for less than 30 hours per week for an extended period. Part time employees have no right to continued employment, or expectation of any change in the level of compensation, benefits, or continued employment.

D. Pay for Serving in an Acting Capacity

Whenever an employee (whether exempt or non-exempt) is required to work in the capacity of a higher level supervisory or technical position for a period exceeding 1 full time card (14 days), the employee may be paid additionally for assuming those duties. Such assumption of duties must be recommended by a Deputy Chief or designee, and approved by the Chief Deputy. Remuneration will be 2 extra steps in addition to the employee's regular rate of pay, or the first step of the skill level assigned to the position/classification in which the employee is acting, whichever is greater. Eligibility for acting pay will start at the beginning of the second full pay period. A person acting in a higher-level position due to the temporary vacancy created by an incumbent using annual, compensatory, or paid military leave, is excluded from this policy. Requests for acting pay will be forwarded to the Chief Deputy for approval. Retroactive requests will not be considered and in no case will pay for serving in an acting capacity exceed 6 pay periods. The Chief Deputy may approve exceptions to this policy.

E. Paydays: Paydays are bi-weekly and based upon a 14 day period.

F. Payroll Procedures

1. **Time Reporting:** Function heads are responsible for ensuring that accurate information is submitted for each employee through use of Kronos. Errors and omissions of time worked or leave used may be corrected in the system prior to a function head submitting it to the Office Manager.
2. **Data Submission:** Any information affecting an employee's pay or records must be submitted to the Office Manager as soon as it is known. Such changes include pay changes, tax status changes, address changes, name changes, etc. All requests for manual payroll checks must be received by the Office Manager prior to 2:00 p.m. of the next regular workday after payday, and must be submitted on a Personnel Action Request Form explaining in detail (reason, number of hours, etc.), and include the function's Deputy Chief's signature. Requests made after the deadline will be considered with the next regular payroll period.
3. **Changes in Pay:** Any change in pay must be effective at the beginning of a pay period, and no change will be effective without the approval of the Chief Deputy.
4. **Attendance Records:** The Office Manager maintains records regarding work hours and accumulated leave information.

G. Longevity Pay

Employees who have been with the Sheriff's Office through June 30, 2001, are eligible to receive an annual longevity payment (in October) of \$125.00 for each year of service up to June 30, 2001. There will be no credit given for any years of service beyond June 30, 2001.

H. Field Training Officer Pay (Added 02/08/12)

Employees assigned as Field Training Officers will be eligible for a \$600.00 per year salary increase in addition to their base salary. The \$600.00 salary increase will be paid between May and June of each year. FTO's will also be able to earn ½ hour of overtime pay for each day that the FTO is training a new employee as part of that employee's Field Training Program. Overtime pay will be paid at the Deputy's base salary rate, not the rate that includes the \$600.00 salary increase.

I. Emergency Medical Responders (EMRs) (Added 03/18/2020)

Employees selected as an Emergency Medical Responder (EMR), who successfully complete the necessary training to become an EMR Deputy, and retain the continuing education requirements within the Program, will be compensated \$4,000.00 annually.

J. Fluent Speaking (Added 03/18/2020)

Employees who are fluent at speaking and translating in different languages will be compensated \$1,200.00 annually.



Blount County Sheriff's Office

Human Resources Manual Chapter 2

2.02



<i>Written Directive Subject:</i> Overtime and Compensatory Time	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.1.1</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/15/2018 <i>Last Review:</i> 03/01/2022
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<i>By order of: Sheriff James L. Berrong</i>	

2.02 Overtime and Compensatory Time

- A. Employees may be required to work overtime. The standard 7-day workweek begins on Sunday (0001) and ends on Saturday, and overtime for employees not covered by the special exemption for law enforcement and corrections officers as provided in the FLSA, is computed as time worked above each shift. Employees (deputies and corrections officers) who fall under the special exemption may work above each shift before being paid FLSA overtime. Employees covered by the special exemption include POST and TCI certified employees actually working in law enforcement and corrections positions. If at all possible, Captains, or their designees, should approve overtime in advance, although this is often not possible due to operational necessity.

- B. Normally when an employee is called to work from an off duty status, compensable hours of work begin when the employee leaves his or her domicile and ends once they return to their domicile.

- C. Regular overtime are those hours worked beyond standard hours on a designated shift (i.e. 8 hours for civilian employees, Support Operations, and Criminal Investigations employees, and 10 hours for patrol deputies), and is limited to emergency, occasional peak load needs, or hours critical to public safety. The rate of pay for this type of overtime will be at the basic rate of pay as the time itself is figured at 1.5. Its use for accomplishing regular services that can be provided during a regular workday schedule should be avoided as much as possible.

- D. For purposes of computation, hours worked in a paid leave status are not considered hours worked toward eligibility for FLSA overtime. These include, but are not limited to: military, annual, sick, civil (except when considered part of the employee's job), and Worker's Compensation leaves. The only hours used in

computing eligibility for FLSA overtime at the time and one-half rate are hours actually worked on the job. Holidays and closings due to adverse weather are also not considered as hours actually worked for overtime computation.

- E. Time associated with attending training related to maintaining certifications (such as in-service training required by P.O.S.T and/or T.C.I.) is not compensable. Employees involved in continuous training relating to special units (such as SWAT, CERT, K-9, Honor Guard, Dive Team, etc.), must, as much as possible, have employees use flextime (see definition in 1.01) within the 14-day work period.
- F. Non-exempt employees may receive compensation or compensatory time in lieu of overtime pay, depending on availability of funds. Overtime is earned at a rate of one-and-one-half hours for each hour worked over the applicable work period (over eight hours for an assigned 8 hour shift and above 10 hours for an assigned 10 hour shift). An employee who works above each shift will receive overtime compensation or compensatory time at the rate of an hour for each hour worked. An employee may not accrue more than 80 hours of compensatory time. Once this amount of overtime is accumulated, all overtime compensation must be paid providing funds are available. An employee who has accrued compensatory time upon termination of employment (for any reason, including termination for disciplinary reasons) must be paid the regular rate of pay received by the employee.
- G. Compensatory/vacation time can only be taken with approval of a supervisor, who should make every effort to comply with an employee's request for compensatory/vacation leave, as long as overtime is not needed to sustain the deputies' shift or unit. A supervisor may direct that an employee use accumulated compensatory time during periods convenient to the function's operations in an effort to minimize disruption of services during times of peak service demand.
- H. A non-exempt employee may volunteer their time (without compensation) to work in another county department or agency and not be subject to overtime, as long as the work is totally different from the work the employee normally performs. However, if a deputy were to volunteer to assist in coaching a sports team at a county school, there would be no expectation of overtime since coaching is not similar to their job with the Sheriff's Office. The Chief Deputy should be consulted to clarify any such situation to ensure that the county is not obligated to pay overtime if an employee wishes to volunteer their services for another county agency.
- I. Certified personnel working the Tennessee Highway Safety Office Grant overtime (Dragon, DUI, Seat Belt, etc.) or any other approved extra duty, may use Vacation, Compensatory, Holiday or Snow time in lieu of their regularly scheduled work hours (8 or 10) to qualify for the time and a half overtime rate paid. This may only be done if the regularly scheduled shift of the deputy is not left below minimum numbers of personnel that would require overtime in order to sustain the deputies' shift or unit.



Blount County Sheriff's Office

Human Resources Manual Chapter 2

2.03



<i>Written Directive Subject:</i> <p style="text-align: center;">On Call Pay</p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.1.1</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/14/2021 <i>Last Review:</i> 03/01/2022
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2.03 On Call Pay

On call pay is compensation for those employees who are scheduled to be available when needed to handle emergency situations occurring outside of standard working hours, and is available only to full-time, non-exempt employees as determined by FLSA regulations. When conditions warrant that a function may schedule sufficient personnel to work outside of standard working hours, the following procedures should be followed:

- A. Specific individuals scheduled to be on call should be scheduled on a rotation basis consisting of 7 consecutive days per on call assignment.
- B. Individuals such as Criminal Investigators will be on a daily on call rotation.
- C. On call is considered to be a period of time when an employee is not required to remain at his or her work station or domicile, and is free to engage in his or her own pursuits, but is subject to the understanding that word be left with the Communications Center as to where he or she may be reached, and that he or she report promptly as outlined by policies and procedures relating to being in an on call status.
- D. An on call employee is guaranteed compensation equivalent to 4 hours at straight time, or overtime (if appropriate) for the time actually worked, whichever is larger, for each 7-day on call assignment. When an employee in on call status and is called back to work after hours, credit will be received for the actual time worked from the time the employee leaves his or her domicile until they return to their domicile, or 2 hours straight time, whichever is larger. An employee is never paid more for on call than actual time spent responding to calls, unless the actual time is less than 2 hours per call, or 4 hours per 7-day on call period. Once an employee has responded to a call, any additional calls received before the employee returns home are treated as one call out, and the time spent on subsequent calls is added to the original call.

- E. Employees scheduled for a daily on call rotation such as Criminal Investigators, are guaranteed compensation equivalent to 1 hour at straight time, or overtime (if appropriate) for the time actually worked, whichever is larger, for each 14 day pay period that they were on call. An employee in a daily rotation is never paid more for on call than actual time spent responding to calls, unless the actual time is less than 1 hour per 14 day pay period that they were on call.
- F. Employees are considered to be in an on call status only when so designated in writing by the appropriate authority, and a copy of the designation is forwarded to the Office Manager's office.
- G. The Sheriff will determine future changes in compensation or in the number of guaranteed on call hours.
- H. Should state or federal regulations differ from the foregoing policy, those state or federal regulations will govern those Sheriff's Office employees required to follow such policies.
- I. All employees are subject to be called out at any time, regardless of whether they are on call or not. Any non-exempt employee that is called in to work from an off duty status will be compensated. When an employee is called back to work after hours, credit will be received for the actual time worked from the time the employee leaves his or her domicile until they return to their domicile, or 2 hours straight time, whichever is larger.



Blount County Sheriff's Office

Human Resources Manual Chapter 2

2.04



<i>Written Directive Subject:</i> <i>Benefits</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 22.1.3, 33.8.4	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 05/16/2023 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 2, Compensation</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

2.04 Benefits

The county offers a comprehensive benefits package to all full time employees. Specific benefits plan information is available through the Office Manager, who has a copy of the Employee Benefit Guide, or through the Blount County Human Resources Office located in the Courthouse. A copy of the plan is presented to each new employee and posted on the Blount County Government website of Blounttn.org, and upgrades or amendments to the plan are provided to all employees as they are made. The benefits package includes:

A. Health Insurance

The Employee Benefits Guide is posted annually to the Blount County Government website of Blounttn.org. Employees receive an updated copy annually as well. For the most accurate information regarding benefits to include: health insurance, life insurance, dental, vision, etc., employees are urged to refer to the Employees Benefits Guide.

1. Blount County is self-insured. Claims are managed through an administrator under contract with Blount County Government. The health benefits package is part of a medical group known as Allegiance a Cigna Company that includes area hospitals, doctors, and other medical services. Questions regarding health coverage and claims can be answered by a representative of the Blount County Employee Benefits Office (273-5780) that is located at the Courthouse.
2. **IMPORTANT NOTE:** Your coverage under the Blount County Employee Benefits Plan can be delayed after you are on the payroll, as allowed by federal law. **First, the plan imposes a waiting period on all new employees for coverage to begin, meaning your coverage will begin on the 1st day of the month following 30 days of employment.**

3. Medical and Dental benefits will continue for the spouse of an employee involved in a Line-of-Duty Death until a life changing event such as remarriage or the point at which the spouse becomes Medicare eligible. The same benefits will also continue for dependants until the dependant ages out based upon federal law. These benefits will be paid by the Blount County Sheriff's Office.

B. Life Insurance

Blount County Government offers a basic life insurance program to all employees equivalent to an employee's annual salary up to \$50,000. The county pays the premium for this coverage. There are also voluntary life insurance plans available for discounted fees based on group participation. Questions regarding the basic coverage, or the voluntary coverage plans available, can be answered by a representative of Blount County Employee Benefits Office (273-5780) located at the Courthouse.

C. Retirement

Blount County Government participates in the Tennessee Consolidated Retirement System (TCRS). Employees contribute 5% of their pay. Employees are considered vested under this plan in 5 years, and up to 4 years of military service may be counted towards time in service (there are certain restrictions to the use of military time in computing creditable service for retirement). There are several different options relating to retirement that are explained in a pamphlet that is provided by TCRS, and is part of the packet of information given to each new employee during their orientation.

Summary of Provisions

Effective July 1, 2009 Blount County Government has established a Postretirement Policy to clarify the terms of all retirement benefits. The following is a summary of the Postretirement benefits available to employees.

Postretirement Medical or Dental Plan

The Postretirement Medical Care Plan permits eligible retirees, and dependents covered under the Plan at the time of the employee's retirement, to continue medical and prescription drug benefits until Medicare eligible, or age 65; whichever is earlier, the dental plan benefits will continue until age 65. This benefit applies to all county employees. The eligibility requirements are as follows:

- Retire with 30 years of creditable service at any age, and the last 10 consecutive years of service with Blount County
- Retire after age 60 and the last 10 consecutive years of creditable service with Blount County

POST Certified Sheriff's Office Employees.

These employees may receive retiree benefits upon attainment of age 55 with 25 years of creditable service.

Benefits

The benefits provided under the Postretirement Medical or Dental Plan are identical to the medical/dental and prescription drug benefits provided to active employees.

Cost

The Employee Benefits Guide is posted annually to the Blount County Government website of Blounttn.org. Employees receive an updated copy annually as well. or the most accurate information regarding benefits cost to include: health insurance, life insurance, dental, vision, etc., employees are urged to refer to the Employees Benefits Guide.

The County determines cost sharing ratios on an annual basis. For current premiums, check with Human Resources.

Enrollment procedures

The retiring employee must submit a completed enrollment form to the Human Resources Department 30 days prior to the anticipated retirement date.

Termination of employee coverage

Coverage will end on the earlier of the following dates:

- The day in which you become Medicare eligible, or age 65; whichever is earlier
- The last date for which you pay your share of the cost of your coverage.

Termination of spouse and dependent children coverage

The spouse's coverage will end on the earlier of the following dates:

- The date your spouse becomes Medicare eligible, or age 65; whichever is earlier
- The last date for which you pay your share of the cost of spousal coverage.

The Dependent child's coverage will end on the earliest of the following dates:

- The date the child ceases to be a dependent, as defined in the plan

- The date the dependent child attains age 26
- The last date for which you pay your share of the cost of the dependent child's coverage.

See the related coverage termination information for your spouse and dependent children in the event of your death or divorce after retirement.

If death occurs while retired

If employee's spouse is enrolled for coverage under the Postretirement Health/Dental Care Plan at employee's date of death, spouse's coverage may continue, subject to COBRA regulations.

Under these same circumstances, coverage for dependent children would continue to age to age 26, subject to COBRA regulations.

Sick Leave upon retirement

An employee may be compensated for up to 30 days accumulated sick leave immediately prior to retirement. The compensation may be paid in the form of a lump sum payment or the employee may choose to continue to remain on the payroll for 30 days.

Sick Leave Credit- An employee who has unused accumulated sick leave on the date of their retirement may receive one month of retirement credit for each 20 days of unused leave.

Accrued Annual Leave upon retirement

Employees will be paid for the balance of their unused annual leave.

Life and Accidental Dismemberment Insurance

Life insurance will continue to be provided in the amount of \$10,000 for basic and \$10,000 for accidental death and dismemberment until the age of 65.

D. Income Supplement for Certified Sworn Employees

In compliance with TCA 38-8-105 and 38-8-111, qualified Police Officer Standards and Training Commission (P.O.S.T.) certified sworn employees are provided a pay supplement funded by the State Legislature. A similar program for Tennessee Corrections Institute (T.C.I.) certified sworn employees is funded by the Sheriff's Office and is subject to the following guidelines:

1. To be qualified to receive the supplement, a corrections officer must be certified under the Tennessee Corrections Institute and must successfully complete a 40-hour in-service training course approved by T.C.I.
2. Corrections officers who attend the Jail Basic School are not eligible to receive supplemental pay during that calendar year, and are not required to attend in-service training during that year. These corrections officers will be eligible to

receive payment during the following calendar year after the successful completion of 40 hours of in-service training.

3. Corrections officers who have not completed 8 months of full-time service during the calendar year are not eligible for payment except in the following circumstances:
 - a. Death of the corrections officer.
 - b. Retirement.
 - c. Medical disability.
4. Corrections officers terminated for cause and/or decertified during a calendar year are not eligible for payment.

E. Tuition Reimbursement (Revised 11/21/07)

Training and Development

The Blount County Sheriff's Office is committed to the philosophy of providing the highest quality of services to the people of the County in the most efficient and economical way. Converting this philosophy into practice is dependent upon the availability of competent personnel to carry out the many complex and changing functions performed by the Sheriff's Office.

The Blount County Sheriff's Office recognizes the necessity of developing its personnel by providing training programs and opportunities for employees so as to meet the skills and knowledge requirements needed to carry out their responsibilities. Such training is to be accomplished without regard to race, color, religion, sex, national origin, disability status, age, or any other factor which cannot be lawfully used as a basis for such action.

Effective training should secure the following results:

- Increased efficiency
- Improved services
- Lower operating costs
- Maximum safety
- More satisfied employees
- Increased promotability of employees to higher-level positions

To accomplish these ends, cooperative arrangements with other public agencies, including educational institutions, may be made.

It shall be the responsibility of the Deputy Chiefs and supervisors to identify the training needs of their employees and to convey such information to the Training Function who shall be responsible for the coordination of in-service training. However, the technical training of the uniformed bodies to meet state and/or federal certification standards shall be the exclusive responsibility of the Sheriff's Office.

It shall be the responsibility of the Sheriff, Chief Deputy, Deputy Chiefs, and supervisory personnel to promote programs for training of Sheriff's Office Employees for the purposes of improving the quality of services rendered to the citizens of Blount County and of improving employees' capabilities for advancement.

Tuition Reimbursement

Tuition reimbursement for employees is a plan, which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study, but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service.

For receiving reimbursement under this policy, an employee must agree to continue in employment with the Sheriff's Office for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

1. Courses are job-relevant, college-level courses taken at an institution that is accredited (as recognized by the US Department of Education, Office of Postsecondary Education), found at <http://www.ope.ed.gov/accreditation/Search.aspx> and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant, or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Deputy Chief over the appropriate function for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.
2. Employee is regular full-time. Employees serving their initial probationary period are ineligible.
3. Employee has submitted a Tuition Reimbursement Form (Appendix 27) for pre-approval to his/her immediate supervisor. The Deputy Chief will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available in the Human Resources Manual Appendices section or in the SOMS Info Center section. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.
4. Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. The employee must also submit the itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g., maintenance/tuition, activity fee, athletics fee, etc.), must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g., check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Deputy Chief over the appropriate function for review and forwarded to

the Deputy Chief of Administration for reimbursement. Copies of completed course work will be submitted to the Training Unit for career development tracking.

5. The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g., state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under the Sheriff's Office reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the Sheriff's Office maximum reimbursement cap of \$1800 per fiscal year, \$600 per semester or \$450 per quarter..
6. Employees will be reimbursed only for maintenance/tuition fees, but not for late fees, cost of books, service fees, technology fees, athletic fees, and materials upon submission of a transcript as follows:

For Grade Basis	% Reimbursement
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit Basis	% Reimbursement
Pass	100%
Fail	No Reimbursement

By January, before each fiscal year, an employee who intends to take courses must have forms in before the start of the next fiscal year. Approval forms must be completed prior to the start of each semester/quarter. Each approval must have the authorization of the Deputy Chief of Administration to ensure funds are available for reimbursement. The Deputy Chief of Administration may suspend tuition reimbursement and any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to the Sheriff's Office and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by the Sheriff's Office will follow the same procedure from pre approval of the immediate supervisor to the review and approval by the appropriate Deputy Chief. Completed course documentation (certifications, transcripts, etc.) will also be submitted to the Training Unit for career development tracking.

To encourage all employees to become more computer literate, the Sheriff's Office will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form (Appendix 27) by the Deputy Chief over the appropriate function as cost effective and appropriate for education in standard computer software skills. This provision

does not apply to or have any effect on computer training that a department may approve and fund during work hours.

F. Liability Protection

All Deputies are covered by the Sheriff's Office bond and liability protection. In all incidents where the Blount County Sheriff's Office is found liable regarding activities of all sworn personnel, any costs associated with the liability would be funded from the Blount County General Liability fund.



Blount County Sheriff's Office

Human Resources Manual Chapter 2

2.05



<i>Written Directive Subject:</i> Worker's Compensation	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.1.3</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/15/2018 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 2, Compensation</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

2.05 Worker's Compensation

All employees are covered under the provisions of the *Tennessee Worker's Compensation Law (TCA 50-6-101, et.seq.)* for accidental injuries or occupational diseases that arise out of, and in the course of, employment. The law requires that specific procedures be followed before payment of benefits to injured employees can be made. These procedures are:

- A. Any employee involved in a work related accident or illness must immediately report the incident to his or her supervisor. Injuries or illnesses must be reported even though the employee may feel they are not serious or require medical treatment. Obviously, if medical treatment is required, it will be obtained immediately. ***In the event an employee's supervisor is not available to receive the report of injury, the employee is to contact the Risk Management Department at 273-5770, or page the County Risk Manager at 223-4729, 24 hours a day, 7 days a week.***

- B. Once a supervisor has been notified, he or she will determine whether an injured or ill employee needs immediate medical attention, and may direct that initial treatment be provided at an emergency room if the injury or illness appears life threatening. If the injury or illness is not life threatening, the immediate supervisor should contact the Risk Management Department, and with the concurrence of the injured or ill employee, select a physician from the county's approved panel of physicians to provide initial treatment. A Worker's Compensation Panel of Physician Request form (Appendix 10) must be completed indicating the employee's selection from this list, or a decision not to use any physician on the list. Not selecting one of the physicians on the list may bar compensation benefits for any cost incurred in obtaining medical care.

- C. In the event a chosen physician determines that the injured or ill employee needs specialized treatment, such as an orthopedic physician or a neurosurgeon, or

other specialized care, then the employee must contact the Risk Management Department. Failure to do so may jeopardize reimbursement for future medical expenses.

- D. Once an employee reports an occupational (on-the-job) injury or illness, his or her supervisor must prepare a Tennessee Employer's First Report of Work Injury or Illness (Appendix 11), and submit it to the Risk Management Department within 24 hours and a copy is to be forwarded to the Office Manager.
- E. Pursuant to the Workers' Compensation Law, if an injured or ill employee refuses to comply with any reasonable request for examination, or to accept the medical or specialized medical services the county is required to furnish, then the injured or ill employee's rights to compensation will be suspended, and no compensation will be payable to the employee while such injured or ill employee continues in his or her refusal to comply with any reasonable request for examination, or to accept the medical or specialized services furnished by the county.
- F. In addition to receiving appropriate medical care from an approved physician, an employee may be entitled to receive temporary total and/or temporary partial disability benefits during such periods if a treating physician concludes that an employee is totally unable to work, or only able to work a reduced schedule. Pursuant to the Workers' Compensation Law, no such benefits are payable for the first 7 days of any disability that results from a work related injury or illness. However, if the disability extends beyond 7 days, then disability payments are due from the 8th day following the injury or illness forward. In the event an employee's temporary total disability extends beyond 14 days, then disability benefits will be payable from the first day following the injury or illness. Depending on the individual facts and circumstances of any employee's injury or illness, upon approval by the Chief Deputy or Sheriff, 20 days of Sheriff's Office workers' compensation pay will be given to the employee to use before County Government's workers' compensation pay begins. Blount County Government and Sheriff's Office leave cannot be used at the same time. Additional benefits may be paid to an injured or ill employee pursuant to provisions of the Tennessee Workers' Compensation Law. Anytime an employee is out of work on Worker's Compensation, they will notify the office manager who will explain their options concerning salary and benefits.
- G. In the event an employee's absence from work following a work related injury or illness also qualifies as a serious health condition defined by the Family and Medical Leave Act, an employee's worker's compensation leave may also be designated as FMLA leave and run concurrently with worker's compensation leave.

Employees who have any questions regarding their rights and obligations pursuant to the Tennessee Workers' Compensation Law should direct them to the Deputy Chief of Administration, or designee, through their immediate supervisor, or call the Blount County Risk Management Department at 273-5770 or 273-5772.



Blount County Sheriff's Office

Human Resources Manual Chapter 3

3.01



<i>Written Directive Subject:</i> <i>Grants of Leaves of Absence</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 3, Leave of Absence</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

3.01 Grants of Leaves of Absence

- A. Function heads may grant leaves of absence unless otherwise specified in this section. Annual, sick, or compensatory leaves of absence with pay may be granted only up to the amount accumulated to the date of leave. Leave to be subsequently earned may not be anticipated and used (see the section on Sick Leave Bank below for possible exception).
- B. Requests for leaves of absence must be made to the supervisor. The Office Manager and the Deputy Chief of the employee's function must also be notified of the leave dates requested.
- C. Leaves of absence are granted at the times desired by the employee subject to the needs of the Sheriff's Office. In any function where it is deemed impractical to grant leave according to normal leave request procedures, a Captain or Deputy Chief will arrange the leave schedules in such a manner to ensure that each employee will be afforded the same effective leave. Employees may request an amendment to approved annual leave before or during that leave, changing it to sick leave or bereavement leave if appropriate. Proper verification and approval by the employee's supervisor is required.
- D. The following applies to a leave of absence:
 - 1. Has been full time employee of the Blount County Sheriff's Office three (3) years or longer.
 - 2. Leave retirement in TCRS
 - 3. **Is not** paid for all accrued time (compensatory, holiday worked, and vacation hours). Time accrued is frozen and no time will be earned while on LOA.

4. Seniority date will be adjusted by time gone from active duty.
5. Employees will not be covered by County for any health, dental or any other type of insurance.
6. Employees must make arrangements with County Human Resources (273-5780) to pay for voluntary deductions that come out of the employee's regular payroll check.
7. When an employee requests LOA, time accrued can only be used to cover to the end of the next payroll period. It cannot be used to cover time that employee will not be working at the BCSO. Example: last day to work is 22nd; you may use accrued time until the 30th of that month. The rest of the time is frozen until you return or resign.
8. All equipment is turned into the Quartermaster. It will be issued back to you upon your return.
9. If a Training Reimbursement Agreement is in effect the employee must honor the agreement before taking a leave of absence or understand that it must be honored if the employee does not return to the Sheriff's Office on or before the expiration of the leave of absence request.

E. Employees may be able to use flextime under the following conditions:

1. The requested flextime must be in the same time period as their time card (i.e., within 14 days for all certified patrol and corrections employees actually working in a law enforcement or corrections position).
2. Employees requesting flextime must get approval from their supervisor, and make sure that their time card reflects the work time that is creating the need for flextime.
3. Flextime should be used for special situations such as training requirements for special units, or for other special or unusual situations such as instructing for in-service or orientation training, the citizen's academy, or other community related activities.



Blount County Sheriff's Office

Human Resources Manual Chapter 3

3.02



<i>Written Directive Subject:</i> <i>Leaves of Absence</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 22.1.2, 22.1.9	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 08/12/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 3, Leave of Absence</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

3.02 Leaves of Absence

A. Sick Leave

1. Leave in this section must be coordinated with the Family and Medical Leave Act (3.04).
2. In order to receive proper compensation, the Office Manager must be notified when an employee will be out of work longer than 3 days.
3. Sick leave allowances are provided at the rate of 8 or 10 hours for each 28-day pay period, depending on the number of hours worked in a day without a limit on accumulation. For employees suffering from serious medical conditions, refer to 3.03 that relates to the Sick Leave Bank. Sick leave allowances may be used for:
 - a. **Personal Sick Leave:** Sick leave may be granted for an illness or injury that incapacitates an employee, preventing him or her from performing assigned duties, for doctor or dental appointments during working hours which a doctor's note may be required, and for exposure to contagious disease to such an extent that the employee's presence on the job would jeopardize the health of co-workers. ***Personal sick leave is not an entitlement.*** Abuse of sick leave is grounds for disciplinary action.
 - b. **Family Sick Leave:** Sick leave may be granted for an illness or injury in an employee's immediate family, including routine doctor and dental appointments that require the attendance of an employee. The "immediate family" of an employee is defined in 1.01 under "Close Family Member." Exceptions to this policy may be considered on a case-by-case basis as recommended by a supervisor, reviewed and recommended by the appropriate Deputy Chief, and approved by the Chief Deputy. ***Family***

sick leave is not an entitlement. Abuse of sick leave is grounds for disciplinary action.

- c. An employee away from work for a medical condition(s) requiring an absence of 3 consecutive days is required to submit to their supervisor a written statement from an attending physician on a Sick Leave Request Form (Appendix 13) outlining the general nature of the medical condition, the earliest approximate date of return to duty, and advising on the ability of the employee to perform his or her regular duties. A supervisor has the prerogative of requiring a physician's letter with the above content prior to any approval of a request for sick leave if in the supervisor's judgment this information is necessary.
- d. Any employee treated in an emergency room, or is hospitalized for any period of time for a non-work related injury or illness, ***MUST*** have a written release from their attending physician on a Sick Leave Request Form, which is turned in to the Office Manager noting any work limitations/restrictions (along with the approximate duration of such limitations/restrictions) before a sick leave request can be approved.
- e. Medical information and the personnel needs of the function are considered in determining the holding of an employee's position open, or placement of him or her in another position for which the employee qualifies. If neither is appropriate, termination may be considered. Before returning to work, an employee must obtain a written statement from an attending physician advising on the form prescribed by the Sheriff's Office whether the employee might return to regular duties.
- f. Medical information is considered to be confidential to the extent permitted by law, and is immediately made a part of an employee's medical records included in his or her personnel file. An employee may view this file by appointment.
- g. If a disability causes an employee to lose more regularly scheduled workdays during any year than accumulated sick leave credits, the employee may use such accumulated annual and/or compensatory leave as he or she may have, or may be placed on leave without pay by the Chief Deputy upon recommendation of the appropriate Deputy Chief or Captain. An employee with a serious medical condition may also apply for medical leave under Family and Medical Leave (see 3.03), or may request additional sick leave from the county's Sick Leave Bank.
- h. Sick leave is granted at the discretion of a Deputy Chief or Captain, and may be refused if in their judgment, it is not justified.
- i. Employees are not paid for accumulated sick leave upon termination. Upon retirement an employee may be credited with 1 month of creditable service for each 20 days of accumulated sick leave based on our current TCRS policy.

- j. Light Duty: An employee may be assigned to light duty when circumstances warrant, provided light duty work is, available and the assignment is authorized or requested by an attending physician, a light duty assignment is recommended and approved by a Deputy Chief or Captain, and is approved by the Chief Deputy. Light duty assignments should not exceed 90 calendar days in duration unless an extension is approved by a Deputy Chief or Captain, and approved by the Chief Deputy. When on a light duty assignment, an employee MAY NOT (1) work extra duty assignments, (2) work overtime unless approved by the Deputy Chief of their function, (3) be assigned to a post/position/duty that would involved contact with inmates or would involve normal patrol functions, (4) actively serve on a specialty unit (e.g. CERT, SWAT, etc.) or (5) carry a weapon. Further, depending upon the type of training being conducted during In-Service, those employees working a light duty assignment may not be able to complete the entire 40 hours, which would impact their In-Service supplement.
- k. An employee that requests sick leave on a day preceding or following off days or scheduled time off such as vacation, holiday or comp, may be required to turn in a written doctor's excuse upon their return to duty.
- l. An employee in a non-paid status will not accrue annual, sick or holiday time.
- m. Any accrued time earned prior to being in a non-paid status will be applied to compensate for the non-paid status on the time card when the non-paid status occurs.

B. Annual Leave

- 1. Annual leave (as defined in 1.01) is earned monthly at the leave accrual rates and maximum amounts established in the chart below. Holiday leave may be combined with annual leave, but holiday leave may not be accumulated and must be used as soon as possible within 12 months of the holiday.

Years of Service	Hours Accrued Per 28-day Work Period	Annual Hours of Leave Permitted to carry over annually	Personal Hours Permitted Annually*
Less than 10 years	6.67	40	24
10 years but less than 15 years	10.00	60	32
15 years but less than 20 years	13.33	80	40
20 years or more	16.67	100	48

* For employees working in Administration, or otherwise exempt from overtime.

- 2. Employees may carry up to one-half of their authorized annual leave into the next year. For example, if an employee is authorized 80 hours of annual

leave, but for whatever reasons is not able to use but 40 hours, that 40 hours will be carried over to the next year. If he or she had used 60 hours, they would be able to carry over 20 hours to the next year. Employees wishing to carry over more than the allowed amount must submit their request to the Deputy Chief of Administration 30 days prior to the end of the calendar year.

3. Annual leave may be used to attend to any personal needs, and may be approved in advance by the appropriate Deputy Chief or Captain responsible for determining a leave schedule. The first concern in developing a leave schedule is the minimum staffing levels, with the desires of employees being secondary. Each year employees are required to take at least one complete workweek (40 hours) of their accumulated annual leave (which may be taken with holiday leave for patrol and corrections personnel) as a single period of annual leave in order to provide an opportunity to refresh the mind and body from the daily rigors of the workplace.
4. Although annual leave is earned from the date of employment, an entry-level probationary employee is not eligible for annual leave until successful completion of 6 months of service.

C. Holiday Leave (Revised July1, 2014)

1. Holiday is defined as a single day of paid time off work.
2. Employees who work in a position having only one regular shift (e.g., those in Records, Court Services, staff groups, etc, but not those in Patrol or Corrections) receive several holidays each year as designated by the Blount County Mayor and County Officials. These employees are expected to take off on the designated holiday (e.g., when the Justice Center is closed). Information regarding authorized holidays is distributed to all county agencies prior to the beginning of a calendar year.
3. Employees who work in a position having multiple shifts (e.g., Patrol and Corrections) will receive one holiday per month for a total of twelve (12) holidays per calendar year. These employees will be credited with three (3) holidays per calendar quarter, which will be reflected on the earning sheet posted after each time card. Employees may combine holiday leave with annual leave, when authorized by their supervisor.

An employee who takes more than one holiday off work in a quarter but leaves the employment of BCSO before the end of that quarter is required to reimburse BCSO for the holiday(s) taken but not "earned" through (1) reduction in their final paycheck, or (2) forfeiture of an accrued (but unused) holiday, vacation day, sick day, etc.

4. Holidays must be taken in the same calendar year in which they are granted. Unused holidays may not be carried over from one calendar year to the next calendar year. Failure or inability to take holiday time off within permitted time frames will result in the holiday being forfeited.

5. Employees in a non-paid status (e.g., those on military leave, unpaid leave of absence, disability, etc.) do not receive holidays during their non-paid leave.

D. Civil Leave

An employee may be granted civil leave with pay for any absence necessary for serving on a jury, as a subpoenaed witness in court, or taking required tests for fitness, including required physical exams, recruitment interviews, tests for required certification, and tests associated with promotions, demotions, or transfers in the Sheriff's Office. If, however, a case is one in which the employee is a party and the court decision affects the employee (positively or negatively) only, the time off is of a personal nature and annual leave, compensatory time, or leave without pay should be taken. Employees are entitled to keep any jury or witness fees in addition to their regular salary.

E. Leave Without Pay

The Office Manager will be notified whenever an employee is in a non-paid status. The following guidelines should be followed:

1. For some absences from duty, Deputy Chiefs or Captains may recommend leave without pay to the Chief Deputy, although such leave is not guaranteed. If a request is for medical reasons, provisions for returning to work noted above relating to sick leave or worker's compensation leave are to be followed.
2. The Chief Deputy will determine the maximum duration of any leave without pay after consultation with the Sheriff.
3. No time is accrued in a leave without pay status.
4. Leave without pay is used to reflect the hours an employee does not work in a workweek and does not have sufficient leave balances to cover the time away from their job.

F. Military Leave (Revised 02/28/08) (Revised 10/15/2015, 08/12/2020)

1. Members of the organized reserve forces of any of the Armed Services of the United States, National Guard, or Reserves, are entitled to a leave of absence, not to exceed the following amount per calendar year; 160 hours for those employees working an 8 hour shift or 200 hours for those employees working a 10 hour shift, with pay and without loss of seniority or any accrued leave. The 160 or 200 hours, depending on the particular shift, and during a calendar year, are normally meant to be consecutive, but may be fragmented or non-consecutive if supported by military orders. This paid military leave may be taken for annual active duty training, drill (not for periods of inactive duty training, i.e., drill) and additional active duty training (i.e., additional duty) as long as the total of paid military leaves does not exceed the 160 or 200 hours per calendar year. If more time is needed beyond what is allowed under these rules, an employee must use any accumulated annual, compensatory,

or holiday leave, or leave without pay. Employees must be in a paid status to be authorized military leave. Temporary employees are not eligible for military leave with or without pay.

2. Any person employed in an authorized position (as defined in 1.01), who receives orders to report for active duty in any of the Armed Forces of the United States, will be placed on military leave without pay assuming the following actions have taken place:
 - a. The employee requests military leave without pay.
 - b. The employee submits to their Deputy Chief a copy of his/her orders indicating his/her active duty status and the duration of such active duty.
 - c. The initial active duty is in excess of 3 months as shown on his/her orders. The individual's active duty for training is his or her initial active duty for training as shown on his or her orders.
 - d. A copy of active duty orders will be attached to the leave without pay request memo when submitted to the Office Manager.
3. During military leave without pay status, the same provisions governing sick and annual leave accrual set forth in Leave Without Pay presented below will apply. An employee may make arrangements with the Blount County Human Resources to continue applicable benefits by paying, at the commencement of the leave, the premium required under COBRA provisions and subject to the health and benefits contracts currently in force.
4. Within 90 days after release from active duty (provided the employee can provide proof of satisfactory completion of initial active duty training by certificate, discharge, or release to inactive reserve status), the employee will be entitled to reinstatement in his/her former position, provided the employee is capable of performing the duties of that position. If the former position has been abolished, the employee will be given first consideration for other openings for which the employee is qualified. Employees selected to fill openings created by persons on military leave will be employed on a provisional basis. For all other purposes, the same provision as outlined under Leave Without Pay will govern. Return to employment will be treated as a reinstatement (see 1.06).
5. No employee will be considered for promotion or a higher-level appointment while on military leave status.
6. No part of these Rules and Regulations will supersede applicable state and/or federal law.
7. If the conflict an employee is deployed for is recognized by TCRS, the employee will receive retirement credit by TCRS. If the conflict is not recognized by TCRS the employee will not receive credit.
8. An employee will be permitted to use 30 days of accrued time, other than sick once military orders are in effect.

9. If an employee is on active full duty status and their military pay is less than what their base Sheriff's Office pay is, then the Sheriff's Office will pay the difference.

Pre-Deployment

Prior to a member of the Blount County Sheriff's Office (BCSO) deploying for military service the appropriate Deputy Chief or designee, will provide a copy of the member's deployment orders to the Chief Records Clerk. The Chief Records Clerk will ensure that all policy and procedure steps that should be accomplished prior to the deployment are completed. The Chief Records Clerk will serve as a point of contact for all members of the BCSO that are deploying for military Service to allow for coordination of all benefits and entitlements.

The member will consult the Sheriff or designee prior to their last duty day before the deployment. At that time the Sheriff or designee will conduct an exit interview with the member. During this interview the Sheriff or designee will ensure the member provides valid contact information for any family members to allow for any of their needs to be met during the member's absence as well as provide for a process for communication with the member during their deployment. He will also ensure the employee has relinquished all assigned equipment to the Equipment Custodian for storage during their absence.

Post-Deployment

Upon a member of the BCSO returning from deployment and upon completion of their reconstitution time they will report to the appropriate Deputy Chief or designee on the morning of their first duty day prior to reporting for duty. At that time, the appropriate Deputy Chief or designee will coordinate an interview for the member with the Sheriff or designee. Upon completion of the interview the member will report to the Chief Records Clerk for final in-processing. The member will contact the Equipment Custodian for the re-issue of assigned equipment and the appropriate Deputy Chief or designee will contact the training function to coordinate any new initial, refresher or requalification training that may be required for the member. Upon successful completion of the designated training the member may return to duty.

G. Bereavement Leave

An employee may be granted up to 3 workdays of bereavement leave for the death of a close family member (see definition in 1.01). This leave must be taken immediately prior or subsequent to the day of a burial service (or equivalent), including the day of burial services (or equivalent). The Chief Deputy may grant exceptions to this by granting additional time under unusual circumstances.

H. Maternity Leave

1. Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed 4 months that is counted as part of the Family Medical Leave Act (FMLA), entitling employees for up to 12 weeks leave for maternity. In addition to any other accrued paid leave, Blount County will

allow up to 6 weeks of paid maternity leave, depending on the amount of FMLA available to full-time regular employees on the following terms and conditions:

- a. The employee must have been employed by the county for at least 12 consecutive months as a full time employee.
 - b. In cases of adoption or foster care, the child must be under the age of 1 year at the time of placement.
 - c. The employee must give at least 3 months advance notice of the anticipated date the leave is to begin, except in cases of emergency.
 - d. The entitlement to leave begins on the date of birth or placement, and ends 6 weeks thereafter.
 - e. Unused maternity leave cannot be carried over or used for any other purpose, and an employee will not be compensated for any unused maternity leave.
 - f. Paid leave taken by an employee in connection with birth or placement of a child for adoption or foster care will be counted as part of the employee's 12-week entitlement under the Family and Medical Leave Act.
2. Tennessee law requires that the following provisions be included in this manual. The provisions may or may not apply, depending upon the circumstances, as stipulated in *TCA 4-21-408. Maternity Leave*:
- a. A female employee who has been employed by the same employer for at least 12 consecutive months as a full-time employee as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed 4 months for pregnancy, childbirth, and nursing the infant where applicable (such period to be hereinafter referred to as "maternity leave").
 - b. A female employee who gives at least 3 months advance notice of her anticipated date of departure for maternity leave, her length of maternity leave, and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit, and seniority, wherever applicable, as of the date of her leave.
 - c. A female employee who is prevented from giving 3 months advance notice because of a medical emergency that necessitates maternity leave beginning earlier than originally anticipated, will not forfeit her rights and benefits under this part solely because of her failure to give 3 months advance notice.
 - d. Maternity leave may be with or without pay at the discretion of the employer. Maternity leave will not affect the employee's right to receive

vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other benefits or rights of her employment incident to her employment position; provided, that the employer need not provide for the cost of any benefits, plans, or programs during the period of maternity leave unless such employer so provides for all employees on leave of absence.

- e. If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer will not be liable under this part for failure to reinstate the employee at the end of her maternity leave period.
- f. The purpose of this section is to provide leave time to female employees for pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the female employee has used the period of maternity leave to actively pursue other employment opportunities, or if the employer finds that the employee has worked part-time or full-time for another employer during the period of maternity leave, then the employer will not be liable under this section for failure to reinstate the employee at the end of her maternity leave.
- g. Whenever the employer determines that the employee will not be reinstated at the end of her maternity leave because her position cannot be filled temporarily, or because she has used maternity leave to pursue employment opportunities or to work for another employer, the employer will so notify the employee.
- h. Nothing contained within the provisions of this section will be construed to:
 - 1) Require any employer to provide maternity leave to male employees.
 - 2) Apply to any employer who employs fewer than 100 full-time employees on a permanent basis at the job site or location.
- i. The Federal Pregnancy Discrimination Act (PDA) amendment to the Civil Rights Act of 1964 prohibits employment discrimination against women on the basis of pregnancy, childbirth, or related medical conditions. This means that pregnancy-related conditions must be treated the same as any other temporary medical incapacity. The PDA applies to employers who have 15 or more employees. The term "employees" includes local government employees, but does not include elected officials and their personal staff, or policy-making appointees.

I. Personal Hours

- 1. An employee who works in administration, or is exempt from overtime policies and procedures as determined by FLSA, is eligible for personal hours based on the chart on page 3-3.
- 2. Personal hours may be used to attend to personal needs, and may be

approved in advance by the appropriate supervisor.

3. Personal hours may not be carried over to the next year.



Blount County Sheriff's Office

Human Resources Manual Chapter 3

3.03



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Family and Medical Leave</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.1.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 3, Leave of Absence</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

3.03 Family and Medical Leave

- A. An employee who has been employed by the Sheriff's Office for 12 months or more, and has worked at least 1,250 hours in that 12-month period, may be eligible for up to 12 workweeks of unpaid family and medical leave in the following cases:
 - 1. Employee's spouse, parent, or child has a serious medical condition that requires the employee's full-time care.
 - 2. The birth, placement for adoption, or placement of a foster child.
 - 3. The employee's own serious medical condition.

- B. In the case of illness, a certification from an attending physician will be required. The leave must be requested 30 days in advance, unless there is a medical emergency, and then must be approved by the Chief Deputy after consultation with the employee's Captain or Deputy Chief and the Deputy Chief of Administration. In a case where both spouses work for the Sheriff's Office, leave for family care or birth, or adoption of a child, is limited to up to 12 weeks combined. Intermittent leave may be granted if medically necessary. Employees will be required to use any accumulated sick and annual or leave first, when appropriate, before going into an unpaid status. Leave used will be counted toward the 12 weeks.

- C. When on unpaid family and medical leave, the employee's health care coverage will continue. The employee is to pay his or her share of the health care premium to the County Human Resources Office (273-5780). If an employee fails to return to work (unless it is for medical disability), the employee is to reimburse the Sheriff's Office for its portion of the premium paid. All other benefits will be treated the same as stated in leave without pay (see 3.02).

- D. Employees on approved family and medical leave of up to 12 weeks are entitled to their same or equivalent position upon their return to work.
- E. In most cases, leave cannot be counted as FMLA leave retroactively. One exception is if the supervisor was not aware of the reason for the leave. In this case, the leave is designated as FMLA leave while the employee is on leave, or within 2 business days once the employee has returned.
- F. For additional information and an application packet on family and medical leave, employees need to contact the Office Manager.
- G. Approved Medical Leave is as follows
 - 1. The Sheriff or Chief Deputy can approve up to 12 months Medical Leave of Absence. This type of leave is without pay.
 - 2. Leave must be requested before the FMLA time ends and leave will start at the conclusion of FMLA
 - 3. BCSO will continue to pay the employee's portion of insurance **BUT** the employee is responsible for paying all voluntary or dependent coverage premiums/deductions.
 - 4. The employee must, upon request, furnish a doctor's statement. Human Resources will monitor the doctor's statement on a minimum of a monthly basis and will give status back to the BCSO.
 - 5. All accrued leave, including vacation, sick, compensatory, and holiday hours must be used before the leave of absence will be approved.
 - 6. No time will be earned while on a leave of absence. This includes vacation, sick, compensatory, personal, and holiday.



Blount County Sheriff's Office

Human Resources Manual Chapter 4

4.01



<i>Written Directive Subject:</i> <i>Performance Management</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 34.1.6, 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual, Chapter 4, Performance Evaluation</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

4.01 Performance Management

It is the policy of the Sheriff's Office to design and maintain a performance evaluation system that is job related and uniformly administered, striving to use performance evaluations as tools to serve both the needs of management and of employees. The objectives of performance evaluation are:

- Foster fair and impartial personnel decisions such as promotions.
- Maintain and improve performance.
- Provide a mechanism for counseling and coaching.
- Facilitate proper decisions regarding probationary employees.
- Provide an objective and fair means for recognizing and measuring individual performance in accordance with prescribed guidelines.
- Identify training needs.

A. Types of Evaluation

The following types of evaluations are possible:

1. **Semi-annual:** The normal evaluation period covers 6 months, occurring every July and January, and involves all employees.
2. **Conditional Probation:** An evaluation period of 12 months following a promotion, disciplinary action, or transfer, conducted monthly over this period.
3. **Probationary:** Patrol deputies are initially rated weekly through academic

reports from their basic training facility. Deputies (as they are assigned to duties out of the training academy) and adult and juvenile corrections officers (after their orientation training) are evaluated daily and weekly through reports relating to on-the-job training (see GO 6.01, Field Training Program in the *Sheriff's Office Policies and Procedures Manual*, and the training sections in the *Adult and Juvenile Detention Center Policies and Procedures Manual*). After completion of on-the-job training programs, probationary employees are rated monthly by their supervisor using the Probationary/Conditional Probation Performance Evaluation (See Appendix 16) until the probationary period is completed. Non-certified employees are rated every 30 days throughout their 12-month probationary period. The Sheriff may extend probation at his discretion.

B. Performance Evaluation Process Management

1. Performance evaluations are conducted based on guidelines prepared for each function, and are presented at Appendix 14a, b, c, d, e. Guidelines call for 6-month rating periods.
2. Performance standards/criteria used for performance evaluations must be specific to positions occupied by employees.
3. Evaluation forms are reviewed and signed by the rater's supervisor.
4. Employees sign the evaluation report only to indicate that they have read it, not that they agree with it, and are given a copy.
5. Employees are rated by their immediate supervisors, whose responsibility cannot be delegated.
6. Employees may appeal their performance evaluations to the next supervisor above the rater within 10 working days of receipt of an evaluation. The reviewing supervisor may amend and/or comment on any part of an evaluation, and respond to the appeal within 10 working days. If an employee is not satisfied with the decision of a rater's supervisor, the employee may appeal the decision to the Chief Deputy, who has 10 working days to respond. The decision of the Chief Deputy will be final. The process of contesting evaluations does not constitute a grievance.
7. Semi-annual performance evaluations are to be filed and remain in an employee's personnel file for a minimum of 5 years, at which time they may be destroyed.

C. Introduction to Performance Management

1. These guidelines to performance management are intended for anyone who manages the performance of others. Whether you are a new or experienced supervisor, these guidelines will provide you with useful information and step-by-step guidelines about the performance management process.

2. Performance management will help you, and those you supervise, to plan for results that will meet or exceed your expectations and the expectations of your function, the Deputy Chiefs, the Chief Deputy, the Sheriff, and the community. You will learn how to work cooperatively with your employees to:
 - a. Identify and describe each employee's essential job functions and dimensions in support of the mission of your function and the Sheriff's Office.
 - b. Identify and define initiatives appropriate to your employees' essential functions that support the goals of your function and the Sheriff's Office.
 - c. Develop realistic and appropriate performance standards.
 - d. Give and receive helpful behavioral feedback about performance.
 - e. Write and deliver constructive performance evaluations.
 - f. Plan education and development opportunities to sustain, improve, or build on current performance.
3. These guidelines are the basis for training supervisors and employees as to what to expect from performance management, and how to successfully prepare and use the evaluation process, including the preparation of forms and the follow up to the evaluation process. Questions that cannot be answered by using these guidelines should be directed to a Captain or Deputy Chief, the Deputy Chief of Administration (or his designee), a Deputy Chief, or the Chief Deputy.

D. Definitions:

1. **Dimensions:** A broad grouping of similar tasks assigned to a function, unit within a function, or a particular job classification, not an individual employee(s), and are developed and agreed upon by supervisors and their employees assigned to accomplish their job responsibilities.
2. **Employee:** The person whose performance is managed.
3. **Performance Evaluation:** Performance evaluation is a process of assessing, summarizing, and developing the work performance of an employee.
4. **Performance Management:** An ongoing communication process that involves both the supervisor and the employee in:
 - a. Identifying and describing essential job functions and relating them to the mission and goals of the function and the Sheriff's Office.
 - b. Developing realistic and appropriate performance criteria directly related to dimensions.
 - c. Giving and receiving feedback about performance.
 - d. Writing and communicating constructive performance evaluations that relate comments versus scores versus the least and most satisfactory performance in each dimension.
 - e. Planning education and development opportunities to sustain, improve, or build on employee work performance that is developmental as well as remedial.

5. **Performance Standards:** Written statements based on basic dimensions describing *how well* a job should be performed. They provide benchmarks against which to evaluate work performance. While dimensions describe the essential functions, performance criteria define *what is to be done and how well* each dimension must be performed to meet or exceed expectations. Each function of the Sheriff's Office will chose the dimensions and performance standards related to their operations and that are appropriate for the specific duties and responsibilities of the positions they have assigned to them.
6. **Rating Supervisor:** The supervisor who is directly responsible for seeing that an employee's performance dimensions and criteria are met.

E. Dimensions and Performance Standards

1. When dimensions and performance standards are in place, both the employee and his or her supervisor will know what the expectations are for the performance of essential functions of the job. This understanding will provide the basis for ongoing observation and feedback that becomes the basis for performance counseling between evaluations, for the formal semi-annual performance evaluation process.
2. Performance standards are developed within each function, and sometimes units within functions, since the work performed is obviously different in each, requiring the establishment of relevant dimensions and performance standards. Examples of performance dimensions that may be used are:
 - a. **Adaptability/Attitude:** Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.
 - b. **Decision-making/Problem solving:** Ability to manage complex and stressful situations while giving proper consideration to all alternative courses of action along with the ability to identify and analyze problems, identify and evaluate possible solutions, selecting and implementing appropriate means of resolution.
 - c. **Dependability:** Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.
 - d. **Appearance/Professional Image:** Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.
 - e. **Communication/Relationships:** Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.
 - f. **Job knowledge:** Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.
 - g. **Physical Fitness:** Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- h. **Rating Skills (for rating raters only):** Ratings by the rater's supervisor based on the rater's objective observation and meaningful feedback to the employee(s) being rated.
3. When developing dimensions and performance standards, make sure that all participants in the process have access to the following documents:
 - a. An up-to-date copy of job descriptions.
 - b. A copy of the function and Sheriff's Office Multi-Year Plan.
 - c. The Semi-Annual Performance Evaluation Forms.
 - d. A copy of the *Standardized Evaluation Guidelines* (Appendix 14a, b, c, d, e).
 4. It is essential to define dimensions and performance standards that apply to an entire unit. It is not necessary to write performance standards for every task in a job classification description. Instead, focus on those that are most important.
 5. Supervisors should discuss among themselves, and with their employees, those behaviors and results that would constitute the minimum acceptable performance for a task or function, and for each position in their unit. Performance that satisfies those performance standards will receive the rating of **meets expectations**. Performance standards that become a part of the *Standardized Evaluation Guidelines* should be written in clear language that describes the specific behaviors and actions required for work performance to meet, exceed, or fail to meet expectations, using specific terms that describe measurable, or verifiable, features of each performance standard, such as:
 - a. Performance expectations in terms of timeliness, cost (if appropriate), quality (subjective and objective measures of satisfaction), quantity (how many or how much, **but do not set quotas**), customer satisfaction, independent initiative demonstrated, and any other relevant verifiable measure.
 - b. Specify an acceptable margin for error. It is very rare for perfection to be an appropriate standard, even for outstanding performance.
 - c. Refer to any specific conditions where performance is expected or can be assessed. Statements like the following refer to the conditions under which a task or function is done:
 - 1) Proper completion of Incident Reports.
 - 2) No chargeable accidents.
 - 3) Average miles driven per shift during the rating period.
 - 4) Among many others.
 - d. Supervisors need to collaborate with each of their employees to develop performance standards that expand on the performance dimension and standards set for the unit. A supervisor's skill in effectively rating his or her employees is a significant dimension in a supervisor's evaluation.

F. Standardized Evaluation Guidelines

1. Each function will have a *Standardized Evaluation Guide* (Appendix 14a, b, c, d, e). For those functions with on-the-job training programs, the guidelines will be a continuation of those programs. Standards guidelines are developed for the other functions around applicable performance dimensions and standards. Consider the following when considering performance dimensions and preparing performance standards:
 - a. Performance standards are related to an employee's, or class of employees', assigned work and job requirements.
 - b. Quantifiable measures may not apply to all functions. Describe in clear and specific terms the characteristics of performance *quality* that are verifiable and that would meet or exceed expectations.
 - c. Accomplishment of Sheriff's Office and/or function goals and objectives should be included where appropriate, as well as information related to improved efficiency and productivity, project completion, process and/or program redesign, or public service.
2. When reviewing *Standardized Evaluation Guidelines*, check them against the following questions:
 - a. **Are they realistic?** Performance standards should be attainable and consistent with what is necessary to get the job done. Standards that meet expectations represent the minimum acceptable level of performance for all employees in that position.
 - b. **Are they specific?** Standards should tell an employee specific actions and results he or she is expected to accomplish.
 - c. Are they based on measurable data, observation, or verifiable information? Can they be measured in terms of timeliness, quality, and quantity?
 - d. Are they consistent with Sheriff's Office and function goals and objectives? Standards link individual performance to goals and objectives and should be consistent with them. The success of Sheriff's Office and/or function mission and value statements depends on this strategic connection.
 - e. **Are they challenging?** Guidelines will describe performance that exceeds expectations. Recognizing performance that is above expectations or outstanding is motivating to many employees.
 - f. **Are they clear and understandable?** An employee whose work is to be evaluated on the basis of the performance standards and the subsequent guidelines, must understand them and should always be in the language of the job.
 - g. **Are they dynamic?** As Sheriff's Office and/or function goals and

objectives, technologies, operations, or experiences change, performance standards should evolve.

G. Conducting Semi-Annual Performance Evaluation

Semi-annual performance evaluation is a process of assessing, summarizing, and developing the work performance of an employee. Every employee will receive a written performance evaluation on the appropriate forms. The following are recommended steps for the performance evaluation process:

1. Preparation

The semi-annual evaluation occurs every July and January. The following steps are suggested:

- a. Before meeting with an employee, review his or her job description, review your observations, notes, and previous semi-annual performance evaluations. It is important that the rater prepare the evaluation based on the current 6-month rating period only. Although previous performance evaluations may be reviewed to determine progress in personal goals and objectives previously developed, the intent is to review an employee's performance for the actual rating period. Obtain performance feedback from people with whom the employee has worked (including those he or she may have supervised), all of which is important information when evaluating contact with the public (or customer service) and teamwork aspects of the employee's job. Where customer service is a key part of the job, feedback from customers may also be solicited. Locate and have ready any supporting information.
- b. If during the review period the employee reported to more than one supervisor, it is appropriate to consult with the other supervisor(s) for input into the evaluation. Before including any information in an evaluation that may indicate there was a performance problem with another supervisor, ask the other supervisor(s) if the information about the problem has been shared with the employee.
- c. Give the employee advanced notice of the performance evaluation so that he or she has the chance to review and prepare. Plan to meet with the employee in private to explain or review what will happen during the evaluation process, and review the *Semi-Annual Performance Evaluation Form* (see Appendix 17). Do this even if you have evaluated the employee's performance several times in the past. Review his or her job description and the Sheriff's Office and function goals and objectives. Discuss and review the performance dimensions and standards that are the basis of the evaluation. Some performance dimensions or standards may not have figured prominently in the employee's job for the evaluation period, and evaluation in those areas may not be necessary or significant.
- d. Conclude the meeting by scheduling a second meeting

2. Writing the Performance Evaluation

The writing phase of the performance evaluation involves completing the *Semi-Annual Performance Evaluation Form* (Appendix 17). In preparing the form, consider these three questions:

- a. How does the level of performance compare with the performance dimensions and standards for this position during the rating period?
- b. How was the level of performance confirmed? What did you see the employee doing? What do reports or other work products show?
- c. What were the consequences, results, and impact of the performance?

3. The *Semi-Annual Performance Evaluation Form* (Appendix 17)

Consult a Captain or Deputy Chief, the Chief Deputy, or the Deputy Chief of Administration (or designee) for information about the form, or for a particular policy or procedure. Enter general information about the employee in the area at the top of the form.

- a. **PART I: PERFORMANCE REVIEW** - Evaluate employee performance based on the selected dimensions for the employee being evaluated. Remember that an employee may not be rated on all of the dimensions listed, and that performance is to be rated only for the current 6-month rating period. Under each dimension there are performance standards that are to be met in relation to these dimensions as presented in *Standard Evaluation Guidelines*. Performance should be rated against these standards.
- b. **PART II: SUPERVISORY PERFORMANCE REVIEW** - This section should only be used for rating supervisory employees, and left blank for all other employees. The purpose of this section is rate the dimensions important to supervision, and to ensure the fairness and impartiality of ratings given by supervisors, and that they are applying ratings uniformly.
- c. **PART III: OVERALL APPRAISAL OF PERFORMANCE** - The 3 evaluation rating standards are found at the top of the *Semi-Annual Performance Evaluation Form*. These ratings describe the level of performance of the individual employee when compared to job descriptions, dimensions, and performance standards delineated in the *Standardized Evaluation Guidelines*.
 - 1) **Score of 1 – 3: Unsatisfactory**
 - 2) **Score of 4: Meets expectations**
 - 3) **Score of 5 – 7: Exceeds expectations**
- d. **PART IV: COMMENTS SUPPORTING THE OVERALL EVALUATION** - Although a rater is encouraged to make comments about a rating of ***Meets Expectations***, whenever a rater feels an employee's performance is either ***outstanding, below expectations, or unsatisfactory***, it is *mandatory* that he or she use this section to describe the behaviors and actions that led to the ratings given. This document becomes part of the employee's permanent record. Also include information relating to goals, education, training, and

professional development activities the employee may complete during the next rating period such as on-the-job training, self-study, courses, workshops, special projects, participation in professional organizations, etc. When appropriate, describe the employee's responsibility for self-directed learning, and include activities that you and the Sheriff's Office can commit to support. **Never** promise an employee a promotion, special training, or any other benefit for future performance.

- e. **PART V: FUTURE PLANS/ACTIONS** - This section is dedicated to accomplishing a career development plan with the employee. It will discuss any future plans of education, experience, and training that will assist in the developmental goals of the employee and the needs of the Sheriff's Office. This section will also be used to document education, experience, and training which has been completed during this evaluation period to accomplish the overall career development plan.
- f. **PART VI: EMPLOYEE COMMENTS** - A space is provided for the employee to comment if he or she chooses to do so. Allow time outside of the performance evaluation meeting for the employee to review the written performance evaluation and prepare comments. Comments may be written on the form or attached on a separate sheet.

4. Delivering

- a. Planning the performance evaluation meeting contributes to the success of the process. Below are a few guidelines that may help you with the goals of a formal performance evaluation meeting:
 - 1) Prior to a meeting, review your evaluation and observation notes covering the last rating period and the evidence in support of the rating you plan to give.
 - 2) Plan your discussion. Objectives for the discussion include:
 - a) Reviewing, discussing, and confirming an understanding of the performance dimensions and standards, and annual goals and objectives of the employee being rated.
 - b) Recognizing strengths and achievements.
 - c) Confirming previously identified functional areas needing improvement, whether they have been achieved and establishing agreement about how improvement is to be accomplished in the future.
 - d) Identifying areas where education, training, or other development opportunities are needed, and agreeing on a strategy for developing skills, knowledge, or abilities. Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self-development goals as well as how you or

the Sheriff's Office will help. Also, any disciplinary action in the form of counseling, remedial training, or whatever other means are available to improve performance.

- e) Plan to meet with an employee in private.
 - 3) At the meeting, review your draft of the *Semi-Annual Performance Evaluation Form* and evaluation narrative with an employee. Discuss an employee's strengths covering each point in detail, setting a positive tone to start the discussion.
 - 4) Discuss previously identified areas needing improvement and how they were corrected. Ask an employee for suggestions about how he or she will improve performance, and introduce your ideas for improvement as well.
 - 5) Show interest in your employee's progress and your willingness to take up the discussion again at any time. Close the evaluation after all points have been covered and the employee has had an opportunity to provide input.
 - 6) If changes will be made to the evaluation, discuss those changes and agree upon a date when the final draft will be prepared and the evaluation is to be signed.
 - 7) After necessary changes have been made, ask the employee to sign the *Semi-Annual Performance Evaluation Form*. An employee's signature indicates that he or she has read the evaluation and that a discussion has taken place. It does not signify that an employee necessarily agrees with the evaluation.
- b. **What if an employee refuses to sign?** An employee may take a few days before signing the evaluation form. However, if after a reasonable period of time an employee refuses to sign the form, supervisors may note on the form that an employee has refused to sign, indicate the date, and initial the signature block.
 - c. You may attach work standards, supplemental performance information, work samples, and additional comments to the evaluation form. Inform an employee that he or she can add or attach comments to the *Semi-Annual Performance Evaluation Form* as well. If an employee wants to add comments, allow time for him or her to write them and attach the comments to the original, signed copy of the evaluation form.

5. Producing

The original of the final signed performance evaluation will be forwarded to a rater's supervisor for review, comment, and signature, and then forwarded to each supervisor in an employee's chain of command until it reaches the Chief Deputy, who will review and sign off on them. The Chief Deputy will then forward the completed

performance evaluation to the Deputy Chief of Administration who will have it filed in an employee's permanent personnel record. A copy will be returned to the rating supervisor and the employee to be used as a guide for the next evaluation, and to serve as a base for improving performance and gauging professional development.

H. Conducting Probationary and Conditional Probation (for promotion, transfer, or as a result of disciplinary action) Performance Evaluations

The probationary or conditional probation performance evaluation is a process of assessing, summarizing, and developing the work performance of a new employee who has just completed the Field Training Program for patrol deputies, the Corrections Officer Training Program for corrections officers in the Detention Centers, or a basic orientation required of all other employees, or for employees promoted, transferred into a new position, or for an employee who has been placed on probation as a result of disciplinary action. The Sheriff may extend probation at his discretion. The following are recommended steps for a probation performance evaluation process:

1. Preparation

This evaluation occurs each month for 12 months for civilian employees. For patrol deputies and corrections officers, monthly probationary evaluations start the month following completion of their special on-the-job training programs, and continues for the remaining months up to their first year of employment. For employees who have been promoted, received disciplinary action, or transferred into new positions, monthly conditional evaluations will follow the effective date and will continue for a period of 12 months. The following steps are suggested:

- a. Before an initial meeting with a probationary employee, the supervisor will need to obtain the training files for patrol deputies or adult and juvenile corrections officers, using the same dimensions and performance criteria used during those programs as a basis for the probationary evaluations. For a new civilian employee, a supervisor will review with the new employee the performance dimensions and standards that have been developed for the position, and establish goals for meeting the essential tasks required of the position.
- b. If a new employee works with more than one supervisor during the probationary period, it is important to consult with the other supervisor(s) for input into the evaluation.
- c. Meet with the new employee frequently to discuss the *Standardized Evaluation Guidelines*, using observation and feedback as discussed below. Try to always use previous evaluations during these meetings.
- d. Always conclude a meeting by scheduling another meeting indicating what is to be achieved.

2. Writing the Probationary or Conditional Probation Performance Evaluation

The writing phase of the probationary or conditional probation evaluation involves completing the *Probationary/Conditional Probation Evaluation Form (Appendix 16)*. In writing the probationary performance evaluation, consider 3 questions:

- a. How does the level of performance compare with the performance dimensions and standards for this position?
- b. How was the level of performance confirmed? What did you see the employee doing? What do analytical reports or work products show?
- c. What were the consequences, results, and impact of the performance?

3. The *Probationary/Conditional Probation Performance Evaluation Form (Appendix 16)*

- a. This section refers to completion of the *Probationary/Conditional Probation Performance Evaluation Form (Appendix 16)*. Consult your Captain, Deputy Chief Deputy, Chief Deputy, or Deputy Chief of Administration (or designee), for information about the form, or for a particular policy or procedure. Follow the following steps in completing the form:
- b. **PART I: PERFORMANCE REVIEW** - Evaluate employee performance based on the dimensions for the employee being evaluated. Remember that an employee may not be rated on all of the dimensions listed. Under each dimension there are performance standards delineated in a Standardized Evaluation Guideline that are to be met in relation to these dimensions. Performance should be rated against these standards.
- c. **PART II: SUPERVISORY PERFORMANCE REVIEW** - This section should only be used for rating supervisory employees, and left blank for all other employees. The purpose of this section is rate the dimensions important to supervision, and to ensure the fairness and impartiality of ratings given by supervisors, and that they are applying ratings uniformly.
- d. **PART III: OVERALL APPRAISAL OF PERFORMANCE** - Each dimension is to be rated on a scale of 1 to 7, with 1 being the lowest rating and 7 being the highest. To the right of each dimension is a space available for marking the level of performance for that dimension. The numerical ratings should reflect the following levels of performance:
 - 1) **Score of 1 – 3: Unsatisfactory**
 - 2) **Score of 4: Meets expectations**
 - 3) **Score of 5 – 7: Exceeds expectations**
- e. To determine an average score, add the score for each dimension and divide by the number of dimensions rated, placing the score in the blank provided.
- f. **PART IV: CONSTRUCTIVE CRITIQUE** - Although a rater is encouraged to make comments about a 4 rating, whenever a rater feels an employee's performance is either in the 1 to 3 range or in the 5 to 7 range, it is **mandatory**

that he or she use this section to describe the behaviors and actions that led to the ratings given.

- g. **PART V: EMPLOYEE COMMENTS** - A space is provided for an employee to comment if he or she chooses to do so. Allow time outside of the performance evaluation meeting for an employee to review the written evaluation and prepare comments. Comments may be written on the form or attached on a separate sheet.

4. Delivering

Planning the probationary performance evaluation meeting contributes to the success of the process. Below are some guidelines that may help you with the goals of the probationary performance evaluation meeting.

- a. Prior to the meeting, review your evaluation and your notes covering the last rating period and the evidence in support of the rating you gave.
- b. Plan your discussion. Objectives for the discussion include:
 - 1) Reviewing, discussing, and confirming understanding of the dimensions and performance standards.
 - 2) Recognizing strengths and achievements.
 - 3) Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished.
 - 4) Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge, or abilities. Discuss and confirm understanding and agreement about the steps an employee will take to accomplish self-development goals as well as how you or the Sheriff's Office will help.
- c. Plan to meet with an employee in private.
- d. Review your draft of the *Probationary/Conditional Probation Performance Evaluation Form* with an employee, discussing his or her strengths, covering each point in detail. This sets a positive tone to start the discussion.
- e. Discuss previously identified areas needing improvement. Ask an employee for suggestions about how he or she will improve performance. Introduce your ideas for improvement as well.
- f. Show interest in your employee's progress and your willingness to take up the discussion again at any time. Close the evaluation after all points have been covered and an employee has had the opportunity to provide input.
- g. If changes will be made to the evaluation, discuss those changes and agree upon a date when the final draft of the evaluation will be prepared

and signed.

- h. After necessary changes have been made, have an employee sign the *Probationary/Conditional Probation Performance Evaluation Form*. An employee's signature indicates that he or she has read the evaluation and that a discussion has taken place. It does not signify that an employee agrees with the evaluation.
- i. You may attach work standards, supplemental performance information, work samples, and additional comments to the evaluation form. Inform an employee that he or she can add or attach comments to the *Probationary/Conditional Probation Performance Evaluation Form* as well. If an employee wants to add comments, allow time for him or her to write them and attach the comments to the original, signed file copy. Comments should be filed with the performance evaluation.

5. Producing

- a. The original of the signed probationary performance evaluation will be forwarded to a rater's supervisor for review, comment, and signature, and forwarded to each supervisor in an employee's chain of command until it reaches the Chief Deputy, who will review and sign off on it. The Chief Deputy will then forward the completed performance evaluation to the Deputy Chief of Administration who will have it filed in an employee's permanent personnel record, and a copy will be returned to the rating supervisor and the employee to be used it as a guide for the next evaluation, and to serve as a base for improving performance and professional development.
- b. During the 12 month probationary period, a probationary employee must be reminded by their rating supervisor, especially if performance is below expectations or unsatisfactory, that continued performance below expectations could lead to dismissal without appeal, or for those promoted or transferred, to a reversal to their previous position. Obviously efforts will be made for remedial or other special training before taking such a drastic step, but the probationary period is designed to ensure that an employee can meet the expectations of a position

I. Observation and Feedback

Observing employee performance and offering feedback must become a routine part of managing employee performance. Feedback is most effective in reinforcing or improving work performance when an employee has confidence in the basis of that feedback. As a supervisor you will be more confident when giving feedback based on information you can support.

1. Observing Employee Performance

- a. Observation involves noticing specific facts, events, or behaviors related to work performance and the results of work performance that when combined becomes the raw data upon which effective performance

feedback is based. When you observe the output employees generate and the impact of their work, you are gathering information needed to make both praise and constructive feedback. Observation is the basis for feedback and suggests actions that might be taken to support, develop, or improve performance.

- b. Feedback based on observed or verifiable data is more likely to influence employee behavior than feedback that cannot be supported by firsthand information. It is not always possible, however, to observe employees at work all the time, but you must build into your schedule occasions to observe their performance. By doing so you provide opportunities to understand what they do, to talk with and get feedback from them, to see employees as they perform at their best, and to recognize areas where their performance could be improved.

2. Feedback

- a. Feedback may be defined as “information about past behavior, delivered in the present, which may influence future behavior.” (*What Did You Say?: The Art of Giving and Receiving Feedback* by Charles and Edith Seashore, Douglas Charles Press, North Attleborough, MA 1992.)
- b. Feedback is influential. When employees receive feedback that is timely, frequent, and specific they are more likely to understand what is expected of them and repeat successful performance.
- c. Feedback that describes observed or verifiable behavior and facts is different from feedback that evaluates the person based on assumptions, interpretations, generalizations, and judgments about what the behavior or facts mean. Compare the following statements:
 1. *That was a very poor report. I wish you were more committed to doing a good job.*
 2. *Your report was not formatted according to standard practice and the content was based on data that is out of date.*

Note that in statement #1, the speaker has judged the employee as lacking commitment, and the statement about the report being “poor” is evaluative without being helpful. Statement #2, however, tells the employee exactly what needs to be improved without judging the employee’s character or motives. An employee’s performance is more likely to improve when you ask them to **do** something differently rather than asking them to **be** different. Most people become defensive when they feel judged, and are more likely to accept feedback that is behavioral.

- d. *Behavioral feedback* consists of statements about observed or verified behavior related to performance standards. If an employee does not understand what you expect or what the standards are, or you do not give clear messages about expectations or confirm an employee’s understanding of expectations, an employee will not have a chance to improve performance or to meet performance expectations.

3. Guidelines for Giving Behavioral Feedback

- a. Behavioral feedback should be based on specific, observable, or verifiable data and information, and should be delivered as close to the event or behavior as possible.

I have observed that you arrived at 8:30 on Monday, Tuesday and Thursday rather than at 8:00.

After describing your observations to the employee, ask for his or her input before you decide what the behavior means. For example, you may observe that an employee has been arriving late over a period of days. Before you decide that the employee is being irresponsible, get more information. You may find that there is a valid reason for the behavior, or there are other factors that would contribute to your understanding.

I'd like to talk with you about the reasons for your late arrival.

Discuss the impact of the performance or its consequences, but never make threats or promises. When an employee understands the impact of performance, he or she will know why it is important.

As a result of your late arrival, staff from the previous shift had to stay over to cover your work.

- b. Communicate by your words, body language, and tone of voice that your intention is to be helpful when giving feedback. The goal of feedback is to reinforce or redirect performance so that the employee can be successful.

Examples:

The behavioral approach to feedback is valuable when describing performance that needs to be improved, because the employee learns which specific behaviors to change rather than receiving general comments that don't give much information. Compare the following statements.

1. *This report was not your best work.*
2. *This report was completed three days after the incident when you know that we must have reports by the end of a shift. If there had been a further incident involving the same person, the next shift would not have known and officers could have been injured. What will it take to prepare the report on time in the future?*

Statement #1 is vague and does not clearly indicate a specific performance problem, while statement #2 gives the employee a more complete picture of what needs to be improved, and the importance of improving. It also enlists his or her support in improving future performance.

- c. Behavioral feedback is also valuable when giving feedback about successful performance. Compare the following statements:
 - 1. *Terrific job!*
 - 2. *Everyone in the unit appreciates the way you handled that situation. You identified the areas where we were confused, you summarized to help us stay on track, and you maintained calm. As a result, we were able to resolve the situation rather than having it become much worse.*

When feedback about successful performance is given in specific behavioral terms, an employee knows which behaviors to continue or repeat.

- d. Feedback about performance in need of improvement is best delivered in private to avoid embarrassment to an employee. In some situations, employees are embarrassed when feedback about successful performance is given in front of others. Feedback is more effective if you know and respect the preferences of your employees. Notes that you keep about performance should also be phrased in behavioral terms. Avoid statements that would imply subjective judgment or prejudice about an employee's personality, character, or motives. Encourage your employees to keep records of their own accomplishments.
- e. The supervisor and his or her employee should exchange performance-related information throughout rating periods. At these discussions, take time to discuss accomplishments, possible needs for further training, and any other problems or concerns. If there are performance problems, schedule meetings at regular intervals for the purpose of providing feedback on performance. This practice will address issues promptly and foster a problem-solving approach rather than confrontation.
- f. Occasionally, performance problems may arise that will warrant documentation and performance counseling. Before initiating any formal corrective or disciplinary action, contact your supervisor, Captain or Deputy Chief, a Deputy Chief, or the Chief Deputy for guidance and assistance.

4. Conclusion

- a. Performance management is intended to break down barriers and maintain open communication between employees and their supervisors, creating an atmosphere that allows candid approaches to discussions relating to performance. During rating periods, supervisors and employees will want to review completed performance evaluations and use them as a basis for observation and feedback.
- b. After you have written your first performance evaluation, you will have the resources you need to do an effective job as a supervisor. You will have a

current job description and information on dimensions and performance standards in place, and will have a supportable basis for making future evaluations. You will have documented your employees' performance, and given them clear expectations about their performance for the next rating period. You will have provided your employees with opportunities to improve performance where indicated. There should be no surprises about what is expected of every employee. If you follow these guidelines, you will find the process of performance management to be constructive and satisfying.

J. Unsatisfactory Performance Notification (Revised July 6, 2011)

1. To ensure that employees receive timely and relevant feedback regarding unsatisfactory performances, Supervisors will provide written notice of unsatisfactory performance to non-probationary employees in a timely manner prior to the end of the semi-annual rating period.
 - a. The written notice will consist of documentation of the unsatisfactory performance(s) on an **Employee Counseling Form** (See Appendix 18) or in memo form as is appropriate for the circumstances.
 - b. The written notice must take place if the unsatisfactory performance would be evaluated and scored as "Unsatisfactory" according to the performance categories as specified in Part I of the Semi-Annual Evaluation Report.
 - c. If the unsatisfactory performance continues after the counseling, the specific information must be included in the semi-annual performance evaluation.
 - d. In the event unsatisfactory performance is observed prior to the semi-annual rating period, Supervisors will provide written notice of unsatisfactory performance to the non-probationary employee in a timely manner. The employee will be given reasonable opportunity to correct the deficiency prior to the semi-annual performance evaluation. If the deficiency is not corrected, it will be included on the next following semi-annual performance evaluation.
2. This practice ensures that employees receive timely and relevant feedback regarding unsatisfactory performances while providing employees adequate time to demonstrate consistent improvement prior to the semi-annual performance evaluations.
3. The written notification enables the Supervisor to document the unsatisfactory performance(s) on the semi-annual performance evaluation in the event the employee does not demonstrate improvement.
4. Monthly probationary or conditional probation performance evaluations are exempt from this requirement.

K. Rater Training

When a deputy is promoted into a position where he or she will be responsible for conducting performance evaluations, a training program will be provided that explains the processes involved and the expected outcomes of a performance management system as developed for the Sheriff's Office. In addition, supervisors will be provided periodic refresher sessions relating to the performance management system to not only readdress the basic procedures relating to performance management, but to provide a forum for discussion relating to any problems associated with the system, and the development of solutions.



Blount County Sheriff's Office

Human Resources Manual Chapter 4

4.02



<i>Written Directive Subject:</i> Personnel Early Warning System	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">35.1.9</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/15/2018 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 4, Performance Evaluation</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

4.02 Personnel Early Warning System

The Personnel Early Warning System (PEWS) is established to provide systematic reviews of specific, significant events involving Sheriff's Office employees. This system is necessary for the Sheriff's Office to exercise its responsibility to evaluate, identify, and assist employees who exhibit signs of performance and/or stress related problems. PEWS is only one of the methods by which employees are identified as possibly needing assistance with performance and/or stress related problems, and is intended to serve as a systematic approach to highlight tendencies that may otherwise be overlooked.

A. Definitions

1. **Confidentiality** – This directive will not be released outside the Sheriff's Office without authorization of the Sheriff. Under no circumstances will information gained on individual employees through PEWS be disseminated to unauthorized persons. Review files will be maintained in the Internal Affairs (IA) Investigator's office. Reviews of files are subject, as are all records, to release by court order. When a review has been conducted and there is no need for intervention, the review will not be released. Only completed PEWS reviews will be considered for release to authorized persons, and a review is not considered complete until the follow-up monitoring period expires.

2. **Personnel Early Warning System (PEWS)** - A time-sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems, and to facilitate any necessary or appropriate follow-up activities. This directive is applicable to all certified and non-certified sworn Sheriff's Office personnel. There will be no retroactive application of this directive. Monitoring for criteria discussed below that would

create a PEWS review will begin with the effective date of this manual.

3. **Review** – A consideration of past events, circumstances, and/or facts to determine whether or not a pattern exists that merits further attention and/or intervention by supervision. ***It is not a disciplinary measure.*** The fact that a review is being conducted does not mean that a problem exists, just that there is a need for closer examination of existing documentation and any other relevant performance measures. The objective of a review is improved performance in the area being reviewed, if needed, and not discipline, although a review may begin laying the groundwork for progressive disciplinary action if a problem is found and an employee fails to correct it. It is important to note that any disciplinary action that may occur will occur as a result of subsequent action after a review, not from a revisiting of any specific events that initiated the review.

B. Reporting Requirements

Supervisors are responsible for reporting all aspects of their subordinates' performance. Additionally, employees will be identified as candidates for a PEWS review based on the following actions or behaviors:

1. Occurrences such as, but not limited to:
 - a. Formal complaints.
 - b. Use of Force Reports.
 - c. Disciplinary actions.
 - d. Civil or Criminal litigation.
 - e. Pursuit reports.
 - f. Unsatisfactory Semi-Annual Evaluation.
 - g. Work related accidents
 - h. Positive results on a Sheriff's Office ordered drug or alcohol test.
2. These occurrences will be compiled by the IA Investigator into a specially designed database that will determine when a request for review will be initiated based on a threshold of any 3 employee occurrences in a 365 day period.

C. PEWS Review

1. The IA Investigator may initiate a PEWS review after review of reports relating to one, or any number of the targeted incidents presented above, and will work closely with line supervisors who are crucial to the success of PEWS since they have day-to-day contact with their employees, are in the best situation to observe their activities and actions, and are best able to take action to intervene if there is any indication of behavior that could be detrimental to them or the Sheriff's Office. Each line supervisor should know the backgrounds of their employees, especially in relation to any of the targeted incidents listed above, and will report their concerns to a function Captain or Deputy Chief.

2. A PEWS review will consist of a review of appropriate records as well as any other relevant performance criteria of identified employees and will be approved by the Sheriff or designee, and prepare a report that will include findings of fact and recommendations as to actions needed, or a statement that follow-up action is not necessary. If intervention appears to be warranted, the IA Investigator will inform the Chief Deputy who will call a review board consisting of the IA Investigator, a supervisor from the same function who does not supervise the employee involved, the function Captain or Deputy Chief, and the Deputy Chief over the function involved. The review board will:
 - a. Review all reports relating to activities that created the need to initiate a PEWS review.
 - b. If warranted by the review, any or all of the following actions may be taken by the review board:
 - 1) Counseling by the employee's supervisor.
 - 2) Counseling by someone higher in the chain of command.
 - 3) Develop remedial action that may include specific training efforts that would be developed in conjunction with the Training Function.
 - 4) Conduct a special performance evaluation process designed to initiate peer review and counseling with the employee's supervisor and other members of the function.
 - 5) Coordination with the Employee Assistance Program and/or a Sheriff's Office Chaplain.
 - 6) Other alternatives, as appropriate, that may include psychological services, stress abatement programs, or specialized training programs.
3. Original review documentation will be maintained in the IA Investigator's office. Function Captains are **not** to maintain files relating to a PEWS review to preserve the confidentiality of the files. Follow up monitoring of recommendations developed from a PEWS review will be documented on the *Semi-Annual Performance Evaluation Form*, and a copy of the evaluation will be forwarded to the IA Investigator for inclusion in the PEWS review file.
4. Follow up monitoring will be conducted for a period of time established in the PEWS review report to ensure that identified problems are being resolved. Ordinarily, the time period for review will range from 6 months to a year, but may be shorter or longer as needs dictate. Intervention and subsequent performance will be a part of the employee's scheduled performance evaluations. Other progress reports may be required by the PEWS review report.
5. **Additional Instances During the Monitoring Period** – Additional incidents involving matters under review by PEWS will be added to the review process being conducted.
6. **Additional Instances After Review Monitoring is Completed** – After a review-monitoring period has been completed, the criteria for another PEWS

review must be met before another review can be initiated. The Chief Deputy must approve any variation from this rule.

D. Annual Evaluation

The IA Investigator will evaluate PEWS reviews annually to determine its effectiveness in intervention efforts, and will include quantitative and qualitative information useful in determining needs for training and/or for changes in policies and procedures. A report will be made and forwarded to the Sheriff and Chief Deputy on the results of the review, and may include information such as the following:

1. Number of employees identified for a PEWS review.
2. Number of subsequent required monitoring on identified employees.
3. Feedback on the PEWS system from functions.
4. Information on actions taken with identified employees requiring monitoring.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.00



<i>Written Directive Subject:</i> <i>Disciplinary Procedures</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.4</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

5.00 Disciplinary Procedures

The Sheriff's Office depends on the personal integrity of all employees, and discipline is a process of imposing sanctions that will train or develop employees that involves positive reward, training, counseling, and punitive action, with a commitment to the Codes of Ethics and Conduct. The disciplinary system includes procedures for:

- Remedial training designed to overcome difficulties and improve performance.
- Counseling designed to assist an employee in growth and development.
- Punitive actions in the interest of discipline.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.01



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Remedial Training</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.4</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

5.01 Remedial Training

Remedial training can be a positive, constructive method of handling an employee's ability to perform properly or to correct problems that effect performance. Supervisors cannot assume that their employees know everything, so when an employee performs in an unacceptable manner, or displays a lack of understanding of a process or procedure, they should immediately determine the employee's level of training and knowledge. If a gap exists between what appears to be known and what should be known, remedial training may be a solution. Supervisors should be aware of the remedial training resources available and make every effort to coordinate the necessary training (also see GO 6.01, Training).

- A. Supervisors may request remedial training from Training with approval from the appropriate Deputy Chief based on:
 - 1. A request for training to resolve an identified performance deficiency
 - 2. The result of an employee's performance evaluation

- B. The Training Function will be a support role and may assist in the following:
 - 1. Assisting a supervisor in identifying the specific training needed to correct a deficiency.
 - a. Depending on the need for immediate or delayed action, remedial training should be conducted within 30 days and all documentation will be placed in the employee's training file.
 - b. If remediation is urgent, Training will work with the employee's supervisor to determine appropriate training programs available, and may arrange for in-house training based on developed training objectives.

- C. After development of a remedial training program, Training will coordinate the date, place, and time for instruction. Employees scheduled for remedial training sessions are required to attend. Willful non-attendance will result in disciplinary action.
- D. After successful completion of remedial training, an employee's training record will be updated by including a copy of the remedial training outline in the employee's training file.
- E. Failure to successfully complete remedial training may result in punitive disciplinary action.
- F. A written report prepared by Training, and/or the designated instructor, containing an assessment of the extent to which training objectives were accomplished, will be forwarded to the appropriate supervisor.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.02



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Counseling</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.4</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

5.02 Counseling

- A. Supervisors, within their capabilities, will counsel employees concerning job-related matters, recognizing that many things may impact on an employee's job and performance such as family and other personal matters. Counseling may include recognizing unacceptable behaviors or actions, determining reasons for a particular behavior, or creating ways to correct or improve performance or to solve a problem.

- B. Any time a supervisor counsels an employee for any reason, he or she will complete a Employee Counseling Form or a memorandum (see Appendix 18.)

- C. The chain of command may be used effectively in the counseling process. Often the use of someone outside the employee's direct line of supervision may add a different perspective to a situation causing the need for counseling.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.03



<i>Written Directive Subject:</i> Punitive Disciplinary Actions	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 26.1.4, 26.1.5	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures	<i>Distribution:</i> All Personnel
By order of: Sheriff James L. Berrong	

5.03 Punitive Disciplinary Actions

A. The following actions may be taken against an employee for disciplinary purposes:

1. **Oral or Written Counseling:** Violation of any order, policy, or procedure may result in an oral or written counseling. Supervisors may issue these without the prior approval of their Captain, Deputy Chief, or the Chief Deputy. A supervisor who issues an oral or written counseling will maintain a written record of the counseling, and the basic reason for it, for a period of 1 year. Supervisors must inform the employee being counseled that the action is a formal oral or written counseling.
2. **Written Reprimand:** A written reprimand may be issued by a supervisor and those are maintained in the employee's personnel file for a period of up to 3 years. Supervisors may issue a written reprimand in situations where an oral reprimand has not resulted in the expected improvement, or where more severe action is warranted. Supervisors may issue a written reprimand without prior approval of their Captain, Deputy Chief, or the Chief Deputy, but must forward a copy of the reprimand through the chain of command to the Chief Deputy.
3. **Suspension from Duty:** Supervisors may immediately suspend from duty any employee, with pay, who reports to work unfit for service as defined in the Code of Conduct. Such suspension will be immediately reported to their Captain and/or the appropriate Deputy Chief and to the Chief Deputy. The Chief Deputy will confirm and authorize such suspensions in writing and will exercise the disciplinary procedures deemed appropriate. According to federal law, employees who are exempt from overtime will not be suspended

without pay for periods of less than one full workday. An employee may also be suspended without pay by the Sheriff or Chief Deputy based upon a sustained violation of the code of conduct. Non-exempt employees may be suspended without pay on an hourly basis.

4. **Placed on Probation:** Employees may be placed back on probation for a period not to exceed 12 months initially.
 5. **Demotion in Rank:** Done on the recommendation of the Chief Deputy, with concurrence by the Sheriff.
 6. **Dismissal:** The most severe form of internal discipline that can only be accomplished after review and concurrence by the Sheriff.
- B. Appropriate disciplinary action may be initiated against employees for any violation of the Code of Conduct, or any violation of the Policies and Procedures manuals of the Blount County Sheriff's Office.
- C. Nothing in this section is limiting in the sense of charges against employees because the alleged act or omission does not specifically appear in the Code of Conduct, or the policies and procedures established in other manuals that guide the operation of the Sheriff's Office, or in local, state, or federal laws.

D. Code of Conduct

The rules and regulations found in the Code of Conduct, in addition to the adopted policies and procedures guiding the various operations of the Sheriff's Office, specify the conduct, behavior, and appearance for employees, who will have access to the Code of Conduct as well as the manuals appropriate to their duties and responsibilities. The PowerDMS System which hosts the "Electronic Directives Manual" is internet based and will be accessible to all employees on a 24-hour basis. The "Electronic Directives Manual" serves as a repository for agency written directives and provides a system for agency employees to acknowledge receipt and understanding of agency directives. In addition, the entire, updated manual is maintained by the Accreditation Manager and copies will be stored on thumb drives within each function of the Sheriff's Office.

Upon initial appointment, new employees will be provided with a unique user name, password, and receive instruction on how to access the "Electronic Directives Manual." Newly hired employees will be trained during orientation.

During orientation (see GO 6.01, Training), the Code of Conduct and the appropriate operating manuals are explained. Subsequently during orientation and the on-the-job training programs, training officers and supervisors will help each new employee to thoroughly understand the Code of Conduct as well as the policies and procedures manual directly related to their jobs. Supervisors are encouraged to periodically review these rules and regulations, as well as operations manuals, with all employees, suggesting changes as appropriate.

E. Supervisory Responsibility and Disciplinary Authority

1. Supervisors are crucial in the disciplinary process, having the best opportunity to observe the conduct and appearance of their employees, and to detect those instances when disciplinary action may be warranted (remedial training, counseling, or punishment). They also have the opportunity to better understand the personality traits of their personnel and to determine the most effective methods of discipline.
2. Line Supervisors have the authority to resolve some minor violations without prior approval of their Captain or Deputy Chief, and may issue either an oral or written counseling in response to such a violation. Subsequent minor violations, especially of the same or similar rule or regulation, may move the violation to a more serious level, requiring a report of the findings to be filed with their Captain or Deputy Chief. The function Captain or appropriate supervisor will then submit the initial findings to the appropriate Deputy Chief who will in turn report the matter to the Chief Deputy.
3. Supervisors should attempt to begin employee discipline with the least punitive measures that are appropriate. If these do not work, then increasingly more severe measures may be required. While this process may take time, it is important that each employee be dealt with justly, as an individual, and in a manner clearly indicating positive, constructive measures designed to change behavior or performance before the imposition of more negative sanctions.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.04



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Levels of Violations</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.6</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

5.04 Levels of Violations

- A. The Sheriff's Office has established a system that identifies differing levels of violation of its Code of Conduct and policies and procedures: **minor and serious**. A violation of any part of the contents of this manual, and any part of an operational manual, will carry, at a minimum, a minor designation. Numerous areas, either entire rules, regulations, policies, or procedures, or parts thereof, may carry a serious violation designation, and will be so noted. The overall purpose of classifying violations is to identify those areas in which management has a greater interest, to promote compliance, and to attempt to assure continuity in meting out punitive action.
- B. Each level of violation is assigned a specific range of sanctions that will be administered with consistency, and based as much as possible on what has been administered previously to other employees for similar violations. Sanctions will also be administered based on both the aggravating and mitigating circumstances surrounding an incident. The range of sanctions that will apply to any serious violation will include any one, or combination of, the following:
1. Dismissal.
 2. Demotion in rank.
 3. Suspension from duty without pay.
 4. Placed on Probation.
 5. Written reprimand.
 6. Oral or written counseling.
 7. Remedial training.
- C. The range of sanctions that will apply to a minor violation will be limited to any one, or a combination of, the following:

1. Suspension from duty without pay.
2. Placed on Probation.
3. Written reprimand.
4. Oral or written counseling.
5. Remedial training.

D. Documentation Relating to Disciplinary Action

1. Supervisors will use a memorandum to inform employees being charged with violations, and the same will be used to summarize the conclusion of fact relating to disciplinary actions, including those relating to administrative review discipline hearings. When a supervisor has decided on a recommended disciplinary action resulting from a minor violation, or at the conclusion of hearings related to discipline, a supervisor or a hearing officer will forward all documentation relating to the complaint to the Chief Deputy, who will take any of the following actions:
 - a. **Unfounded:** There was sufficient evidence to prove the complaint or incident is false or not factual and did not occur.
 - b. **Exonerated:** There is sufficient evidence to indicate that the act or incident did occur, but the actions were justified, lawful, and proper.
 - c. **Not Sustained:** There is insufficient evidence to clearly prove or disprove the complaint or incident.
 - d. **Sustained - No Discipline:** There is sufficient evidence to establish that the incident did occur, but the facts and circumstances are of such a nature that formal discipline is not warranted.
 - e. **Sustained:** There is evidence to establish that the incident did occur, and the facts and circumstances support the determination that these actions constitute misconduct.
2. The Chief Deputy will issue a notice of the disciplinary action taken in relation to a complaint to the employee's supervisor in memorandum form.

E. Appeals

1. Appeals of disciplinary actions will be processed through the administrative review process presented below.
2. Employees who wish to appeal a disciplinary action must request to do so in memorandum form and submit it to the Chief Deputy within 5 working days after the effective date of the disciplinary action for the review to be conducted. Requests for review that are submitted after this time will not be considered.
3. Employees may contest either the conclusion of fact on which a disciplinary action is based, or the specific penalty prescribed.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.05



<i>Written Directive Subject:</i> <i>Administrative Review Process</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 22.4.1, 25.1.6	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

5.05 Administrative Review Process

The Administrative Review Process provides employees an appeal process for disciplinary actions. Guidelines are set for the regulation of internal affairs investigations (Chapter 7) and the rights of employees during investigations (Chapter 6, Employee Relations).

At Level 1, the administrative review process affords a forum where the Chief Deputy, or someone designated by the Chief Deputy to act as a Hearing Officer, addresses the facts of each disciplinary action or grievance. Level 2 moves an issue to the Merit Service Board that reviews decisions from a Level 1 hearing relating to disciplinary actions. Level 3 is a judicial review of the Merit Service Board's actions in a manner prescribed by law. This process is sanctioned by Tennessee statute that affords administrative agencies the authority and responsibility to resolve administrative matters.

A. Level 1 Hearing:

Issues relating to disciplinary action appeals formally enter the administrative review process at this level, and the following procedures will apply:

1. The Chief Deputy, or designee, will be the Hearing Officer.
2. A Hearing Officer will set the date and time for a hearing. Any party to a hearing may request a postponement for the purpose of preparing evidence or to allow a witness to attend. Continuous postponements will not be allowed.
3. The purpose of a hearing is to identify facts relating to a matter involving discipline or a grievance. A Hearing Officer will not be expected to know or follow rules of evidence, but the hearing will not work to abrogate constitutionally guaranteed rights or those privileges generally recognized by law.

4. A Hearing Officer will schedule a hearing to be conducted not later than 10 working days following a request for review of a disciplinary action or a grievance decision.
5. Assertions related to an appeal of a disciplinary action or grievance decision must be reduced to writing, dated, and signed by an employee requesting a hearing. Assertions not signed will not be considered.
6. If an assertion relates to a complaint, both the complainant and responding employee must be present for the hearing.
7. A complainant and/or a responding employee will not be represented at a Level 1 hearing by an attorney, another employee of the Sheriff's Office, or by any other person. Respondent employees may, at their own expense, secure the assistance of an attorney in preparing for a hearing.
8. A Hearing Officer may administratively compel employees to be present and testify in a Level 1 hearing.
9. Each party will have the right to examine and cross-examine witnesses and to present a summation at the close of the hearing.
10. Written statements from witnesses may be presented when a witness is unable, for an acceptable reason, to attend to provide verbal testimony. Written statements must be dated and signed by a witness.
11. A Hearing Officer will render a written decision within 10 working days after the conclusion of the hearing, and will provide parties to an appeal with a written summary of the outcome of a hearing that will include the following:
 - a. A statement of the original allegation.
 - b. The classification applied to the allegation by the Hearing Officer.
 - c. Penalties applied, if any.
 - d. A Hearing Officer's signature.
12. A copy of both the original assertion and decision of the hearing will be forwarded to the Chief Deputy (if he is not the Hearing Officer) and to the Deputy Chief of Administration, who will place them in a secure file.
13. The Chief Deputy will retain evidence gathered during the course of a hearing for a period of 10 years.
14. Verbal testimony received during a hearing may be recorded and subsequently reduced to writing and included in the file, but neither recording nor preparing a written summary of the proceedings is required.
15. An original complainant may withdraw complaints against an employee before a hearing is conducted.

B. Level 2 Hearing

1. Employees have the right to appeal the decision of a Level 1 hearing if filed with the Merit Service Board within 10 working days after the Chief Deputy, or the designated Hearing Officer, has filed the Level 1 decision. The appellant must file the following information in making the appeal:
 - a. A statement of the basis for the appeal.
 - b. The appellant's signature.
2. The Merit Service Board will conduct a hearing within 30 calendar days of receipt of an appeal of a Level 1 Hearing decision relating to discipline, and will act in accordance with rules and regulations set by the Board for such hearings. Counsel may represent appellants at any hearings set by the Board.
3. The Board, when conducting hearings, has the power to administer oaths, take depositions, issue subpoenas, compel the attendance of witnesses and the production of books, accounts, papers, records, documents, and testimony in accordance with Chapter 332, Private Acts of 1972.
4. Failure to comply with orders of the Board, or a witness refuses to testify on any matter legally before the Board, will be subject to contempt proceedings in any court of record in the county.
5. The Board may affirm, modify, or reverse the decision of a Level 1 Hearing, and may provide whatever recourse desired. A copy of the decision, and material introduced at each level, will be placed in the employee's personnel file, and the Chief Deputy will maintain a confidential file for a period of 10 years.

C. Level 3 Judicial Review

1. Employees have the right to judicial review by the courts of a decision of a Level 2 Hearing relating to disciplinary action in a manner provided by law. Employees will not appeal a decision at Level 1 without first participating in a Level 2 Hearing before the Merit Service Board. Failure to comply with this procedure may result in disciplinary action against the employee, regardless of the outcome of a Level 1 or Level 2 hearing.
2. If an employee so desires, the decision of the Merit Service Board at Level 2 will be the subject of an appeal to Level 3, and such appeal will be in the manner provided for by the law for the review of administrative decisions.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.06



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Records</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.7, 26.1.8</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 5, Disciplinary Procedures</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

5.06 Records

- A. Punitive disciplinary actions, including oral or written counseling, will be documented in writing.
- B. Copies of memorandums relating to disciplinary action will be forwarded and filed as follows:
 - 1. The individuals Captain or Deputy Chief will be responsible for the disciplinary action being entered into the PEWS database.
 - 2. The Office Manager will enter a copy into the employee's personnel file.
 - 3. The employee will receive a copy.
 - 4. Supervisors who issue an oral or written counseling will forward a written record of the date and relevant information relating to the reason for its issuance to their Function Captain or Deputy Chief who will then forward it to that employee's personnel file. The record of information will be destroyed after 1 year.
- C. Written documentation relating to punitive action taken will be retained for 10 years then destroyed in compliance with state law.
- D. Written reprimands may be retained in an employee's personnel file for a period of 3 years, and then purged and destroyed in compliance with state law.
- E. If an investigation of employee misconduct results in dismissal, the employee will be provided the following information in writing from the appropriate Deputy Chief:
 - 1. A statement citing the reason for dismissal.
 - 2. The effective date of the dismissal.

3. A statement of the status of fringe and retirement benefits after dismissal.
4. A statement of the employee's employment record relating to the dismissal.



Blount County Sheriff's Office

Human Resources Manual Chapter 5

5.07



<i>Written Directive Subject:</i> Crash Review Process	<i>Type/Action:</i> <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds
<i>CALEA Reference:</i>	<i>Issued:</i> 05/31/2005 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
By order of: Sheriff James L. Berrong	

5.07 Crash Review Process

- A. The Crash Review Process will be conducted by the supervisor of the traffic safety unit. The reviewing supervisor will be a qualified motor vehicle crash Reconstructionist.
- B. The following procedure will be used when an employee is involved in a crash while operating Sheriff's Office motorized vehicles.
 1. The employee's Captain or appropriate supervisor will notify the traffic safety supervisor by memo and also include a copy of the crash report.
 2. The traffic safety supervisor will review the crash report and report findings back to the Captain or appropriate supervisor that initiated the review.
 3. The Captain or appropriate supervisor will then report the findings of the crash review to the appropriate Deputy Chief who will determine if disciplinary action is necessary.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.01



<i>Written Directive Subject:</i> Line-of-Duty Death or Serious Injury	<i>Type/Action:</i> <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds
<i>CALEA Reference:</i> <div style="text-align: center;">22.2.4</div>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <div style="text-align: center;">All Personnel</div>
<i>By order of: Sheriff James L. Berrong</i>	

6.01 Line-of-Duty Death or Serious Injury

The line-of-duty death or serious injury of an employee is the most traumatic, difficult incident that a public safety agency will ever encounter. The manner in which it is dealt with may have life-long ramifications for survivors, employees, and the community. The purpose of this section is to be prepared for an incident that everyone hopes will never happen. By preparing a plan of action, the Sheriff's Office can be better prepared to deal effectively with the stress associated with the incident on survivors, including family and employees; provide comfort and assistance to the family of the deceased or injured employee; organize and assist in the conduct of funeral services; coordinate the recovery of benefits; provide assurance to the community; and, establish a support system to address the long-term needs of survivors and co-workers. The following procedures are to be used in such incidents:

A. Line-of-Duty Death Information Form

All sworn personnel will complete a Line-of-Duty Death Information Form (Appendix 22) that will be maintained in the office of the Administrative Lieutenant. This form will provide invaluable assistance to the Sheriff's Office in making survivor notifications, in assisting in making funeral arrangements, and be a great assistance to the family in getting survivor benefits. Completion of Part I is mandatory while Part II is optional, but you are strongly encouraged to complete it as well.

B. Death Notification Procedure

1. The Chief Deputy will, as soon as possible after notification of a death or serious injury, go to the Justice Center and obtain a LODDI form, using the information entered on it to brief the Sheriff. The death notification procedure requires a specific, immediate, delegated response bringing together the following people:

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Chapter 6
 (Reviewed 01/30/2020, 03/01/2022, Approved by County Commission 05/21/2020)

- a. Sheriff
 - b. Deputy Chiefs
 - c. A Chaplain
 - d. Supervisor and/or close friends of the employee
2. Due to the obvious emotional reactions that usually follow the delivery of such news, it is suggested that a Chaplain, in the presence of a Sheriff's Office representative(s), make the notification. The Sheriff's Office representative(s) should be the Sheriff, the Chief Deputy, or one of the Deputy Chiefs. It will be important to limit the number of people in this initial notification team. Many in the Sheriff's Office will want to be available for the survivors, but the news needs to come from a very small group. There are specific death notification procedures that include not only the delivery of the news, but also the support of the deceased officer's family both initially and long term. A Chaplain would start this process and remain in this capacity as long as the family needs and desires his or her presence.

C. Public Notification

1. After notifying a family in the line-of-duty death of an employee, it is extremely important to provide frequent media briefings that serve to ensure that accurate information is released, and to reassure the community that the Sheriff's Office is functioning.
2. After the initial family notification is made, the Sheriff will ask that all Blount County flags be lowered to half-staff.
3. Media briefings will be conducted by the Sheriff, or in his absence, the Chief Deputy, and may be coordinated through the Public Information Officer. As soon as practical, the Chief Deputy will initiate a nationwide teletype containing the following information:
 - a. Identification of the employee, and the circumstances surrounding the line-of-duty death.
 - b. Funeral arrangements.
 - c. Point of contact within the Sheriff's Office for officers and agencies wishing to attend the funeral.

D. Protocol for a Sheriff's Office Funeral

1. Upon the death (in the line of duty) of a Sheriff's Office employee, the following positions should be appointed:
 - a. **Funeral Operations Coordinator (FOC)** - Responsible for the entire funeral operation. The FOC should be at least at a Lieutenant's level due to the nature of the people to be managed in this event. He or she will also act as command officer at the funeral service, and all other members of the funeral operations command staff will assist the coordinator in the planning, directing, and carrying out of the funeral service.
 - b. **Chaplain** - The Chaplain, and/or family minister, will be responsible for conducting the funeral services (wake, rosary, memorial service, committal service, etc.), and meeting the spiritual and emotional needs of the family. The Chaplain should work in close concert with the FOC to

- ensure that all phases of planning are complete and will in fact work to meet family and Sheriff's Office desires.
- c. **Family Liaison** - This person (or persons) will remain in contact with the family, shielding the family from unwanted media attention, providing transportation, and serving as a conduit between the FOC and the family. This person(s) will also assist the family with all benefit matters after the funeral.
 - d. **Traffic Supervisor** - Responsible for coordinating and conducting any and all movements of vehicles involved in the funeral. (Movement of the remains from the funeral home to the church, family processions, divisional processions, funeral processions, etc.) This supervisor will need to make arrangements with other agencies, such as the Tennessee Highway Patrol and local municipal police departments, in order to allow as many BCSO employees to attend the funeral as possible.
 - e. **Ceremonial Unit Supervisor** - Responsible for all ceremonial rites such as taps, 21-gun salute, bagpipes, and flag folding at the funeral home, church, and/or cemetery.
2. The FOC will arrange a meeting with the family, including the Chaplain, to accomplish the following:
- a. Explain what a law enforcement funeral entails.
 - b. Determine if the family desires a law enforcement funeral service and/or the Blount County Sheriff's Office assistance.
 - c. Offer assistance to the family contact person(s) who will arrange transportation and/or lodging needs for family members arriving from other locations.
 - d. Let the family choose the funeral home and clergy desired.
 - e. Once selected, contact the funeral home and schedule a meeting for the family.
 - f. Ensure that the family has signed the necessary forms (hospital, coroner, and/or medical release forms).
 - g. If the family wishes the deceased employee to be buried in uniform, ensure that a clean uniform in good repair is available.
 - h. Ask the family's preference on pallbearers, if this is not to be provided by the ceremonial unit.
 - i. Get all the information on the deceased employee and their dependents for the necessary county, state, and federal benefit forms.
3. After the family meeting, the FOC should accomplish the following:
- a. Contact the pallbearers and compile a list for the funeral home personnel to be used in obituary and newspaper notices. The pallbearers will need as much time as possible to rehearse and practice their maneuvers.
 - b. Make arrangements for an honor watch at the funeral home or church. Included during this 7-day period of mourning would be the normal observances already subscribed to by law enforcement agencies, such as: black bands on badges and appropriate flags flown at half mast during the period of mourning.
 - c. Secure an American Flag for the casket.

- d. Secure a photograph of the deceased from the family or the BCSO's records for use by the funeral director (styling of hair, restoration work, etc.) and for the news media.
4. Meeting of family and with funeral home (including Chaplain):
 - a. Give the funeral director the list of the pallbearers, and inform them that a law enforcement funeral service will be held with details to be worked out later with him and a Chaplain.
 - b. Take note of all service and interment times and places.
 - c. Get minister's name and phone number if the service is not to be done by a Chaplain. (The Chaplain will then become the liaison between the clergy and the FOC.)
 - d. Obtain the name of the funeral director that will be in charge of the funeral and burial services (especially important if more than one funeral home is involved in cases where burial may be in another location).
 - e. Determine if it will be open or closed casket service and if open, at what point in the service will the casket be opened, and when the casket will be closed for the final time (for removal of the badge, awards, weapons, etc.).
 - f. Determine when the deceased will be ready for viewing or to lie in state.
 - g. Immediately after the family and funeral home meeting, give all the information of funeral and burial service times and location to:
 - 1) Sheriff
 - 2) Chief Deputy
 - 3) Deputy Chiefs
 - 4) Deceased employee's supervisor
 - 5) Public Information Officer
 - 6) Communications Center
 - 7) Post notice in the Patrol and Corrections Briefing Rooms, and all other bulletin boards in the Justice Center and Courthouse
 - 8) Blount County Human Resources
5. Meeting between Chaplain and the minister selected by the family:
 - a. If the funeral service is to be conducted by clergy other than a Chaplain, he or she should meet with them to explain what a law enforcement funeral service consists of.
 - b. Obtain the order of the service for the funeral and committal services.
6. The FOC will ensure that the following arrangements are made as a part of operational planning:
 - a. Make arrangements for 24-hour honor watch and viewing of the deceased at the funeral home.
 - b. Arrange to have a door at the funeral home left unlocked if they normally close at a certain time.
 - c. Make a diagram of the sanctuary/auditorium and other necessary areas,

because it is not unusual for attendance at a funeral resulting from a line-of-duty death to reach as high as several thousand people. Even if the viewing is scheduled for a local funeral home, it may be necessary to schedule the actual service for a facility that can safely accommodate a large crowd.

- d. Determine the maximum occupancy of facilities and work out arrangements for an overflow crowd. Secure a public address system if necessary.
- e. Determine where the family will enter for the funeral service so that a guard can be properly posted.
- f. Determine seating arrangements and determine reserve seating.
- g. Make a diagram of the cemetery and surrounding areas.
- h. Determine where entrances to the cemetery are located, processional routes to the graveside, and parking locations.
- i. Determine where the funeral coach and family limousine will stop.
- j. Determine where the family will be during the committal service and locations for the ceremonial unit, media, honor guards, pallbearers, family friends and citizens, and uniformed officers.
- k. Determine if all the arrangements have been made for:
 - 1) The funeral service (responsibility of the FOC).
 - 2) Procession times, routes, and parking logistics: responsibility of the Traffic Supervisor.
 - 3) Escorts for top level dignitaries.
 - 4) Committal service (firing team, color guard, bugler, piper, flag folders, etc): responsibility of the FOC, Chaplain, and Ceremonial Unit Supervisor.
- l. The funeral operations command staff will coordinate and manage the following pre-service events:
 - 1) Parking lot detail - Responsible for providing parking assistance and traffic control around the funeral location site. Parking must be reserved for immediate family and VIP's.
 - 2) Honor guard - Responsible for providing the appropriate honors to the family upon their arrival at the place of service.
 - 3) Ushers - Responsible for coordinating and providing assistance to individuals arriving for the service, and in securing seating for family members, pallbearers, dignitaries, visiting law enforcement personnel, family friends, and citizens.
 - 4) The Sheriff or designee will escort the family to the funeral home. Possible alternative processions may include funeral home to church.
- m. The funeral procession:
 - 1) The following individuals should be part of a small procession that precedes the main funeral procession to the cemetery:
 - a) FOC.
 - b) The Ceremonial Unit Supervisor and staff.

- c) Funeral home flower vehicles.
 - d) Funeral service ushers.
- 2) The funeral procession should be arranged as follows:
- a) Motorcycle escorts (if available).
 - b) Lead Sheriff vehicle.
 - c) Funeral director
 - d) Chaplain and clergy.
 - e) Pallbearers.
 - f) Funeral coach.
 - g) Family limousine.
 - h) Family cars.
 - i) Sheriff's Office vehicles.
 - j) Other law enforcement vehicles.
 - k) Rear escort.
- 3) The following will be accomplished prior to the funeral procession reaching the cemetery:
- a) Placement of the following personnel or guards:
 - 1. Color Guard
 - 2. Bugler and or Bag Pipes
 - 3. Firing Team
 - 4. Honor Detail
 - 5. Media representatives
 - b) Placement of ushers to provide direction in block formation.
- n. Committal Service
- 1) Post-committal service events:
 - a) Family procession departure.
 - b) Control of news media.
 - c) Burial of deceased employee.
 - 2) The Sheriff's Office will host a reception for out-of-town officers and others wishing to attend.

E. Follow-up and Conclusion

- 1. Appoint a Benefactor's Coordinator to assist the family in obtaining the benefits provided by the county as well as state and federal sources.
- 2. The Sheriff or designee will maintain contact in the future on important anniversaries, birthdays, etc., as well as during Law Enforcement Memorial Day Services.
- 3. **Conclusion:** All of the above activities are planned for a maximum effort in the event an employee is killed in the line of duty. However, a modified or

scaled down funeral/memorial service may be implemented if a current or retired employee should die from causes other than duty related. This downscaling would be determined by a combination of family, FOC, and Chaplain deliberation and decisions.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.02



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Secondary Employment</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">22.2.4, 22.2.5</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

6.02 Secondary Employment

Secondary employment provides an opportunity for Sheriff's Office employees to earn extra compensation on a strictly voluntary basis. The following definitions relate to secondary employment:

Off-Duty Employment (no law enforcement duties expected) - Outside employment where the use of law enforcement powers are not anticipated, Blount County is not the employer, and the county's worker's compensation insurance will not cover any injuries or illnesses that may occur as a result of such employment.

Off-Duty Employment (law enforcement duties are expected) - Outside employment for an entity other than the Sheriff's Office where an employee is expected, or required, to use police powers. Employees must understand that in circumstances where a Sheriff's Office employee is working in a job that may require the use of police powers, that, unless the employer has a letter of understanding with the Sheriff, the employee **WILL NOT BE COVERED BY BLOUNT COUNTY'S WORKER'S COMPENSATION INSURANCE**. Only those POST Certified or equivalent (such as Reserve Deputies who have completed the Reserve Deputy training) will be permitted to work Off-Duty Employment. TCI or DCS certification does not meet POST qualifications or equivalency.

Extra-Duty Employment - The Sheriff's Office is the employer, even though the employment may involve a third party who will be using law enforcement services under a contract with the Sheriff's Office. This also covers activities associated with sporting events, special community activities, or any events where additional deputies may be needed as an extension of normal Sheriff's Office activities. Only those POST Certified or equivalent will be permitted to work Extra-Duty Employment. TCI or DCS certification does not meet POST qualifications or equivalency.

A. Criteria for Secondary Employment

Secondary employment is based on the following criteria:

1. Secondary employment will not constitute, or give the appearance of, a conflict of interest with the Sheriff's Office mission and values statements, or its goals and objectives.
2. Supervisors will ensure that employees limit the hours of secondary employment so as not to interfere with their duties and not become fatigued to the point of decreasing their job performance.
3. Secondary employment will not bring discredit to the Sheriff's Office as determined by the Sheriff and Chief Deputy.
4. Employees may not work in secondary employment if they have not completed their initial probationary period, and if promoted, may be required to limit secondary employment activities as a result of increased duties and responsibilities.
5. Employees will not engage in secondary employment where they are employed by a business or establishment where alcoholic beverages are the primary source of income.

B. The Chief Deputy may use the following considerations in determining approval or disapproval of secondary employment:

1. Hours to be worked.
2. Date, time, and place of employment.
3. Type of work.
4. Potential use of law enforcement powers.
5. Current public safety issues.
6. Potential injury to employees and others.
7. Conflicts of interest.
8. Complaints or potential for complaints, on employees.
9. Court appearances resulting from secondary employment actions.
10. Liability and indemnification concerns stemming from secondary employment.
11. Incidents that would potentially be detrimental to the mission or values statements of the Sheriff's Office, or would be deemed by the Chief Deputy to be detrimental to the Sheriff's Office.

C. Coordination of secondary employment status will be as follows:

1. Deputy Chiefs will have responsibility for coordinating secondary employment.
2. In order to participate in any form of secondary employment, employees must complete and submit through the chain of command a Secondary Employment Request Form (Appendix 23).
3. Deputy Chiefs will review each request to determine compliance with policies and procedures, and submit the request with a recommendation for approval or disapproval to the Chief Deputy for final approval or disapproval. A Deputy

- Chief will notify the employee of the Chief Deputy's decision, and in cases of denial, reasons for the denial.
4. Deputy Chiefs will maintain a roster of employees who have been approved for secondary employment, and will ensure that every employee on the list has equal access to extra duty as it becomes available.
 5. Employees are responsible for notifying a Deputy Chief of any change in secondary employment status.
 6. Secondary employment, and the number of hours being worked outside of normal duties and responsibilities, are subject to review at any time, and a Deputy Chief may request that the Chief Deputy revoke privileges when it is determined that secondary employment is adversely affecting Sheriff's Office operations.
 7. Employees working in secondary employment activities will at all times adhere to the behavior, policies, and general orders required by the Sheriff's Office.
- D. Prior to approving a request for extra duty employment, where an employee is expected to exercise law enforcement duties, the Chief Deputy may require that a written agreement be established between the Sheriff's Office and an extra duty employer. This agreement may specify that payment by the extra duty employer for the services of employees and their equipment be remitted through the Sheriff's Office, who will then pay the employees at their rate of pay, taking in consideration over time compensation as appropriate. Under this arrangement, the county would provide worker's compensation insurance coverage.
HOWEVER, IF THERE IS NO SUCH AGREEMENT, THE EMPLOYEE MUST UNDERSTAND THAT IF THEY ARE INJURED DURING SUCH EMPLOYMENT, EVEN WORKING UNDER THE COLOR OF LAW, THEY MAY NOT BE COVERED BY THE COUNTY'S WORKER'S COMPENSATION INSURANCE.
- E. Employees may exercise full police authority when acting properly under the color of law and adhering to Sheriff's Office rules, regulations, policies, and procedures in the performance of extra duty secondary employment.
- F. It is the responsibility of employees to respond to recall by a Shift Supervisor, or someone of higher authority in the Sheriff's Office, and employees will notify their secondary employment employers (whether off-duty or extra-duty) of this requirement prior to beginning work.
- G. Employees should not perform secondary employment work immediately prior to reporting to duty if such work could cause fatigue or interfere with duty responsibilities.
- H. Authorization for use of Sheriff's Office equipment or vehicles in connection with extra duty secondary employment must be approved by the Chief Deputy, and may be made part of an agreement where the use of equipment and/or vehicles may be charged to the extra duty employer at a rate set by the Chief Deputy. **IF COUNTY-OWNED EQUIPMENT IS USED IN EXTRA-DUTY EMPLOYMENT WITHOUT SUCH AUTHORIZATION OR AGREEMENT WITH THE SECONDARY EMPLOYER, THE EMPLOYEE MAY BE LIABLE FOR ANY**

DAMAGE TO THAT EQUIPMENT THAT MAY RESULT FROM THE EMPLOYMENT.

- I. Performance of Sheriff's Office-sponsored extra-duty employment does not require an individual request for secondary employment, but must be approved by the Chief Deputy, and coordinated by a Deputy Chief as to maintenance of an extra-duty roster. Sheriff's Office-sponsored extra-duty employment is not counted as a secondary employment authorization effecting the requirement for only one authorization.
- J. Deputy Chiefs will maintain records documenting secondary employment activities to include the following:
 1. Date, time, and place of secondary employment.
 2. Record of incidents that involved the use of law enforcement powers, injury to the deputy or others, any complaints received against a deputy, and court appearances (scheduled and actually attended) resulting from extra-duty employment.
 3. Liability and indemnification concerns stemming from actions during extra-duty employment.
 4. At least annually, Deputy Chiefs will review the files of those employees who are working extra-duty to determine if they are experiencing a higher rate of absences, and review their performance evaluations to determine if their extra-duty employment may be affecting their job performance.
- K. If at any time a Captain or a Deputy Chief feels that, after review of an employee's record, or a review of events resulting from actions of a negative nature caused by the employee working secondary employment, it is determined that secondary employment is adversely affecting the employee's job performance, the Chief Deputy may revoke the privilege of secondary employment. Failure of an employee to discontinue secondary employment after the Chief Deputy has revoked the privilege will constitute a major violation of General Orders.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.03



<i>Written Directive Subject:</i> <i>Employee Assistance Program</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 22.1.4, 22.1.7	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

6.03 Employee Assistance Program

- A. The Sheriff's Office offers an Employee Assistance Program (EAP) to all employees, and their families, through contracts with an outside counseling agency. That agency will provide assessment and referral services to employees and their families in areas such as marital problems, difficulty in parent/child relationships, drug and/or alcohol dependency, financial problems, and other areas that can affect the work productivity of employees.
- B. All contact with EAP agencies, and information received, will remain strictly confidential, and that agency is responsible for diagnosis, treatment, and follow-up. Employees may make arrangements directly with an agency thereby further preserving confidentiality and privacy. An employee may elect to use annual leave rather than sick leave to obtain services.
- C. There may be situations whereby a supervisor may use EAP services as another management tool where it concerns an employee's work performance. The supervisor may request that the employee participate in an EAP if it is determined this could improve work performance. If referred by a supervisor, the first visit will not be charged to the employee's sick or annual leave.
- D. The Training Function will provide training for supervisors relating to program services relating to Employee Assistance Programs, the supervisors' role and responsibility in relation to this program, and identification of employee behaviors that could indicate the existence of employee concerns, problems, and/or issues that could impact an employee's job performance (also see Chapter 4, Performance Evaluation, Section 4.02, Personnel Early Warning System).



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.04



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Drug-Free Workplace</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 09/17/2021 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

6.04 Drug-Free Workplace

A. GENERAL STATEMENT

The Blount County Sheriff's Office (the "Sheriff's Office") is committed to providing a safe and secure workplace free of drugs and alcohol, and to take reasonable steps to insure the safety of all employees against dangers presented by the use of drugs or alcohol. It is the Sheriff's Office's intent to establish a comprehensive policy to address the issues of employee alcohol and drug abuse which includes an interaction of education, counseling, assistance, deterrents, and discipline. Accordingly, the Sheriff's Office has established the following policy pursuant to Tenn. Code Ann. Section 50-9-100 *et seq.* and in accordance with the Fourth Amendment to the United States Constitution:

- 1) It is a violation of Sheriff's Office policy for any employee to manufacture, distribute, dispense, use, possess, sell, trade, offer for sale, or offer to buy illegal drugs (controlled substances) or otherwise engage in the illegal use of drugs on or off the job.
- 2) It is a violation of Sheriff's Office policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- 3) It is a violation of Sheriff's Office policy for any employee to report to work under the influence of or impaired by alcohol or to consume or possess alcoholic beverages on Sheriff's Office property.
- 4) It is a violation of the Sheriff's Office policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Should you be required to take any kind of prescription or non-prescription medication that may affect your job performance, you are required to report this to your supervisor. Your supervisor will determine if it is necessary to temporarily place you on another assignment, or take other action as appropriate.

- 5) Violations of this policy are subject to disciplinary action up to and including termination.

Sheriff's Office property includes all property owned or leased by the Sheriff's Office, or any of its functions or subsidiaries and all Sheriff's Office vehicles. Work day includes all paid or unpaid meal periods during the business day and all paid or unpaid overtime.

The Sheriff's Office's general policy statement of maintaining a drug-free workplace and the Sheriff's Office complete Drug-Free Workplace Policy will be posted in prominent locations throughout the Sheriff's Office. All employees are to become familiar with the Sheriff's Office's Drug-Free Workplace Policy and must agree to abide by its provisions as a condition of their continued employment. In addition, employees must notify the Sheriff's Office in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment –and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

It is the responsibility of the Sheriff's Office's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals and their constitutional right to privacy with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the Blount County Sheriff's Office.

Employees with questions regarding this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Blount County Human Resources Department without fear of reprisal.

B. EMPLOYEE ASSISTANCE PROGRAM

The Sheriff's Office recognizes that substance abuse is a treatable problem, and we are willing to provide referral assistance to those who want to understand and correct their problem before it impairs their performance and jeopardizes their employment. The Sheriff's Office offers an Employee Assistance Program (EAP) to all employees, and their families, through an outside counseling agency. That agency will provide confidential assessment, referral and short-term counseling services to employees and their families.

All contact with an EAP agency, and information received, will remain strictly confidential. No information regarding the nature of the personal problems will be made available to supervisors, nor will it be included in the permanent personnel file.

Employees may make arrangements directly with an EAP agency or such arrangements made be made through referral by a supervisor. An employee may elect to use Annual Leave or Sick Leave to participate in the EAP, and if an employee's first visit to an EAP agency is the result of a referral by a supervisor, such visit will not be charged against the employee's Annual Leave or Sick Leave.

Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline, not a substitute for discipline.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may also request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Sheriff's Office policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Sheriff's Office any undue hardship.

C. JOB APPLICANT TESTING

All job applicants for positions which are considered to be "safety-sensitive positions" will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

As defined by Tennessee Code Annotated section 50-9-103(16) and Chapter 0800-2-12-.03(19) of the Rules of Department of Labor, Division of Workers' Compensation, Drug-Free Workplace Programs, a "safety-sensitive position" means a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations or work with controlled substances, or a position in which a momentary lapse in attention could result in injury or death to another person.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by the Sheriff's Office, and by signing consent agreement will release the Sheriff's Office from liability.

If the physician, official or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.

The Sheriff's Office will not tolerate the current illegal use of drugs and/or abuse of alcohol that prevents employees from performing their jobs properly.

D. EMPLOYEE TESTING

The Sheriff's Office has adopted testing practices to identify employees who illegally use drugs on the job or who abuse alcohol on the job and to also identify employees whose off the job illegal drug use or alcohol use results in on the job impairment. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - A. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - B. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - C. A report of substance abuse provided by a reliable and credible source;
 - D. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - E. Information that an employee has caused or contributed to an accident while at work; or
 - F. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work-time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. After an accident which results in an injury and or property damage, the Sheriff's Office may require those employees who actually caused or contributed to the accident to submit to a drug or alcohol test.
3. Employees involved in an incident where lethal force was utilized, will also be required to submit to a drug test.
4. As part of a follow-up program to treatment for drug or alcohol abuse.

5. Random testing of all employees in “safety-sensitive positions” as defined by Tennessee Code Annotated section 50-9-103(16) and Chapter 0800-2-12-.03(19) of the Rules of Department of Labor, Division of Workers’ Compensation, Drug-Free Workplace Programs. All employees of the Sheriff’s Office in “safety-sensitive positions” will be subject to random drug testing.
 - A. An employee selected for random testing shall be notified the same day the test is scheduled, preferably within two hours of the scheduled testing. Upon receiving notification of selection, the employee will be advised that he/she is under no suspicion of taking drugs and that he/she was selected randomly.
 - B. Employees to be tested will be selected through the use of a confidential, neutral selection mechanism, such as a random number table or a computer-based random number generated that is matched with employees’ Social Security numbers, payroll identification numbers, or other comparable identifying numbers. A person appointed by the Sheriff or Chief Deputy will administer the selection of employees for random drug testing. Under the selection process used, each employee will have an equal chance of being tested each time selections are made. The program will select for each monthly set of random tests approximately 5% of Sheriff’s Office employees.
 - C. An employee selected for random drug testing may obtain a deferral of testing if the employee’s supervisor and the Chief Deputy or Sheriff concur that a compelling need necessitates a deferral on the ground that the employee is: (1) in a leave status (sick, annual administrative, or leave without pay); or (2) in official travel status away for the Sheriff’s Office or is about to embark on official travel scheduled prior to testing notification. An employee whose random drug test is deferred will be subject to an unannounced test within the following 60 days.

E. COLLECTION PROCEDURES FOR URINALYSIS TESTS

1. Collection of urine samples will be conducted by a certified health care facility. All procedures and guidelines of that unit will be adhered to strictly at all times during specimen collection.
2. Medical personnel assigned to this unit will forward specimens to a certified lab for testing. Results obtained will be provided to the Medical Review Officer. The MRO will forward these results as deemed appropriate to the Blount County Sheriff’s Office. The primary contact for the MRO at the Blount County Sheriff’s Office is the Deputy Chief of Administration.
3. Employees involved in an incident after hours that require a drug test will report to the Blount Memorial Hospital Emergency Room or the Care Today Clinic where the same collection procedures will be followed.

F. ALCOHOL TESTING

The consumption or possession of alcohol beverages on this Sheriff's Office's premises is prohibited. An employee whose normal faculties are impaired due to alcohol beverages while on duty/Sheriff's Office business may be guilty of misconduct, and subject to discipline up to and including termination. See also Code of Conduct 1.13

G. OPPORTUNITY TO CONTEST OR EXPLAIN RESULTS (Revised 1/19/2011)

When an employee or job applicant submits to a drug and/or alcohol test, they will be given an opportunity to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result, a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss the information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the Sheriff's Office. A person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to Tennessee Code Annotated section 50-9-100 et seq., Drug-Free Workplace Programs.

H. CONFIDENTIALITY

The confidentiality of any information received by the Sheriff's Office through this testing program will be maintained, except as otherwise provided or required by law. It is the intent of the Sheriff's Office to limit the identity of employees who have tested positive on Sheriff's Office directed testing to those persons having a need-to-know.

I. REFUSAL TO SUBMIT

Failure to submit to a required substance abuse test is misconduct and also shall be subject to discipline up to and including termination.

J. CONSTITUTIONAL COMPLIANCE

As a public employer, the Sheriff's Office acknowledges that it is subject to the Fourth Amendment to the United States Constitution, and the Sheriff's Office has developed this testing program to be in compliance with the requirements of the Fourth Amendment. In conducting drug and alcohol testing under this program, the Sheriff's Office will comply with

the constitutional guidelines and parameters of the Fourth Amendment, and to the extent that any requirements of the Tennessee Drug Free Workplace Program are found to be in conflict with the Fourth Amendment, the Sheriff's Office will always comply with its constitutional obligations.

K. DRUGS SCREENED

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:

1) Alcohol:

Any "Alcohol Beverage," all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example: Vicks Nyquil™ is 25% (50 proof) ethyl alcohol, Comtrex™ is 20% (40 proof), Contac Severe Cold Formula Night Strength™ is 25% (50 proof) and Listerine™ is 26.9% (54 proof).

2) Amphetamines: "speed," "uppers," etc.

3) Cannabinoids: THC, marijuana, hashish, "pot," "grass," "hash," etc.

4) Cocaine: "coke," "crack," etc.

5) Phencyclidine: PCP, "angel dust."

6) Opiates: Narcotics, heroin, codeine, morphine, "smack, dope, etc."

7) Barbiturates

8) Benzodiazepines

9) Methadone

10) Methaqualone

11) Propoxyphene

12) Synthetics

Employees should be cautious in the use of Cannabidiol (CBD) in any form such as Vapors, Oil, Beauty Products, Lattes, Chocolates, Gummies, etc. Employees that use CBD in any form are taking the risk of testing positive on a drug screen. Cannabidiol oil is legal in the state of Tennessee, as long as it is made from Industrial Hemp and not from Marijuana. The problem however, is that medical professionals who analyze the drug screens cannot differentiate between Industrial Hemp and Marijuana because both can contain a trace of (THC) and the U.S. Food and Drug Administration (FDA) has not approved CBD products at this time. Employees that choose to use CBD Oil for the treatment of ailments are urged to research the product thoroughly and obtain a laboratory report to ensure they are not violating federal or state law. Employees who test positive on a drug screen for THC will be reported to the Chief Deputy and a determination will be made on whether or not to pursue an internal investigation.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.05



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Political Activity</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
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<i>By order of: Sheriff James L. Berrong</i>	

6.05 Political Activity

- A. No employee holding a position in the classified service will take an active part in any political campaign while on duty. Employees of the Sheriff's Office will not solicit money for political campaigns while on duty or in any way use his or her position to reflect personal political feelings as those of the Sheriff's Office, or use his or her position to exert any pressure on any one person or group of people to sway that person or person's political views.

- B. Employees, while on duty or in uniform, will not display any political advertising or paraphernalia on his/her person or county-owned equipment.

- C. No classified employee of the Sheriff's Office will make any public endorsement of any candidate in any campaign for elected office. However, nothing in these rules and regulations will be construed to prohibit or prevent any such employee from becoming, or continuing to be, a member of a political club or organization and enjoying all the rights and privileges of such membership, or from attending any political meetings while not on duty or in the course of his or her official duties. Nor will he or she be denied from enjoying any freedom from interference in the casting of his or her vote.

- D. Any person violating the provisions of this section will be subject to disciplinary action up to and including dismissal.

- E. The Sheriff, or other Sheriff's Office employees not in the classified service, will not require any employee in the classified service to participate in any political activity as a condition of employment, continuation of employment, or promotion. If an investigation by the Merit Service Board determines that such actions have taken place, the Board will issue an order to the Sheriff to cease and desist from such activity. If the Sheriff fails to comply or persists in the activity, the Board may apply to any court of record in Blount County for a citation of contempt.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.06



<i>Written Directive Subject:</i> General Health and Physical Fitness	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 22.2.1, 22.2.2	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> All Personnel
<i>By order of: Sheriff James L. Berrong</i>	

6.06 General Health and Physical Fitness

- A. The Sheriff's Office does not require its employees to participate in an organized physical fitness program. However, employees are expected to maintain a level of physical fitness that enables them to effectively and safely perform their job tasks as assigned, and as indicated in their job classification description.
- B. Employees of the Sheriff's Office may, during their period of employment, be required by the Chief Deputy or designee, with approval of the Sheriff, to undergo periodic physical agility testing or medical examinations to determine their physical and mental ability to perform essential functions of the position in which they are employed. Such medical examinations will be at no expense to the employee. Any determination of physical or mental fitness will be made by a physician or physicians designated by the Sheriff's Office.
- C. When an employee is reported by an examining physician to be physically or mentally unfit to perform the essential functions of a position, the employee may, within 5 working days from the date of their notification of the determination, indicate in writing to the Chief Deputy or designee, their intention to submit the question of physical or mental unfitness to a physician of their choice.
- D. In the event there is a difference of opinion between the Sheriff's Office examining physician and a physician chosen by an employee, then a physician will be mutually designated by the Sheriff's Office examining physician and the physician chosen by the employee, whose decision will be final and binding as to the physical or mental fitness of the employee to perform the work of the position in which he or she is employed. The Sheriff's Office will pay its physician, the employee will pay his or her physician, and the loser in the dispute will pay the third physician.

E. An employee determined to be physically or mentally unfit to perform the essential functions of their position may be demoted in accordance with these rules, or be separated from the Sheriff's Office after it has been determined that:

1. The employee cannot perform the essential functions due to a covered disability that cannot reasonably be accommodated.
2. The employee poses a direct threat to themselves or others.
3. The employee is unable to perform essential functions due to a temporary medical condition or disability not protected by the Americans with Disabilities Act.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.07



<i>Written Directive Subject:</i> <i>What to do if You Are Sued</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

6.07 What to do if You Are Sued

At no time will a Sheriff's Office employee accept service of a lawsuit for another employee; the lawsuit must be served on the employee named. Under no circumstances will an employee accept service for a "John Doe" or any other generic names. If you are sued for any reason relating to your duties and responsibilities, or for any civil matter that may in any way remotely relate to your duties and responsibilities as a law enforcement or corrections officer, you must immediately notify your supervisor and provide him or her with a copy of all papers that have been served on you. Your supervisor will be responsible for forwarding this paperwork through the chain-of-command to the Deputy Chief of Administration who will forward to the Blount County Risk Management Office and County Attorney to determine what action may need to be taken. All Sheriff's Office employees are bonded.



Blount County Sheriff's Office

Human Resources Manual Chapter 6

6.08



<i>Written Directive Subject:</i> Critical Incident Stress Debriefing (CISD)	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 6, Employee Relations</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

6.08 Critical Incident Stress Debriefing (CISD)

A critical incident shall be defined as any event that has emotional power to overwhelm an individual's usual ability to cope and which may interfere with the function of a person's coping mechanism immediately or in the future. A critical incident debriefing is a closed confidential discussion of a critical incident relating to the feelings and perceptions of those directly involved prior to, during, and after a stressful event; intended to provide support, education, and an outlet for views and feelings associated with the event. Debriefings are neither counseling nor an operational critique of the incident. A person or group of persons who are professionally trained to provide crisis intervention and incident debriefing services will conduct debriefings.

It shall be mandatory that those participating in any Critical Incident Stress Debriefing maintain strict confidentiality. The only exceptions to the confidentiality rule are:

1. There is reason to believe that a person presents a danger to himself/herself or others.
2. There is a strong belief that a person has committed a felonious act.
 Those participating in Critical Incident Stress Debriefings are not an investigative unit of the Sheriff's Office, therefore it will not be the policy of the Sheriff's Office to interfere with, nor question those participating in a Critical Incident Stress Debriefing.

All employees have the availability to the services of the employees' assistance program provided by the county.

The Sheriff or Chief Deputy may make it mandatory for any members of the Sheriff's Office to attend a Critical Incident Stress Debriefing.



Blount County Sheriff's Office

Human Resources Manual Chapter 7

7.01



<i>Written Directive Subject:</i> <p style="text-align: center;">Complaints</p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 26.2.1, 26.2.2, 26.2.3, 26.2.4, 26.2.5, 26.3.1, 26.3.2 26.3.3, 26.3.4, 26.3.7, 26.3.8	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 7, Internal Affairs</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

7.01 Complaints

The Sheriff's Office depends on the integrity and discipline of all employees, individually and collectively. Public image is determined by professional response to allegations of misconduct against it or its employees. The Sheriff's Office must have the capability to competently and professionally investigate allegations of wrong doing by employees, and to address complaints impacting its response to community needs.

- A. Citizens, offenders, and inmates with legitimate grievances regarding perceived or actual misconduct, will be received courteously and handled efficiently. Employees will assist and cooperate in the processing of complaints consistent with procedures.

- B. Sheriff's Office personnel are often subject to intense pressures in the discharge of their duties, and must remain neutral under circumstances that are likely to generate tension, excitement, and emotion. Words, actions, and events frequently result in misunderstandings and confusion. It is to the advantage of all employees to have a procedure for the investigation of the more serious allegations and underlying circumstances so that complaints can be resolved, and the complicated pressures of criminal justice work can be carefully considered.

- C. Information may be provided to any citizen requesting how to make a complaint against any function or section of the Sheriff's Office, or any employee (see Information Sheet on How to File a Complaint, Appendix 24). Copies of the Information Sheet will be located in each reception area of the Justice Center and the Courthouse, and will be provided to each Patrol Deputy and Investigator for distribution to citizens who request information on how to file a complaint against an employee and/or the Sheriff's Office. Those who file a complaint will be assured that all complaints will be addressed in a timely fashion once they

have been properly completed.

D. Responsibility for Handling Complaints

1. There are 2 classes of complaints: *minor and serious*. These classes relate to the levels of violations presented in this manual in Chapter 5, *Disciplinary Procedures*, Section 5.04, *Levels of Violation*, and the following definitions of the 2 classes of complaints are:
 - a. **Minor** – Relates to a violation(s) of policies and procedures and/or sections of the Code of Conduct that indicate a violation is minor in nature. A minor classification also relates to the level of sanctions against an employee that may result if he or she is found to be in violation resulting from a citizen's complaint.
 - b. **Serious** – Relates to a violation(s) of policies and procedures and/or sections of the Code of Conduct that indicate a violation is major in nature. A major classification also relates to the level of sanctions against an employee that may result if he or she is found to be in violation resulting from the citizen's complaint.
2. Captains and line supervisors will be primarily responsible for the investigation of minor complaints received on employees assigned to their function. If a line supervisor is responsible for the investigation of the complaint, information such as the nature of the complaint, the facts developed, and the action taken or recommended will be forwarded to the appropriate Captain or Deputy Chief.
3. Complaints relating, or potentially relating to a serious violation of the Code of Conduct and/or other policies and procedures will be forwarded immediately to the Sheriff or Chief Deputy regardless if the complainant is anonymous or not. The Sheriff or Chief Deputy will then notify the Internal Affairs Investigator. The Internal Affairs Investigator may request the Captain or Deputy Chief of the function where the complaint originated to investigate a complaint. The Internal Affairs Investigator will be kept informed of the process of the investigation. The Sheriff or Chief Deputy may request a Deputy Chief or another law enforcement agency to investigate a complaint. The Internal Affairs Investigator will be notified if this occurs. If the Internal Affairs Investigator suspects a violation of criminal law has occurred, he will immediately notify the Sheriff and the Chief Deputy who will either advise Criminal Investigations or another law enforcement agency to continue the investigation. Throughout an investigation conducted or coordinated by the Internal Affairs Investigator or the appropriate Captain or Deputy Chief, he or she will have direct access to the Sheriff and/or the Chief Deputy to keep them informed of the progress of the investigation and the eventual recommendation as to a conclusion of fact.

E. Receipt of Complaints

1. Written complaints, regardless of their eventual classification, must be lodged

on a Citizen Complaint Form (see Appendix 25). Complaints are accepted by mail or email, but every effort should be made to have the complaint lodged in person. Upon receipt of the complaint, it will be forwarded to the appropriate Captain or Deputy Chief. Every effort will be made to facilitate the convenient, courteous, and prompt receipt and processing of complaints. Any employee who interferes with, discourages, or delays the taking of such complaints, will be subject to disciplinary action.

2. A citizen, offender, or inmate with a complaint will be referred to a supervisor in the function where the subject employee is assigned. The supervisor will assist the complainant in recording pertinent information. The supervisor taking the complaint will then forward the complaint to the appropriate Captain or Deputy Chief. Regardless of the responsibility for complaint follow-up, one copy of a completed, signed complaint report will be provided through the chain of command to the Chief Deputy within 24 hours of receipt. If the complaint is classified as serious, the Chief Deputy will then assign the complaint investigation to the Internal Affairs Investigator or the employee's Captain or Deputy Chief. The complainant will then be notified verbally or by mail that the complaint has been received and documentation will be made concerning the notification.
3. When it appears to anyone taking a complaint that a complainant is apparently under the influence of an intoxicant or drug, or is apparently suffering from a mental disorder, or evidences any other trait or condition bearing on his or her credibility, the supervisor will note these conditions, and any other pertinent remarks. Comments will also be made as to the physical condition of the complainant, specifically noting any visible marks or injuries relative to an alleged complaint. The supervisor taking the complaint, and the complainant, will sign the Citizen Complaint Form.
4. Complaints will not normally be accepted more than 30 days after an alleged incident, with the following exceptions:
 - a. When a complaint is an alleged criminal violation in which case the statute of limitations will prevail.
 - b. When the complainant can show good cause for not making the complaint earlier.
5. The above procedure may also be used when Sheriff's Office employees desire to enter a complaint against any other employee governed by this order.

F. Disposition of Complaints

1. Disposition of Minor Complaints

In response to minor complaints, a supervisor will develop information and record any action taken, along with a Citizen Complaint Form that will be filed with their Captain and/or Deputy Chief by 0800 the next working day, who will then do one or more of the following:

- a. Notify complainants verbally or by mail of the disposition of the complaint. If such notification to a complainant will be delayed for more than 7 calendar days, a Deputy Chief, or designee, will send or give an interim reply advising of the delay.
 - b. Take appropriate disciplinary/corrective action, or indicate that the complaint is not substantiated or unfounded, citing the reasons for making such a decision.
2. Disposition of Serious Complaints - Internal Affairs Procedures

Serious complaints alleging improper conduct, brutality, or a complaint involving several employees, are to be handled as internal affairs matters by the Internal Affairs Investigator or the appropriate Captain or Deputy Chief where the complaint originated, and are responsible for ensuring the following:

- a. Recording, registering, and controlling the investigation of serious complaints against employees.
 - b. Supervising and controlling the investigation of alleged or suspected serious misconduct within the Sheriff's Office.
 - c. Maintaining the confidentiality of internal affairs investigations and reports.
 - d. Notifying complainants verbally or in writing concerning receipt of a serious complaint and notifying a complainant(s) of the disposition of the complaint. If disposition of the complaint will be delayed more than 45 calendar days, the Internal Affairs Investigator will provide an interim reply advising of the delay, and will reply each 45 days thereafter until the investigation is completed and there is a disposition.
3. The Internal Affairs Investigator may request any deputy to assist in a complaint investigation against an employee of the Sheriff's Office with the approval of the Chief Deputy. Employees are to cooperate completely when called upon by an investigator conducting an internal affairs investigation. Information obtained during an investigation will be kept in the strictest confidence, and employees participating in an internal affairs investigation, either as an investigator, principal, or witness, are prohibited from discussing the investigation with other employees or the general public. The Internal Affairs Investigator will report all findings directly to the Sheriff and Chief Deputy. Any employee senior in rank to the Internal Affairs Investigator will not attempt to exercise their rank to influence the outcome of an investigation.
4. At the discretion of the Chief Deputy, any employee who becomes the subject of an internal affairs investigation, an administrative hearing resulting from an internal affairs investigation, or a criminal charge, may be assigned to one of the following:

- a. Remain on active duty status.
 - b. If a certified deputy or corrections officer, placed in a non-enforcement or non-contact with inmates duty status.
 - c. Placed on emergency relief from duty not to exceed 24 hours.
 - d. Placed on administrative leave with or without pay (depending on the severity of the accusations and known facts) pending the outcome of an internal affairs investigation.
- G. The Internal Affairs Investigator should make every effort to complete an internal affairs investigation within 45 days, and will submit a verbal status report to the Sheriff and Chief Deputy at least every 7 days until submission of a final report. If additional time may be required to complete an investigation, the Internal Affairs Investigator will verbally request an extension, and will continue to report to the Sheriff and Chief Deputy every 7 days until the investigation is completed.
- H. The Internal Affairs Investigator will maintain close liaison with the District Attorney General in investigations involving alleged criminal conduct. Where liability may be an issue, close liaison will also be maintained with the Sheriff, the county's Risk Manager, and County Attorney.
- I. Upon the completion of an investigation, the Internal Affairs Investigator will file a report recommending a conclusion(s) based on the following classifications:
- a. **Unfounded:** There was sufficient evidence to prove the complaint or incident is false or not factual and did not occur.
 - b. **Exonerated:** There is sufficient evidence to indicate that the act or incident did occur, but the actions were justified, lawful, and proper.
 - c. **Not Sustained:** There is insufficient evidence to clearly prove or disprove the complaint or incident.
 - d. **Sustained - No Discipline:** There is sufficient evidence to establish that the incident did occur, but the facts and circumstances are of such a nature that formal discipline is not warranted.
 - e. **Sustained:** There is evidence to establish that the incident did occur, and the facts and circumstances support the determination that these actions constitute misconduct.
- J. Completed, written complaints, whether serious or minor, will be securely filed in the office of the Administrative Lieutenant, thus creating the basis for an annual report of all complaints. All completed internal affairs investigations will be filed and secured in the office of the Administrative Lieutenant. The Chief Deputy or designee will review this file annually and publish a statistical summary based upon records of internal affairs investigations, which are made available to the public and agency employees. A copy will also be forwarded to the Sheriff.



Blount County Sheriff's Office

Human Resources Manual Chapter 7

7.02



<i>Written Directive Subject:</i> <i>Investigative Procedures for Serious Complaints</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 26.3.4, 26.3.5, 26.3.6	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/15/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 7, Internal Affairs</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

7.02 Investigative Procedures for Serious Complaints

- A. An employee may be administratively compelled to undergo a polygraph examination. Polygraph examinations will be conducted in compliance with TCA 62-27-125 and the Federal *Employee Polygraph Protection Act*.
- B. If an administrative question concerns fitness for duty due to possible drug or alcohol consumption, an employee may be administratively compelled to undergo medical or laboratory examinations.
- C. Photographs may be taken of employees for use in the conduct of investigations. Any such use should meet the legal requirements for a photo lineup.
- D. An employee may be administratively compelled to participate in any properly conducted, legal lineup.
- E. The Internal Affairs Investigator may request financial disclosure statements from employees.
- F. At the time employees are notified that they have become the subject of an internal affairs investigation relating to serious complaint, the Internal Affairs Investigator or assigned Captain or Deputy Chief will issue to the employee a written statement of the allegations and a statement of the employee's rights and responsibilities relative to the investigation. This notification will include a statement to the effect that refusal of an employee to submit to any administratively compelled action, such as taking a polygraph test, will result in serious disciplinary action, including dismissal.

- G. The Internal Affairs Investigator, or the appropriate Captain or Deputy Chief will provide a conclusion of fact to the Sheriff and the Chief Deputy relating to each completed internal affairs investigation.

- H. The Internal Affairs Investigator or the appropriate Captain or Deputy Chief will notify the complainant(s) as to the disposition of an internal affairs investigation, and may also notify a complainant(s) that their presence may be required if an administrative hearing is conducted.

- I. At the discretion of the Internal Affairs Investigator, an employee may be subject to the usage of Audio or Audio Video recordings during an internal affairs investigation. The Internal Affairs Investigator will inform the employee in the event of Audio or Audio Video usage.



Blount County Sheriff's Office

Human Resources Manual Chapter 7

7.03



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Employees Rights</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.3.5, 26.3.6</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 7, Internal Affairs</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

7.03 Employees Rights

- A. Employees will enjoy the same Constitutional rights as any other citizen. These rights will not be violated during an internal affairs investigation.
- B. In a serious complaint against a Sheriff's Office employee, the Internal Affairs Investigator or the appropriate Captain or Deputy Chief will supply a written statement outlining any charges and the complaint to the employee within 3 working days. This statement will also reference the appropriate provisions of the *BCSO Human Resources Rules and Regulations Manual* that establish procedures available to an employee in responding to a serious complaint.
- C. Employees will not be intimidated or threatened with dismissal or disciplinary action as a result of exercising their rights during an internal affairs investigation. However, employees may be administratively compelled to submit a written response and/or submit to questioning (that may be recorded) concerning alleged acts of misconduct. As noted above, the failure of an employee to respond to any administratively compelled request will subject that employee to serious disciplinary action including dismissal.
- D. Only an Internal Affairs Investigator or the appropriate Captain or Deputy Chief will be permitted to use recording devices during meetings relating to an internal affairs investigation.
- E. Employees will extend their total cooperation to those who are investigating complaints of misconduct. When an investigation is based on alleged criminal violations, involved employees may exercise their Constitutional rights.
- F. Immediately prior to any questioning, employees will be advised of the name and rank of the investigating officer and of any other individual who may be present during the questioning, and the nature of the investigation.

- G. Any questioning should be conducted at the Sheriff's Office while the employee is on duty, unless the allegation is of such a serious nature as to require immediate action. Employees who are summoned to an interrogation while off duty will be entitled to appropriate compensation. Sessions will be reasonable in length with time afforded for adequate rest periods when requested by an employee.
- H. Counsel may represent employees during any questioning directed at a criminal investigation and possible subsequent prosecution.
- I. Employees who are witnesses, or otherwise knowledgeable about other employees' misconduct, may be administratively compelled to submit a written statement as to their knowledge and to submit to questioning. Witness employees do not have the right to refuse these requirements. Witness employees do not have the right to the presence of counsel during these proceedings.
- J. No employee will be required or requested to disclose any item of his property, income, assets, source of income, debts, or personal or domestic expenditures, including those of any member of his family or household, unless such information is necessary in investigating a possible conflict of interest with respect to the performance of official duties, unless such disclosure is required by law, or unless such information is related to an investigation.



Blount County Sheriff's Office

Human Resources Manual Chapter 8

8.01



<i>Written Directive Subject:</i> <i>Data Processing Security</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 11.4.4, 41.3.7, 82.1.6	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 8, Data Processing</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>By order of: Sheriff James L. Berrong</i>	

8.01 Data Processing Security

The Computers and data processing systems owned and operated by the Sheriff's Office are covered by these policies and procedures. Violations of these policies, intentional or unintentional, will be subject to corrective action whether it be required training, removal of privileges to use the data systems (if critical to job duties may be grounds for disciplinary action), or disciplinary action. In some cases, a violation of these policies may be grounds for legal action and subsequent penalties.

The primary purpose of this section is to safeguard the Sheriff's Office's computer hardware, software, and data by providing guidelines, policies, and procedures as to their use and security. The intent is also to educate users on the importance of security and the problems associated with violations of security.

- A. The job of protecting the hardware, software, and data from abuse is shared by all users of the Sheriff's Office's data processing systems. The potential for someone (citizen or employee) suffering a loss or inconvenience due to improper or inappropriate use of the Sheriff's Office data processing systems is real, whether malicious or accidental.
- B. These policies and procedures are distributed to every workstation in the Sheriff's Office, and all users are required to read and become familiar with them as part of their training in the use of their systems.
- C. The use of Sheriff's Office-owned data processing systems and equipment is solely for purposes authorized by the Sheriff's Office. Unauthorized use is a violation of these policies and procedures, and violators may be subject to disciplinary action.
- D. Software and data bases used in the Sheriff's Office's data processing systems are property of the Sheriff's Office, and will not be loaned, traded, sold, given away, or

otherwise divulged without permission from the Chief Deputy based on a recommendation from the Director of Technology.

- E. Only software that has been approved by the Sheriff's Office, in accordance with operational needs, is allowed on the Sheriff's Office's data processing systems. Any unauthorized software, such as games and other personal amusement software, will be deleted.
- F. Employees are not to download personal software and/or data into the Sheriff's Office's data processing systems without review and authorization of the data and/or software by the Director of Technology.
- G. Permission to access the Sheriff's Office's data processing systems will be limited to those with a legitimate need to use the system to access or input information. Each authorized user of the system will be issued a login and password by the Director of Technology. Users are responsible for maintaining the security of their passwords, and should never share them with anyone, including other employees.
- H. Security of Data Processing Systems and Equipment
 - 1. Security must be a concern of all users of Sheriff's Office data processing systems and equipment, and users are responsible to use them only for legitimate purposes. These policies and procedures are intended as a guide to ensure that employees are informed of the proper use of these systems, and of the consequences of improper use.
 - 2. Prior to installation of any data processing equipment, whether bought or donated, the Director of Technology will ensure the location is secure, which may include anchoring the system or assuring that the room where the system is to be located has adequate locks and is secure, and that all equipment is properly tagged as required by the county's fixed asset accounting procedures. The Director of Technology is responsible for maintaining a current inventory of the data system's hardware and software, and to check it at least annually.
 - 3. Threats to data and software stored in the data processing systems can be in the form of accidental or intentional disclosure, modification, or destruction. Unauthorized access by an illegal user is also a threat.
 - 4. The Sheriff's Office provides various layers of technical protection to safeguard data and software, including programs that allow the Director of Technology to monitor uses of the Sheriff's Office's data processing systems to provide an acceptable degree of security to accomplish the following:
 - a. Detect illegal penetration and prevent unauthorized access to the data processing systems.
 - b. Prevent unauthorized access to stored data.
 - c. Determine unauthorized use of internet and intranet network capabilities of the data processing systems.

5. Users with the proper login and password are the only persons permitted to access the data processing systems. Access by others, such as vendors and maintenance technicians, must be on a need-to-know basis and only with permission of the Director of Technology.
6. Data in the Sheriff's Office's data processing systems is owned by the Sheriff's Office and is kept on disks, tapes, hard drives, etc. No data is released unless authorized by the Director of Technology, and is in compliance with records management, retention, and release policies and procedures found in the policies and procedures manuals for the Sheriff's Office and its functions.
7. Confidential data and related software listings and copies that are not to be retained, must be properly secured until they can be shredded. Each user is responsible for properly securing and disposal of any confidential material. Data disks (hard drives) that are not to be retained must be properly secured until they can be destroyed. Drives will be destroyed by drilling a hole through the disk. The hole will be a minimum of ¼" and will be drilled all the way through the hard drive casing, disk platters and out the other side.
8. Users are required to use the password issued to them by the Director of Technology when they are first authorized to use the data processing systems. Passwords will be changed whenever a security infraction has been discovered, and periodically to ensure security. The appearance of passwords on terminal screens and printouts are suppressed.
9. After a certain number of invalid access attempts, the system will automatically log off the user. Information about invalid attempts is recorded by the system and investigated by the Director of Technology as appropriate.
10. Prudent duplication and off-site storage of otherwise irreplaceable data and programs is the responsibility of each user. The Director of Technology, or designee, will conduct or coordinate an in-house back-up daily, and a weekly backup that is stored off-site. Data files (third party software, word processing, and spread sheets) are the responsibility of each user to back up their data. The Sheriff's Office cannot be held responsible for lost data due to system failure caused by power outages or other problems with the system that may cause unexpected shut down. If data is important to a user, he or she must back it up.



Blount County Sheriff's Office

Human Resources Manual Chapter 8

8.02



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Individual Privacy</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 8, Data Processing</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

8.02 Individual Privacy

To protect the privacy of individuals, the maintenance and dissemination of personal information must be subject to strict limits. The protection of individual privacy places special responsibilities on those who determine when and how systems are used.

- A. Definition of Personal Information** B Confidential data maintained by the Sheriff's Office about an individual including, but not limited to, employment history, financial transactions, medical information, and information pertaining to an individual involved in a criminal investigation, inmate records, or other data that would include an individual's name.
- B. Legitimate Data Collection** B Personal information on individuals should not be collected and maintained unless needed to operate and manage Sheriff's Office functions for which the collecting office or employee is legally responsible.
- C. Responsibility for Protecting Data** B Sheriff's Office employees who generate, use, or have access to automated personal information, will ensure its confidentiality and accuracy, properly disposing of the data when no longer needed.
- D. Disposition of Confidential Reports** B All printouts that include confidential or personal information which are not to be retained will be shredded prior to disposal.
- E. Security by Users** B Every user shares with the Sheriff's Office the many responsibilities outlined in these policies and procedures. In addition, the following are suggested:

1. **Protection of Removed Data** B Users will assume responsibility for the

- confidentiality of removed data from the Sheriff's Office's systems.
2. **Accuracy and Use of Data B** Users creating, maintaining, using, or disseminating data in any form should ensure the reliability of the data for its intended use, and take precautions to prevent its misuse.
 3. **Authorized Release of Data B** Users are required to ensure that systems information is used only for lawful purposes and not released to outside agencies, groups, or individuals, except as provided in Sheriff's Office policies and procedures, and to the extent permitted by law. Insofar as possible, released data should be in an anonymous form where personal identity is removed.
 4. **Purge of Unneeded Data B** Files containing personal information should be audited periodically to determine their continued need. If no longer needed, the data should be shredded.
 5. **Security Reviews B** Users should frequently audit their operations where personal data are used and stored to ensure adequate safeguards against theft, penetration by unauthorized persons, destruction of data, or alteration of files, reports, input data, etc.
 6. **Individual Right to Queries and Corrections B** These policies and procedures in no way prohibit individuals the ability to request information about their personal information or to correct personal data within guidelines established by state law and the Sheriff's Office's policies and procedures.



Blount County Sheriff's Office

Human Resources Manual Chapter 8

8.03



<i>Written Directive Subject:</i> <i>Role of the Director of Technology</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> 41.3.7	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 8, Data Processing</i>	<i>Distribution:</i> All Personnel
<i>By order of: Sheriff James L. Berrong</i>	

8.03 Role of the Director of Technology

The Director of Technology, or his designee, is responsible for working with employees to design, develop, implement, train, and maintain the Sheriff's Office's data processing systems. To accomplish these responsibilities, the following must be accomplished:

A. Develop Policies and Procedures

Policies and procedures are designed to protect data and systems' hardware and software, and provide guidance to the proper use of the Sheriff's Office's data processing systems. These policies and procedures need to be reviewed periodically as the Sheriff's Office's systems grow, and as applications change with new hardware and software capabilities.

B. Training

Data systems policies and procedures are only effective if supported by users' understanding that they are essential to their systems' effective and efficient operation. Such understanding can only be gained through training programs designed not only to assure proper operation, but also to raise the awareness of users to the potential damage and loss of resources that can result from improper operation and inadequate controls. Training will extend to a new user, to existing users needing refresher training or training in new applications, as follow-up to the implementation of new hardware or software, and to assure the proper coordination of the Sheriff's Office's data processing network that includes the proper use of e-mail and the internet.

C. Monitoring

Data processing policies and procedures can only be effective if they are consistently followed. Users must constantly be reminded of their personal responsibility for the proper use and security of their data processing systems. The Director of Technology is responsible for conducting an ongoing program that monitors compliance by all users with these policies and procedures, and assuring that the awareness of user responsibilities to comply with them remains high. To accomplish this task, the Director of Technology will conduct periodic assessments to assure that systems are properly operated and secured by:

1. Conducting periodic inventories of equipment and operating systems.
2. Continuously reviewing file protection procedures and assuring that proper back-up procedures are being followed.
3. Randomly monitoring computer logs to assure that systems and data are being properly used.
 - a. **Follow-up On Findings** - When the improper or inappropriate use of the Sheriff's Office's systems is determined as a result of monitoring efforts, the Director of Technology, or his designee, will notify the appropriate supervisor who will immediately correct the problem and determine any remedial or punitive action to be taken as a result of misuse or abuse of the Sheriff's Office's data processing systems.
 - b. **Purchase and Receipt of Data Processing Equipment and Software** - The Director of Technology, or designee, is responsible for working with users to develop specifications used in the purchasing process, including development of a request for bids for hardware or other equipment, or requests for proposals on software or systems design assistance, and to coordinate with vendors in the purchasing process. The Director of Technology, or designee, is also responsible for:
 - 1) **Receiving** - The Director of Technology will review in detail material received for compliance with specifications, rejecting anything not in strict compliance. All material received will be properly inventoried.
 - 2) **Installation** - The Director of Technology will coordinate with vendors on the installation of hardware and software, testing to ensure that systems are operational.
 - 3) **Training** - Ensuring that users are familiar with the new hardware and/or software and that new systems are properly incorporated into existing operating systems, policies, and procedures.

D. Control of Computer Viruses and Related Threats

1. Computer viruses and related threats represent an increasingly serious threat to computing systems and networks. The Director of Technology is responsible for identifying, preventing, deterring, containing, and recovering from attacks of viruses and related threats.
2. **What Are Computer Viruses and Related Threats?** B These are a class of programs written to cause some form of intentional damage to computer systems or networks.

- a. A **computer virus** performs two basic functions: it copies itself to other programs, thereby infecting them; and, it executes instructions the author has included in it. Depending on the author=s motives, an infected program may immediately cause damage upon its execution, or it may wait to a specified time. Damage can vary widely, often requiring a complete rebuilding of a system. Since viruses can spread rapidly to other programs and systems, the damage can multiply geometrically.

- b. **Related threats** are also destructive programs (often called Trojan horses and network worms) that are often called malicious software. These programs are often written to masquerade as useful programs so that users are induced into using them and sharing them with others. Malicious software is a people, not a technical problem. It is imperative that users understand the threat caused by malicious software, thus emphasizing the need to control access to their systems by unauthorized users, and to not use unauthorized software in any way without the prior approval of the Director of Technology.

- c. **How Can Computer Viruses and Related Threats Be Controlled? B**
There are steps that can be taken by users and the Director of Technology to minimize this threat:
 - 1) Train all users in the proper use of their workstation and systems, ensuring that each user understands and follows the Sheriff's Office's data processing policies and procedures.
 - 2) Use (and keep current) the software tools available that are designed to identify and control viruses and related threats.
 - 3) Follow back-up procedures to ensure that, if a virus does bring a system down, that it can be reinstalled with minimum downtime and interruption of service.



Blount County Sheriff's Office

Human Resources Manual Chapter 8

8.04



<i>Written Directive Subject:</i> <i>Internet and E-Mail Policies</i>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 8, Data Processing</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

8.04 Internet and E-Mail Policies

Statement of Purpose

To ensure that use of the Internet among employees of the Blount County Sheriff's Office is consistent with Blount County Sheriff's Office policies, all applicable laws, and the individual user's job responsibilities.

A. Electronic Mail (e-mail)

This policy applies to all Blount County Sheriff's Office employees who use e-mail either on the local area network or through the Blount County Sheriff's Office Internet capabilities. In addition, this policy applies to all persons who use e-mail as a representative or agent of the Blount County Sheriff's Office.

1. Repelling Unwanted E-Mail

There may be occasions when e-mails are received which the recipient did not solicit and which do not comply with this policy. Examples could be: sexually offensive material, crude or inappropriate jokes, photographs or videos, etc. No employee shall be subject to discipline for receiving such e-mail provided the employee promptly replies by e-mail to discourage the sender with the following or similar message to the sender:

"You have sent me e-mail at the Blount County Sheriff's Office which is not in compliance with Blount County Sheriff's Office policies. E-mail sent to a Blount County Sheriff's Office e-mail address must be for Blount County Sheriff's Office business purposes only. I do not wish to receive e-mail of the nature you sent at work. Please do not send me any additional material of this kind at a Blount County Sheriff's Office e-mail address."

Messages that are spam or junk should not be replied to as this will only increase the amount of junk mail that you will receive. Spam and/or junk email should be deleted.

2. Liability

The same consideration and care must be used in e-mail communications regarding official actions or statements on behalf of the Blount County Sheriff's Office that would be used in other forms of written correspondence. Any ongoing e-mail messages which express an opinion that has not been authorized as the official Blount County Sheriff's Office position on the subject must include a disclaimer that the opinion is not that of the Blount County Sheriff's Office but the employee's own personal opinion.

3. Discipline/Enforcement of Policy

Violators of this policy may be subject to discipline. It is the responsibility of the Director of Technology or his designee to monitor these policies, and to monitor and audit use of e-mail within each department. Employees who are found in violation of this policy may be subject to the following:

- a. Internet and e-mail access may be revoked.
- b. Access times may be restricted

Employees may be disciplined for violation of this policy. However, employees will not be disciplined for "deminimis" personal use of the electronic mail system or the Internet. The deminimis (too minor to warrant concern) standard would mean that some personal communications, while not sanctioned, are not prohibited by this policy. Generally this would include such uses as adding a personal comment to an official e-mail, sending a short personal note to a colleague or other personal interactions that are routinely a part of day to day business interaction. Reasonable judgement should be applied to individual circumstances. The Blount County Sheriff's Office retains sole discretion to determine what is deminimis and to discipline for all other use.

4. Types of E-Mail/Restrictions

Employees are accountable for their use of electronic communications just as they are for other conduct and communications in the workplace. Therefore, use of the electronic mail system is as follows:

- a. The e-mail system is not to be used to create, send or copy any offensive, harassing or disruptive messages. Messages will be considered offensive if they contain information or language that would violate the Human Resource harassment policy. The Blount County Sheriff's Office will view the appropriateness of any communication on the basis of how it would have been perceived and dealt with had it been conducted by telephone, in person or on paper.

- b. The e-mail system is not to be used to send, receive, or download copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Director of Technology or his designee.
- c. Confidential and sensitive information such as performance reviews, disciplinary and/or corrective actions, attorney-client privileged information, personnel information, and health or medical information should not be communicated via e-mail, unless it is encrypted and requires a password for viewing. If you have items that need to be encrypted please contact the Director of Technology or his designee for assistance.
- d. Communications, which would be inappropriate under other Blount County Sheriff's Office policies, are equally unacceptable if delivered via electronic communication. These communications may include, but are not limited to, harassing or discriminatory comments, breached of confidentiality and insubordinate statements.
- e. The electronic mail system may not be used for sales or to solicit anything for commercial ventures, religious, or political causes, outside organizations or other non-job related solicitations.

5. Technical Support

Employees may contact the Director of Technology or his designee for answers to questions concerning implementation of e-mail or about how to properly configure and use e-mail capabilities. The Director of Technology shall have the authority, with the approval of the Sheriff, to establish procedures for the implementation of this policy. All users of the Blount County Sheriff's Office e-mail systems must abide by any procedures established by this policy.

B. Internet Use

This policy applies to all Blount County Sheriff's Office employees who use the Blount County Sheriff's Office Internet capabilities. In addition, this policy applies to all persons who use the Internet as a representative or agent of the Blount County Sheriff's Office.

1. Internet Use Limited to Blount County Sheriff's Office Business

The Blount County Sheriff's Office Internet capabilities may be used for Blount County Sheriff's Office business purposes only. The term "internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "Blount County Sheriff's Office Internet capabilities" means any and all access to the Internet obtained through Blount County Sheriff's Office sponsorship, ownership, or financial contribution, or by any employee as a representative or agent of the Blount County Sheriff's Office, during work hours. The term "Blount County Sheriff's Office business purposes" means the official work of the Blount County Sheriff's Office undertaken for public benefit, as opposed to activities undertaken for personal, non-Sheriff's Office or private purposes. Unacceptable sites or uses include, but are not limited to, the following:

- Pornographic sites and access to pornographic materials.

- Use of the Blount County Sheriff's Office Internet to harass employees, vendors, customers, and others.
- Sports or games.
- Use of the Blount County Sheriff's Office Internet for partisan political purposes.
- Unauthorized transfer of copyrighted materials utilizing Blount County Sheriff's Office Internet capabilities.
- Any site that charges a fee (unless there has been prior written approval of justified Sheriff's Office expense by supervisor).
- Vendor sites to purchase personal items.
- Marketing of personal or private business.

While this policy does restrict Internet Use to official business, limited personal use (within acceptable use guidelines) during breaks or before/after work hours will be allowed. Authorized personal use is subject to adequate capacity in the system. Internet and e-mail may be used for minor personal matters to accommodate the demands of daily living so long as the use is occasional and does not cost the Blount County Sheriff's Office money or interfere with Blount County Sheriff's Office work. However, Blount County Sheriff's Office functions may enforce more restrictive policies on computer, Internet, and e-mail use.

2. Authorized Users

No Blount County Sheriff's Office employee shall be authorized to use the Blount County Sheriff's Office Internet capabilities until he or she has signed a document indicating that the employee has read and agrees to be bound by the terms of this policy.

3. No Privacy Rights

Electronic communications are not private or confidential. All Internet communications utilizing the Blount County Sheriff's Office Internet capabilities are the property of the Blount County Sheriff's Office and may be public records. There are no rights to individual privacy in any communications or information obtained through the Blount County Sheriff's Office Internet capabilities.

4. Professional and Courteous Communications

The Code of Conduct Standards for Blount County Sheriff's Office employees applies to use of the Blount County Sheriff's Office Internet capabilities. All communications across the Internet shall be professional and courteous.

5. Duty to abide by Procedures Established by the Director of Technology

The Director of Technology shall establish procedures for posting content on the Internet, accessing information (including downloading information or software), virus detection and control, access controls and related security mechanisms for use of the Blount County Sheriff's Office Internet capabilities.

Employees should keep personal log-ons and passwords confidential, and through the system administrator, will change passwords on a regular basis as required by the

system. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users may be held responsible for all actions taken using their personal network access permissions.

6. Discipline/Enforcement of Policy

Violators of this policy may be subject to discipline. It is the responsibility of the Director of Technology or his designee to monitor these policies, and to monitor and audit use of the Blount County Sheriff's Office Internet within each function. Employees who are found in violation of this policy may be subject to the following:

- a. Internet and E-Mail access may be revoked.
- b. Access times may be restricted

Employees may be disciplined for violation of this policy. However, employees will not be disciplined for "deminimis" personal use of the electronic mail system or the Internet. The deminimis (too minor to warrant concern) standard would mean that some personal communications, while not sanctioned, are not prohibited by this policy. Generally this would include such uses as adding a personal comment to an official e-mail, sending a short personal note to a colleague or other personal interactions that are routinely a part of day to day business interaction. Reasonable judgement should be applied to individual circumstances. The Blount County Sheriff's Office retains sole discretion to determine what is deminimis and to discipline for all other use.



Blount County Sheriff's Office

Human Resources Manual Chapter 9

9.00



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Awards and Commendations</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 9, Awards and Commendations</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

9.00 Awards and Commendations

The Sheriff's Office uses commendations and awards as a means to recognize exceptional performance and devotion to the Sheriff's Office and the community, and to recognize meritorious, professional accomplishments, and acts of exceptional valor on the part of employees. At the same time, the Sheriff's Office will recognize and commend those citizens who assist the Sheriff's Office in an exceptional manner. The standards and criteria set for commendations and awards are extremely high, and only those individuals who have set themselves apart by distinguished service will be recipients.



Blount County Sheriff's Office

Human Resources Manual Chapter 9

9.01



<i>Written Directive Subject:</i> <p style="text-align: center;">Commendations</p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 07/14/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 9, Awards and Commendations</i>	<i>Distribution:</i> <p style="text-align: center;">All Personnel</p>
<i>By order of: Sheriff James L. Berrong</i>	

9.01 Commendations

A. Commendation of Valor

The Commendation of Valor is awarded to a deputy or corrections officer who demonstrates gallantry and extraordinary heroism that must be so exceptional that the employee, while fully aware of the imminent threat to their own personal safety, assumed a voluntary course of action above and beyond the call of duty at the risk of their own life. This commendation is the highest decoration conferred by the Sheriff's Office.

B. Commendation of Excellence

The Commendation of Excellence is awarded to a deputy or corrections officer who demonstrates bravery at the imminent risk of serious bodily injury in performing a voluntary course of action in an extremely dangerous situation by which the omission of the action would not have subjected the employee to censure for failure in the performance of duty. The Commendation of Excellence is the second highest commendation conferred by the Sheriff's Office.

C. Commendation of Merit

The Commendation of Merit is awarded to a sworn or civilian member of the Sheriff's Office who provides outstanding service to the Sheriff's Office and community. Meritorious service is an exceptional accomplishment with an easily determined beginning and end that was carried through to its completion. The length of time involved is not a consideration, but the speed of accomplishment may be a factor in determining the worth of an enterprise. Above average performance of duty is not an adequate basis for this award. The Commendation of Merit is next in prominence to the Commendation of Excellence.

D. Sheriff's Commendation

The Sheriff's Commendation is awarded to a sworn or civilian member of the Sheriff's Office who exhibits outstanding service through the performance of a single task. Above average performance of duty is not an adequate basis for this award. The performance must reflect exceptional achievement and bring credit upon the employee and the Sheriff's Office. The Sheriff's Commendation is next in prominence to the Commendation of Merit.

E. Commander's Commendation

The Commander's Commendation is awarded to a sworn or civilian member of the Sheriff's Office who exhibits exceptional performance in the accomplishment of a difficult task or assignment. The accomplishment must bring credit upon the employee and the Sheriff's Office. The Commander's Commendation is next in prominence to the Sheriff's Commendation.

F. Law Enforcement Commendation

The Law Enforcement Commendation is awarded to a law enforcement officer from another agency who brings credit to themselves, their agency, and the Blount County Sheriff's Office for an exceptional act clearly resulting in the saving of a life, or performing an act of valor that aids someone who is clearly in need, and who goes above and beyond for an individual, while the law enforcement officer is on or off duty and within the jurisdiction of Blount County Tennessee. The Law Enforcement Commendation is next in prominence to the Commander's Commendation.



Blount County Sheriff's Office

Human Resources Manual Chapter 9

9.02



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Awards</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 9, Awards and Commendations</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

9.02 Awards

A. Employee of the Month

Each month, an Employee of the Month will be selected by a panel comprised of the Chief Deputy, Deputy Chiefs and Captains. Selections will be based on nominations provided by any supervisor, and the nominations should include specific descriptions of an act(s) occurring in the previous month which brings credit on the employee and the Sheriff's Office.

B. Employee of the Year

Each year, the same panel that selects an Employee of the Month will select an Employee of the Year. The nominations will be from the 12 Employee of the Month honorees

C. Special Achievement Award

This award is conferred on a sworn member of the Sheriff's Office who has achieved a high level of training or expertise through the acquisition of numerous specialty skills or advanced law enforcement training. This award will be conferred on those members who have:

1. Attained the status of law enforcement training instructor in a specialty skill area.
2. Attained at least 5 specialty skills.
3. Graduated from the FBI National Academy.

D. Life Saving Award

This award is conferred on a sworn or civilian employee who is directly responsible for saving a life. This award may also be conferred where evidence indicates that an employee's actions prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim may have expired at a later time. This award may be awarded in conjunction with any other commendation, provided the facts show that the employee is entitled to both.

E. Special Unit Award

This award is conferred on a sworn employee of the Sheriff's Office who performs duties with a special unit. Their period of service must be marked by actual training or duty in a particular field or endeavor of the special unit, and will be confirmed by the unit supervisor. Currently, special units that qualify for the conferring of this award are the Special Weapons and Tactics (S.W.A.T.), Sheriff's Office Bicycle Team, Traffic Safety Officers (T.S.O.), Honor Guard, Hostage Negotiation Team, Marine Patrol, Dive Team, K-9 Team, School Resource Officer (S.R.O.), the Detention Entry Team (D.E.T.), and the Firearms Instructors Unit. A member may wear a Special Unit Award after their affiliation with that unit has ended, if they have completed at least 12 months of active service with the unit. For officers who serve, or have served, as a Special Unit Team Leader, a bronze star device will be added to the ribbon.

F. Educational Achievement Award

This award is conferred on employees who have completed certain levels of higher education. Special recognition will be awarded for attaining a college degree in Criminal Justice, Law Enforcement, or some other related field at the associate, bachelor, or master's level.

G. Citizen Service Award

This award may be conferred on any citizen who is not an employee of the Sheriff's Office. An act or achievement must be directly related to the overall law enforcement objectives of the Sheriff's Office that may include extraordinary heroism or unselfish devotion to a fellow human being, or meritorious achievement in the performance of civic responsibilities. Simply doing one's duty as a citizen is not sufficient basis for this award. With the consent of a citizen, the Sheriff's Office will conduct a formal ceremony at which time the Sheriff will confer the award.

H. Military Service Award

The Military Service Pin worn will be according to military service and military affiliation. In the event someone has served in multiple services it will be up to that individual to which he/she decides to wear however, will only wear one Military Service Pin. Personnel able to wear a Military Service Pin must have proof of military service such as DD-214, any other military discharge, or be on Active Duty. Other types of discharges will be evaluated on a case by case basis.

- There will be a board of 3 military members to decide any questions of eligibility to wear the service pin on a case by case basis.

- Military Service Pin will be issued by the Quarter Master.
- The Military Service Pin will be one of the following: Army, Navy, Air Force, Marines, and Coast Guard.
- Trainees in the FTO Program will not be issued a Military Service Pin until completing the FTO program.
- The Military Service Pin is to be worn above the name tag over the right pocket equal distance from the name tag and any other items that are worn in accordance with General Order **2.16 Uniforms, Equipment and Appearance**.

I. Other Awards and Commendations

These awards and commendations may be adopted and the aforementioned procedures amended as ordered by the Sheriff.



Blount County Sheriff's Office

Human Resources Manual Chapter 9

9.03



<p><i>Written Directive Subject:</i> Awards and Commendations Program Management</p>	<p><i>Type/Action:</i> <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds</p>
<p><i>CALEA Reference:</i> 26.1.2</p>	<p><i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022</p>
<p><i>Subject Index:</i> Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations</p>	<p><i>Distribution:</i> All Personnel</p>
<p><i>By order of: Sheriff James L. Berrong</i></p>	

9.03 Awards and Commendations Program Management

A. Nomination

Any employee or citizen may submit a nomination for a commendation or award by completing an Awards and Commendations Nomination Form (Appendix 26). The forms are available from any Captain, Deputy Chief, or the Chief Deputy, and will be submitted to the Chief Deputy, clearly describing the individual's act or accomplishment, accompanied by witness statements when available.

B. Deadline

Nominations for commendations and awards must be submitted within 1 calendar year after an act or accomplishment took place. Nominations that are submitted after this time limit will not be considered.

C. Review

The Sheriff and Chief Deputy will review nominations, and may assign an employee to investigate an incident, presenting available, substantive facts to the Sheriff and Chief Deputy in a timely manner. Additional witness' statements and facts should be included in this final report. Upon receipt of this report, the Sheriff and Chief Deputy will render a decision on the nomination. Unless unusual circumstances exist, the Sheriff or Chief Deputy will announce a decision within 30 days after receipt of nomination.

D. Authority

The Sheriff and/or the Chief Deputy retain the sole authority to determine whether a commendation or award will be awarded, and the specific decoration to be conferred. The decision of the Sheriff and/or Chief Deputy is final and is

not subject to appeal or review through the administrative review process or the grievance procedure.

E. Notifications

The Sheriff and/or the Chief Deputy will notify an individual who initiated a nomination for an award within 5 working days after the Sheriff and/or Chief Deputy has made a final decision on the nomination.

F. Presentation of Commendations and Awards

The Commendation of Valor, Commendation of Excellence, Commendation of Merit, Life Saving Award, and the Employee of the Year Award will be presented in a formal ceremony by the Sheriff and/or Chief Deputy. The Sheriff and/or the Chief Deputy will present all other awards at a time and place of their choosing.

G. Subsequent Commendations and Awards

Employees who receive a subsequent award or commendation that has already been conferred, a bronze oak leaf cluster will be attached to the ribbon representing an additional ribbon.

H. Records

A copy of any commendation or award presented to any employee will be placed in that employee's personnel file and will become a permanent part of their personnel record.



Blount County Sheriff's Office

Human Resources Manual Chapter 9

9.04



<i>Written Directive Subject:</i> Wearing of Awards and Commendations	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i> <p style="text-align: center;">26.1.2</p>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
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<i>By order of: Sheriff James L. Berrong</i>	

9.04 Wearing of Awards and Commendations

- A. Ribbons will be worn on a Class “A” uniform shirt above the right breast pocket, centered over the pocket and the deputy’s nameplate.
- B. When multiple commendations and or awards have been received, a display board will be used to display the ribbons in a neat and orderly fashion, allowing all ribbons to be attached to the uniform shirt in one application.
- C. The ribbons will be displayed in ascending order of prominence of each award. The lowest priority ribbon will be displayed on the bottom row with the lowest ranking ribbon being placed farthest away from the center of the shirt. The highest priority ribbon will be displayed on the top row closest to the center of the shirt.
- D. The priority of ribbons is as follows:
 1. **Lowest Priority** - Single Color Ribbon (Educational Achievement)
 2. **Second Priority** - Two Color Ribbons (Special Unit Awards)
 3. **Third Priority** - Three Panel Ribbons (Special Achievement)
 4. **Highest Priority** - Five or more panels (Commendations)



Blount County Sheriff's Office

Human Resources Manual Chapter 10

10.00



<i>Written Directive Subject:</i> <p style="text-align: center;"><i>Chaplain's Program</i></p>	<i>Type/Action:</i> <input type="checkbox"/> <i>New</i> <input checked="" type="checkbox"/> <i>Amends</i> <input type="checkbox"/> <i>Rescinds</i>
<i>CALEA Reference:</i>	<i>Issued:</i> 11/01/2002 <i>Last Revision:</i> 01/30/2020 <i>Last Review:</i> 03/01/2022
<i>Subject Index:</i> <i>Human Resources Rules and Regulations Manual,</i> <i>Chapter 10, Chaplain's Program</i>	<i>Distribution:</i> <p style="text-align: center;"><i>All Personnel</i></p>
<i>By order of: Sheriff James L. Berrong</i>	

10.00 Chaplain's Program

The purpose of this directive is to establish operation procedures, guidelines, duties, and responsibilities of the Chaplain Corps for the Blount County Sheriff's Office.

The Chaplain Corps is intended to support the mission of the Blount County Sheriff's Office in providing a source of strength to Sheriff's Office employees, their families, and the community. The Chaplain Corps supports employees in the handling of crisis situations, comforts victims and their families when accidents occur and criminal incidents are committed, and provides counseling and other ministerial functions that may be needed.

A. Definitions

1. **Chaplaincy:** A voluntary, ecumenical ministry to the citizens of Blount County and the personnel of the Blount County Sheriff's Office.
2. **Chaplain Coordinator:** Responsible for the functioning of the Chaplain Corps in accordance with the Blount County Sheriff's Office guidelines, and serves at the discretion of the Sheriff.
3. **Chaplain Board:** Responsible for review of potential applicants to the Chaplain Corp. Upon review of all elements of the selection process, the Review Board will make the final determination on selection to the Chaplain Corp. The Review Board will be made up of: The Chief Deputy, Chaplain Coordinator, 2 current chaplains appointed by the Sheriff, as well as representatives from Corrections, Criminal Investigations and Patrol. The Chief Deputy will serve as Chairman of the Chaplain Review Board.

B. Chain of Command

1. Sheriff

2. Chief Deputy
3. Chaplain Coordinator
4. Deputy Chaplain

C. Chaplain Corps Selection Process

1. An interview is held with the Chaplain Coordinator to fully explain the chaplain program and to emphasize the nature of a chaplain's service to the area. It is to be stressed that this is an avenue of service and not of evangelism.
2. Submit an application to the Chaplain Coordinator accompanied by a statement of personal faith and church attendance.
3. A background check of the applicant will be made by the Sheriff's Office, and all references will be contacted.
4. Applicants will meet all requirements set, and attend and complete a Chaplains Academy that will include being fingerprinted and having I.D. photos taken.
5. Each Deputy Chaplain will serve a probationary period of 1 year, during which time he or she may be terminated without exceptions.
6. Those who have been selected to the Chaplain Corp but are awaiting the Chaplain Academy may be permitted to perform the duties of a Chaplain but only under the direct supervision of a Chaplain who is active in good standing and has completed the Chaplain Academy.

D. General Duties

1. Respond to assignments made by a Sheriff's Office supervisor or Communications Center dispatcher.
2. Assist in making death notifications or such other notifications as requested by medical personnel or deputies.
3. Assist at scenes of trauma in counseling and assisting victims, friends, or family members as requested by deputies.
4. Assist in such ways as needed and requested by law enforcement personnel.
5. Perform and assist in memorial services.
6. Visit Sheriff's Office personnel and families while in the hospital.
7. Assist in areas of training as requested.
8. Attend regular scheduled Chaplain Meetings.

E. Responsibilities

1. Deputy Chaplains will serve a minimum of one on call status per rotation, and will be provided with a county vehicle, cell phone, and a police radio.
2. On call status will be determined by the Chaplain Coordinator.
3. Report any equipment malfunctions to the Chaplain Coordinator as soon as possible.
4. In case of vehicle damage, notify a Shift Supervisor immediately.
5. Notify a victim's own clergy, or other support person, as quickly as possible. Make proper referrals in unique cases that need specialized attention.
6. Be familiar with Sheriff's Office policies and procedures regarding the Code of Conduct and Code of Ethics, the use of law enforcement vehicles and care of equipment.
7. The on-duty Chaplain is the only one authorized to drive the car, and seat belts will be used at all times for the driver and passengers.
8. Know the Sheriff's Office policies and procedures governing the use of the radio.
9. Deputy Chaplains do not have police duties or responsibilities, and will not take police action when performing in their official capacity. Deputy Chaplains will not carry firearms, chemical spray, or any other lethal or less lethal weapons unless they are first approved by the Chief Deputy, and thereafter only after proper training to carry such.

F. Response to calls

1. Deputy Chaplains will at all times obey all traffic laws as pursuant to T.C.A.
2. When called to the hospital, cooperate fully with Sheriff's Office personnel. Use the phone to keep the Communications Center informed of actions taken or assistance needed.
3. Deputy Chaplains will not respond to any call as the initial unit. If a Deputy Chaplain is the first to arrive on a scene, he or she will wait until uniformed personnel arrive prior to entering a scene.
4. The Communications Center will contact a Deputy Chaplain from an on-call list maintained at the Communications Center when such service is needed.
5. If there is no response to the call or page within 20 minutes, the Communications Center will contact the Chaplain Coordinator.

G. Confidentiality

1. Confidential communication, including confession to a criminal act made to any Deputy Chaplain, will be considered privileged communication and will not be

violated. Any member of the Chaplain Corps making communications that is not kept in confidence will be dismissed from the program immediately (with the exception of child abuse, which must be reported immediately to the on duty Patrol Supervisor pursuant to T.C.A.)

2. Deputy Chaplains will not release any information to the news media, insurance companies, or any entity in regards to any case they are involved in or have knowledge of. All information should be held in confidence. Inquiries should be referred to the Public Information Officer.
3. Any communication by an employee or an employee's family member to a Deputy Chaplain will be kept confidential.

H. Training

1. Deputy Chaplains will attend, and successfully complete, a Chaplains Academy that will be scheduled by the Chaplain Coordinator and/or the Chief Deputy.
2. In-service training will be offered at scheduled meetings.
3. The Chaplain Coordinator will maintain records of training.

I. Grievances and Complaints

1. Any Deputy Chaplain who publicly criticizes the actions of any Sheriff's Office employee, or any other Deputy Chaplain, will be subject to immediate dismissal.
2. A Deputy Chaplain having a grievance about the performance of an employee, another Deputy Chaplain, or the Chaplain Coordinator, will put the grievance in writing. The grievance will be forwarded to the Chief Deputy who will forward to the Chaplain Board if needed.

J. Discipline

1. Documentation:
 - a. All complaints concerning the performance of a Deputy Chaplain will be made in writing, signed by the person offering the complaint, and given to the Chaplain Coordinator. The complaint will then be forwarded to Chaplain Board through the Chief Deputy for review and possible action.
 - b. No complaint will be accepted verbally.
2. Review and Action:
 - a. The Chaplain Board will review complainants and/or problems regarding the performance of any Deputy Chaplain.
 - b. The Chaplain Board will make every effort made to resolve the issue(s) noted in the complaint.

3. No Deputy Chaplain will fail to be present for scheduled duty, or refuse to take an assignment, without justifiable reason. Failure to respond when called will be considered cause for discipline up to and including dismissal from the program.



Blount County Sheriff's Office

Human Resources Manual

Appendix 1



Equal Employment Opportunity Plan of Action

Policy Statement:

It is the continuing policy of the Blount County Sheriff's Office to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and educational and social programs sponsored by the Sheriff's Office. Additionally it is the policy of the Sheriff's Office to provide its employees a viable means of communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the Blount County Sheriff's Office who fails to comply with this policy is subject to appropriate disciplinary action.

Utilization Narrative

A comparison of the Blount County Sheriff's Office workforce to the community labor statistics for Blount County indicated underutilization of women. Community labor statistics show that Blacks, Hispanics, Asian/Pacific Islanders, and American Indian/Alaskan Native populations are a small percentage of the total workforce. The majority of this plan will focus on addressing the larger problem of increasing the number of women in the work force. However, the Sheriff's Office will continue efforts towards correcting the underutilization of the other groups by continuing to explore ways of communicating job opportunities to all race and ethnic groups in the county. After a review of the results of the underutilization analysis, the Blount County Sheriff's Office has identified the following areas of concern:

- **Officials and Administrator** - Although the analysis shows significant underutilization primarily of females, there is only one (1) position in this group, currently held by a white male. No turnover is expected.
- **Professionals** - White females are underutilized by 37% and Blacks by 2%.
- **Protective Services** - White females are again underutilized by 41% while Blacks are underutilized by 3%.

Objectives

The Blount County Sheriff's Office is committed to making its workforce profiles more closely reflective of the labor force in the community. Based on the results of the underutilization analysis the Sheriff's Office has established the following objectives:

- Because females are underutilized in most job categories within the Sheriff's Office, it is our goal to increase representation by evaluating our promotional and recruiting practices to ensure that females receive equal opportunity to secure employment. The Sheriff's Office will continue to review job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunities with the Sheriff's Office. Specifically, the Sheriff's Office will make an effort to attract qualified female applicants for professional and protective services positions.
- Although African-American males and females are a small part of the work force in Blount County, it is an objective of the Sheriff's Office to increase representation by targeting recruitment efforts in order to attract qualified African-American candidates to apply for these positions. The Sheriff's Office will evaluate its current promotional and recruitment practices to ensure African-Americans and other minorities are receiving equal opportunity to secure employment.

Steps to Achieve Objectives

- Use teams of female and minority deputies and corrections officers to assist in the recruitment process and increase attendance at job fairs that target women and minorities.
- Increase the recruitment period for deputies and corrections officers to at least three (3) months.
- Compile a list of organizations in the community having effective contact with minority groups and females, establishing continuous working relationships with these organizations.
- Continue to advertise job opportunities using all local media, and any media in the community that may target women and minorities.
- Provide EEO training to supervisors and the command staff on EEO policies and the objectives of the EEO Plan.
- Provide greater access to testing opportunities by offering nighttime, weekend, and off-site testing opportunities.
- Encourage females and minorities to take advantage of training opportunities, especially those that offer reimbursement for college course work related to their jobs with the Sheriff's Office.

Dissemination

External

- Continue to include the statement “The Blount County Sheriff’s Office is an Equal Opportunity Employee” on all job applications and postings.
- Post a memo on bulletin boards through the Sheriff’s Office explaining how applicants and employees may obtain a copy of the EEOP.
- Annually inform all recruiting resources in writing of the EEOP and the Sheriff’s Office commitment to it.

Internal

- Include a statement in all publications of the employee newsletter advising of the availability of the EEO Plan.
- Conspicuously post the EEO Policy on bulletin boards throughout the Sheriff’s Office.
- Meet with all supervisors to ensure they are familiar with the Sheriff’s Office EEO objectives.



Blount County Sheriff's Office

Human Resources Manual

Appendix 2



Chapter 332, Private Acts of 1972

Merit Service Board Legislation

SECTION 1. All counties having a population of not less than sixty-three thousand and seven hundred (63,700) nor more than sixty-three thousand eight hundred (63,800) inhabitants according to U.S. Census of population of 1970 or any subsequent U.S. Census of population may establish a merit system for employees of the office of sheriff of such counties.

SECTION 2. The merit system to which this Act shall apply shall be the classified service which includes all positions and salaried employees in the office of sheriff except the sheriff, his chief deputy, jail cook, bookkeeper, and his personal secretary, unless such secretary is deputized as a deputy sheriff..

SECTION 3. There is hereby created a merit service board composed of five (5) members selected by the Quarterly County (County Commission) to administer provisions of this Act.

SECTION 4. The terms of the members shall be three (3) years: provided, however, that the initial appointment shall be as follows:

- (a) Two (2) members for one (1) year.
- (b) Two (2) members for two (2) years.
- (c) One (1) member for three (3) years.

All appointments thereafter shall be for three (3) year terms. A member shall be eligible to reappointment.

SECTION 5. All members of the board must be over twenty-one (21) years of age; of good moral character; a citizen of the United States and the State of Tennessee; and, must reside in the county.

SECTION 6. The members of the board shall receive such compensation as may be determined by the Quarterly Court (County Commission).

SECTION 7. The board shall designate one of its members to serve as chairman of the board. The sheriff shall appoint one of his employees to be personnel officer. The personnel officer shall be the keeper of the personnel records of employees under the provisions of this Act and shall serve as secretary of the merit service board.

SECTION 8. The merit service board as a body shall have the power:

- (a) To adopt and amend rules and regulations for the administration of this Act.
- (b) To make investigations concerning the enforcement and effect of this Act and to require observance of the rules and regulations.
- (c) To hear and determine appeals and complaints respecting the administration of this Act.
- (d) To establish and maintain a roster of employees of the classified service in the office of the sheriff showing their positions, rank, compensation and places of service.
- (e) To ascertain and record the duties and responsibilities pertaining to all positions in the classified service and to classify those positions in the manner hereinafter provided.
- (f) Except as otherwise provided in this Act, to formulate and hold competitive tests to determine the qualifications of persons who seek employment in any position, and as a result of such tests, establish employment lists of eligible candidates for the various positions.
- (g) To establish records of the performance and a system of service ratings to be used to determine promotions; the order of lay-offs or reduction of force and the order of re-employment; to assist in the determination of dismissal for cause; and, for other purposes.
- (h) To provide for part-time and temporary positions and appointments and to establish rules defining and governing such positions; provided, however, that no temporary positions shall be more than three (3) months.
- (i) To keep any other records as may be necessary for the administration of this Act.

SECTION 9. The board shall, as soon as practical after this Act becomes operative, adopt a classification plan and make rules and regulations for its administration. The classification plan shall state for each class of positions, a class title, and the duties, authorities, responsibilities, and character of work required for each position. Each class of positions may be subdivided, and classes may be grouped and ranked in such manner as is deemed appropriate. The board shall determine the requirements of each position and class thereof as to education, experience, capabilities, knowledge, and skill. As far as practical, the probable lines of promotion to and from the classes of position shall be indicated.

SECTION 10. The board may, upon request and advice of the sheriff, create new positions or combine, alter or abolish existing positions in such manner as the board, acting with the advice of the sheriff, deems necessary for the effective operation of the office of sheriff; provided, however, that no position in the classified service shall be abolished except on the approval of the board acting in good faith upon the advice of the sheriff.

SECTION 11. The board shall formulate reasonable rules governing the granting of leaves of absence to members of the classified service in good standing. The board shall request the recommendation of the sheriff upon any request of leave of absence before acting thereon and shall be guided by the requirements of the adequate law enforcement and operations efficiency of the office of sheriff when considering any such request for leave.

Any person coming under the classified service who shall hereafter be inducted into the armed forces of the United States of America, or who shall hereafter enter said service voluntarily, by enlistment or otherwise in a time of war or other national emergency shall, upon application to the sheriff, receive a military leave of absence for the duration of the period of service required. Such employee shall retain all rights for seniority and shall be entitled to re-employment in the same capacity and position which he held at the time of entering the military service. The application for such reinstatement in position shall be made by or on behalf of such employee within three (3) months after termination of active service in the armed forces.

SECTION 12. The sheriff shall inform the board by periodic reports of the employment needs of the office of sheriff and the board shall, as often as required by the needs of the office of sheriff, hold tests for the purposes of establishing lists of eligible candidates for the various positions in the classified service. Such tests shall be public, competitive and open to all persons who may be lawfully appointed under the rules promulgated by the board and existing prior to the announcement of the examination. Such rules shall set limitations as to residence, age, health, habits, moral character and other necessary prerequisites for the performance of duties of the position for which examination is designated and such rules shall not be less than those provided in Section 38-1104 of the Tennessee Code Annotated.

Promotion tests shall be public, competitive and free to all persons examined and appointed under provisions of this Act and who have held a classified position with the office of sheriff for at least a one (1) year period of time. All tests shall be practical and shall consist only of subjects which will fairly determine the capacity of the persons examined to perform the duties of the position in which the appointment is to be made. Tests may include examination for physical fitness and manual skill. No questions in any tests shall relate to religious or political opinions or affiliations. The eligible candidates shall take rank upon a list which shall be compiled for each position, in order of their relative excellence as determined by the tests without reference to the priority of the time from when the tests are given. No lists of eligible persons shall be valid after one (1) year except, however, the merit service board may extend an eligible period for not more than one (1) year. Notice of the time, place and general scope of each test and the duties, pay and experience required for all positions for which the test is to be held, shall be given by the board to each applicant at least one (1) week preceding the test. The notice must be in writing and addressed to the last known address supplied by the applicant. Notice of promotional tests shall be given as the board may prescribe.

SECTION 13. Whenever a vacancy occurs in any position in the classified section of the office of sheriff, the sheriff shall make requisition to the board for the names and addresses of all persons eligible for appointment thereto. The board shall certify the names of all persons on the eligible list for position wherein the vacancy exists within thirty (30) days of the requisition to the board. The sheriff thereupon shall investigate each of the five (5) highest on the list of eligible candidates. In the event the investigations result in none of the first five (5) persons being acceptable to the sheriff, he shall investigate the next five (5) eligible candidates on the list, one after another until one of eligible candidates investigated is acceptable to the sheriff. The sheriff shall appoint such person to the position wherein the vacancy exists and shall notify the board of his action. If the merit service board fails to provide a list, then the sheriff may make appointments to vacancies after having notified the board of his action or his intentions to do so.

No appointment of promotion for any position in the classified service, shall be deemed complete until after the expiration of six (6) months probationary service during which time the sheriff may determine the effectiveness of the employee. If in his adjustment the employee does not meet the standards, he may terminate the employment of any person certified and appointed when he deems it to be in the best interest of the service. Whenever a position of the classified service is filled by promotion and the services of the person promoted are terminated by the sheriff during the probationary period, such person shall forthwith be returned to duty in the previous position held by him in the classified service unless such person's conduct during the probationary period had given grounds for dismissal for cause under this Act. Any person dismissed during the probationary period shall not be eligible to a hearing before the board.

A person who is certified to the sheriff and does not report for duty at the time so designated and who does not explain such failure to report in writing within five (5) days, may be rejected by the sheriff who shall forthwith notify the board of the action taken and the reason thereof, and the person's name will then be removed from the eligible list.

SECTION 14. All employees in the classified service may be transferred from one position to another in the same class, and not otherwise. Transfers may be instituted only by the sheriff and shall be permitted only with the consent of the sheriff.

SECTION 15. The practice and procedure of the board with respect to any investigation by the board as authorized by this Act, shall be in accordance with the rules and regulations to be established by the board. Such rules and regulations shall provide for a reasonable notice to all persons affected by any order which the board may issue on completion of such investigation. Such persons shall have the opportunity to be heard either in person or by counsel, and to introduce testimony in his behalf at a public hearing which shall be held for that purpose.

The board, when conducting any investigations or hearings authorized by this Act, shall have the power to administer oaths, take depositions, issue subpoenas, compel the attendance of witnesses and the production of books,

accounts, papers, records, documents and testimony. In case of the disobedience of any person to comply with the orders of the board or of a subpoena issued by the board or any of its members, or on the refusal of a witness to testify on any matter on which he may be lawfully interrogated, the judge in any court of record within the county on application of any member of the board, shall compel obedience by proceedings as for contempt. The sheriff or his legal deputy shall serve such subpoenas as issued by the board.

SECTION 16. The sheriff shall give an immediate report in writing of all appointments, reinstatements, vacancies, absences or other matter effecting the status of any member of the classified service or the performance of duties of such members. The report shall be in the manner and form prescribed by the board.

The sheriff may suspend any employee for not more than ten (10) days for cause and there will be no right of appeal for any suspension thereof. Provided, however, the sheriff shall not have the authority to suspend any employee for more than one (1) suspension of ten (10) days within any given six (6) month period of time without a right of appeal. If the sheriff shall suspend any employee for a period longer than ten (10) days, the suspended employee shall be notified in writing of the charges which caused his suspension. He shall thereafter have ten (10) days to request a hearing before the merit service board, and upon his request the board shall set a hearing not more than thirty (30) days from the date of the receipt of his request for a hearing.

SECTION 17. The sheriff shall have the authority to dismiss any employee for ordinary cause with a right of appeal to the board assured the employee. The dismissed employee shall be notified in writing of the causes for dismissal. He shall have ten (10) days to request a hearing before the board and upon his request the council shall set a hearing not more than thirty (30) days from the date of the receipt of the request. The rules of procedure for the conduct of any investigation by the merit service board shall apply to this hearing. Upon a finding by the board that the sheriff has not complied with the procedures of the board, the board may order the employee to be reinstated.

SECTION 18. No employee holding a position in the classified service shall take an active part in any political campaign while on duty nor under any circumstance shall any employee of the office of sheriff solicit money for political campaigns or in any way use his position as a deputy sheriff so as to reflect his personal feelings as those of the office of sheriff or to use his position as deputy sheriff to exert any pressure on any one person or group of people to sway that person's or persons' political views. Neither an employee while on duty nor any officer while in uniform shall display any political advertising or paraphernalia on his person or on his automobile. No employee of the office of sheriff shall make any public endorsement of any candidate in any campaign for elected office. However, nothing in this Act shall be construed to prohibit or prevent any such employee from becoming or continuing to be a members of a political club or organization and enjoying all of the rights and privileges of such membership or from attending any political meetings, while not on duty, or in the course of his official duties, nor shall he be denied from enjoying any freedom from

interference in the casting of his vote. Any person violating the provisions of this Section shall be dismissed from the service of the office of sheriff.

SECTION 19. The sheriff shall not require any employee in the classified service to participate in any political activity as a condition of employment, continuation of employment, or promotion. If, upon an investigation by the board and a determination that such actions have taken place, the board shall issue an order to the sheriff to cease and desist from such activity. If the sheriff fails to comply or persists in the activity, the council may apply to any court of record in the county for a citation of contempt.

SECTION 20. If any provision of this Act or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Act which can be given effect without the invalid provision or application, and to that end the provision of this Act are declared severable.

SECTION 21. All laws or parts of laws in conflict with the provisions of this Act are hereby repealed.

SECTION 22. This Act shall become effective as to any county to which it may apply when the same shall have been approved by the Quarterly Court (County Commission) of such county by a vote of not less than two-thirds (2/3) of the members thereof, such approval to be made within ninety (90) days after the sine die adjournment of the General Assembly of the State of Tennessee for the year 1972, the public welfare requiring its becoming effective at the time. Its approval or non-approval shall be proclaimed by the presiding officer of the Quarterly County Court and certified by him to the Secretary of State.

SECTION 23. For the purpose of approving or rejecting the provisions of this Act, as provided in Section 22, it shall be effective on becoming a law, the public welfare requiring it. For all other purposes it shall become effective September 1, 1972, upon being approved as provide



Blount County Sheriff's Office

Human Resources Manual

Appendix 3



Classification Plan (Reviewed 03/01/2022)

A classification plan provides for the systematic arrangement of positions into classes that describe the duties and responsibilities that serve as the basis for employment and such basic human resources functions as compensation, performance evaluation, selection and recruitment, and promotion. It is important to understand that preparation of a classification plan is not intended to evaluate or assess individual or unit performance. It is a series of events including completion of job analysis questionnaires by a majority of employees, use of those completed questionnaires to develop class descriptions, the preparation of an organization chart that serves as the basis of an allocation table indicating where each classification is allocated in the organization chart, review of this information by supervisors and command staff, and the development of that information into a classification plan. The components of a class description are presented below. In developing these descriptions an effort was made to develop general yet useful descriptions of work-related information and, insofar as possible, to include position-specific terminology so that employees could relate their positions to those being described. Presented below is a brief summary of each part of the class descriptions.

CLASS TITLE

A descriptive designation of the type of work performed. Existing class titles have been used or revised where necessary. Class titles should be used in payroll and budget work and for other administrative purposes such as records and position allocation. Since the classification plan groups similar jobs into logical classes, there may be other working titles that are appropriate when authorized. Examples of this would be a corrections officer being assigned as a Facility Inspection Officer or Classification Officer.

REPORTS TO

A person assigned to a class that directly supervises a person assigned to a class. In addition to the obvious information relating to whom a person in a class reports, it is also important for the implementation of the Performance Management Plan.

NATURE OF WORK

This section is a general description of the work to be performed with emphasis on those basic factors that distinguish one class from another. Usually included are such factors as responsibility, difficulty, the way in which the work is assigned and reviewed, and other similar factors. It is a brief summary of the position.

EQUIPMENT/JOB LOCATIONS

This provides a brief summary of the general types of equipment that an employee in the class may be required to use, such as firearms, specialized equipment such as computers, etc. There is also a brief statement relating to the level of stress, any specific hazards or dangerous conditions, and where the work is generally performed, i.e., outdoors or indoors in a climate-controlled environment.

WORKING RELATIONSHIPS

Most positions in the Sheriff's Office have two levels of working relationships: **internal** that relates to work associations within the organization; and **external** that relates to work associations with the general public and other public safety and criminal justice agencies. This section provides a brief summary of the level of these relationships.

EXAMPLES OF WORK

This section is intended to enable a reader to obtain a more specific picture of the actual work performed in positions assigned to a class. As the disclaimer on each class description indicates, "The examples may not include all of the duties which may be performed or required." The list is descriptive, not limiting, and is not intended to describe all the work that is to be performed by an employee assigned to a class, although the examples listed should cover the most significant duties and responsibilities required that makes this class distinct from other classes.

SUPERVISION EXERCISED

For those classes that may supervise others, this identifies the class or classes the person assigned to this class may supervise, identifies the class or classes of employee the employee in this position must evaluate.

DESIRABLE KNOWLEDGE AND ABILITIES

This section identifies the levels of knowledge, abilities, and skills that either needs to be present when an employee is selected to fill a position in the class, or the employee indicates through testing and evaluation that they are capable of obtaining or learning the necessary knowledge, skills, and abilities for that position with proper training and experience. Obviously a new employee, or an employee assigned to a new position, cannot have all the knowledge and capability to perform a position developed for each class, therefore testing and evaluation of new and existing employees is used to identify the capabilities of individuals to ensure the best "fit" possible for a position in a class. Education and experience also play a significant part of the equation that goes into the filling of positions. These factors are presented below.

NECESSARY AND SPECIAL REQUIREMENTS

This section specifies basic education and experience requirements, where applicable, for classes as well as any certifications or licensing required for a person assigned to a class. Most positions in the Sheriff's Office have certain certification requirements such as P.O.S.T. and T.C.I certifications required by state statute, and most positions require a valid driver's license. It must be emphasized that no single factor can either qualify or disqualify an individual for a position in a class, and there must be recognition of the combination of

training and experience in order to allow admission of all qualified applicants to a selection process.

CONCLUSION

A classification plan is not static and is not intended to permanently fix employees in a single position in a class or that classes are fixed and cannot be amended, dissolved, or new classes created. It will always be open to change, especially as the Sheriff's Office and its mission changes in the future. The *Blount County Sheriff's Office Human Resources Rules and Regulations Manual*, Section 3, Classification of Positions, establishes the policies and procedures to be followed when creating, amending, or abolishing a class.

DEPUTY CHIEF OF ADMINISTRATION

REPORTS TO:

Sheriff and Chief Deputy

NATURE OF WORK:

Manages the financial, information technology, human resources, office support, and records management functions of the Sheriff's Office and serves as a member of the command staff. This is professional level work supervising the financial management functions of the Sheriff's Office that has multiple funding sources and a significant budget to administer. This position works closely with the Director of Information Technology in designing and implementing systems designed to accomplish a variety of financial and record keeping activities. Work is performed independently under the general supervision of the Sheriff and Chief Deputy.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel involved in the administrative and financial management of the Sheriff's Office.

External: Significant contact with the general public and other county departments, especially those related to financial management. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Develops methods for review of management systems including agency organization, manpower and staffing, budgeting and budget monitoring procedures, general policy development, records and records management procedures, accounting procedures, materials and supply purchases and inventory systems, and operating methods.
- Coordinates the preparation of the Sheriff's Office operating budget and requested capital improvements budget.
- Works with the Director of Information Technology in coordinating the design, implementation, and maintenance of the Sheriff's Office computers and information technologies.
- Through the Office Manager, supervises record keeping and records maintenance in accordance with policies and procedures.

- Establishes systems for obtaining and maintaining statistical data relating to Sheriff's Office activities.
- Plans, organizes, and directs the work of a diverse administrative support unit.
- Conducts independent research and analysis and prepares detailed reports, charts, and manuals on a variety of Sheriff's Office matters.
- Ensures that training is provided to employees covering procedures, forms, and other areas on a periodic basis.
- Attends budget hearings, County Commission committee meetings, and other meetings relating to the operation of the Sheriff's Office to provide information on and support for Sheriff's Office programs and policies.
- Serves as a member of the command staff assuring adequate policy and procedural development of fiscal, administrative, and facility related concerns.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises the Sheriff's Office Purchasing Agent, the Director of Information Technology, the Finance Director, the Office Manager, and the functions under Planning and Research (Community Affairs and Crime Analysis).

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Administrative practices and procedures.
 - Research and accounting procedures.
 - Office automation and information technology.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, and the public.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of administrative and management operations and functions.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions under the Deputy Chief of Administration.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of a bachelor's degree in business, public administration, or accounting, and three (3) years of accounting, financial management, or related experience, preferably including one (1) year in a supervisory capacity; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.

ACCOUNTS PAYABLE/RECORDS CLERK

REPORTS TO:

Office Manager

NATURE OF WORK:

Performs responsible and specialized administrative and clerical duties relating to the accounting and records management functions and responsibilities of the Sheriff's Office. The employee in this position serves as a lead worker and assists the Office Manager in a variety of complex and confidential administrative, records, and accounting policies and procedures that requires knowledge of Sheriff's Office policies and procedures sufficient to interpret and communicate these to others. The incumbent plans and carries out own assignments under general supervision of the Office Manager and may provide assistance and direction to less knowledgeable employees.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative and financial management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel involved in the administrative and financial management of the Sheriff's Office.

External: Significant contact with the general public and other county departments, especially those related to financial management. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Collects data relating to attendance of all employees and maintains records of compensatory, annual, personal, and sick leave and distributes current information relating to leave to supervisors and employees.
- Assists the Office Manager with accounts payable, paying bills by purchase order and payment authorization.
- Organizes and maintains archival files for the Sheriff's Office.
- Compiles monthly reports relating to activities in the various functions of the Sheriff's Office distributing them based on standard operating procedures.
- Organizes and maintains the office supply room.
- Assists in the duties and responsibilities of a Data Entry Clerk as necessary.
- Collects, counts, and records deposits in the absence of the Office Manager.
- Supervises Records Office when Office Manager is absent.

- Assists with preparation of payroll when requested or in the absence of the Office Manager.
- Fills in for Data Entry and Records Clerks as necessary.
- Compiles list of Handgun Carry Permit Applications and distributes information relating to handgun permits to other offices in the Sheriff's Office and other agencies outside the Sheriff's Office.
- Performs related work as required.

SUPERVISION EXERCISED:

Supervises clerks responsible for the management of law enforcement and corrections records, the management of the TIBRS system, and financial accounting of all Sheriff's Office activities in the absence of the Office Manager.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative and accounting environment.
 - State and county laws, rules, and regulations relating to the records and financial management of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to records and financial management.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Records Office.
 - Make computations with speed and accuracy.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

- Must have a TIBRS and NCIC certification.

ADMINISTRATIVE ASSISTANT

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

Performs a variety of responsible administrative and clerical duties in support of the Sheriff, Chief Deputy, and Deputy Chiefs as well as the administrative activities of the Sheriff's Office. The employee in this position is responsible for difficult, complex, and often confidential administrative and clerical activities as directed by the Sheriff and the Chief Deputy who define the objectives, priorities, and deadlines of work, requiring the incumbent to use judgment in interpreting and adapting guidelines to specific projects or problems, planning and carrying out successive steps and resolving problems independently.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among the command staff and all levels of the Sheriff's Office.

External: Considerable contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Type's letters, reports, minutes, and a variety of material from rough draft, clear copy, notes, and other sources using a desktop computer and occasionally a typewriter.
- Sets appointments for interviews, meetings, and other matters relating to the Sheriff, Chief Deputy, and Deputy Chiefs as directed.
- Greets visitors and answers calls directing them to the proper source for answers or to the proper function or section in the Sheriff's Office.
- Opens, sorts, and distributes mail for the Sheriff, Chief Deputy, Deputy Chiefs and the other administrative functions in the Sheriff's Office.
- Proofreads figures, forms, memoranda, letters and/or reports for accuracy and grammar.
- May assist the Deputy Chief of Administration in making deposits and other minor accounting duties relating to grants and other fiscal management responsibilities.
- Uses a desktop computer to input, retrieve, verify, and research information relating to the Sheriff's Office.
- Requisitions supplies for use in the administrative activities of the Sheriff's Office.

- Keeps records and prepares reports as needed.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures related to Sheriff's Office activities such as forms, terminology, and records.
 - Office automation and information technology in an administrative and records environment.
 - Functions of other governmental jurisdictions and authorities as they relate to Sheriff's Office activities.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to administrative management matters.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Sheriff's Office.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADMINISTRATIVE CAPTAIN

REPORTS TO:

Chief Deputy and Deputy Chief of Administration

NATURE OF WORK:

Assists the Deputy Chiefs, Chief Deputy and the Sheriff in planning and coordinating administrative activities. Work is reviewed by the Chief Deputy through observation of performance, personal inspection, compliance with policies and procedures, and the results of function activities.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects, although the employee will primarily work indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to administrative operations of the Sheriff's Office as well as significant interaction with the Patrol Function, the Corrections Function, the Court Services Function, and the District Attorney General's office. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.
- Prepares and presents informational programs on law enforcement-related subjects

to interested groups.

- May serve on a special unit such as K-9, Marine Patrol, Bicycle Patrol, SWAT, or other special units.
- Performs related work as required.
- Oversees the Scheduling of Citizen's Academy Classes
- Coordination and scheduling of all community events
- Performs administrative duties as required by supervisor
- Oversees the coordinating and scheduling of off duty and extra duty employment
- Oversees the coordinating of crime prevention and neighborhood watch programs
- Supervises the FTO Coordinator for Patrol Operations including trainee assignments, Daily Observation Reports along with weekly and end of phase evaluations.
- Assists Human Resources with new hire orientation.
- Performs any Administrative task deemed necessary by the Sheriff, Chief Deputy, or Deputy Chief's.

SUPERVISION EXERCISED:

Directly supervises the Administrative Lieutenant

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that a deputy or Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.

- Skill to do the following:

- Manage aggressive behavior and conflict resolution.
- Unarmed self-defense techniques.
- Operation of communication and computer equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience as a supervisor in a law enforcement organization, three (3) years of such experience being with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

ADMINISTRATIVE LIEUTENANT

REPORTS TO:

Chief Deputy

NATURE OF WORK:

Coordination and oversight of extra duty and off duty assignments of BCSO Personnel as well as supervision of the Blount County Citizen's Academy. The position will also oversee FTO's and trainees while going through the FTO program. An employee in this classification carries out various administrative tasks on a daily basis. After completion of training, deputy is assigned duties and responsibilities of coordinating any community related activity where the BCSO may be involved.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work indoors in a climate controlled environment as well as outdoors and in all types of weather conditions. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with personnel assigned to patrol and/or Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.

- Prepares and presents informational programs on law enforcement-related subjects to interested groups.
- May serve on a special unit such as K-9, Marine Patrol, Bicycle Patrol, SWAT, or other special units.
- Performs related work as required.
- Scheduling of Citizen's Academy Classes
- Coordination and scheduling of all community events
- Primary contact for Citizen's Ride-a-long Program
- Performs administrative duties as required by supervisor
- Coordinates and schedules off duty and extra duty employment
- Coordinates crime prevention and neighborhood watch programs
- Serves as the FTO Coordinator for Patrol Operations including trainee assignments, Daily Observation Reports along with weekly and end of phase evaluations.
- Assists Human Resources with new hire orientation.
- Performs any Administrative task deemed necessary by the Sheriff, Chief Deputy or Deputy Chief's.

SUPERVISION EXERCISED:

Coordination and oversight of extra duty and off duty assignments of BCSO Personnel as well as supervision of the Blount County Citizen's Academy. The position will also oversee FTO's and trainees while going through the FTO program.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that a deputy or Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.

- React quickly and calmly in emergency situations and to determine proper courses of action.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Operation of communication and computer equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as Supervisor with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety supervision.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License

AUTOMOTIVE TECHNICIAN

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

The automotive technician may inspect, diagnose, repair, replace, rebuild, overhaul, and service mechanical and electronic systems and components of all sheriff's office vehicles including cars, trucks, motorcycles, boats, buses, tractors, all terrain vehicles, etc... This work requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. The position is required to be on call after normal business hours and may require working abnormal hours.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment and tools related to automotive mechanics. The demands of this position can be stressful both mentally and physically and may require bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily in an indoor environment with the possibility of being exposed to hazardous conditions.

WORKING RELATIONSHIPS:

Internal: Interaction and coordination relating to the supervision and operation of inmates assigned to a garage. Interaction and coordination relating to the scheduling of automotive maintenance and repair work with sheriff's office personnel.

External: Interaction and coordination relating to the scheduling of automotive maintenance and repair work with other individuals and companies outside the sheriff's office.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Performs preventative vehicle maintenance
- Performs major or minor repairs of all gasoline and diesel engines, transmissions, and differentials
- Repairs vehicle body and chassis parts using hand and power tools
- Changes tires, wheels, and balance wheels
- Maintains and installs all electrical components
- May involve roadside repairs or towing of disabled vehicles
- Will observe all proper safety precautions
- Supervises and directs inmate activities while performing automotive repairs.
- Supervise inmates in the maintenance of the garage area.
- Prevents inmates from bringing contraband items into the Detention Facility.
- Prevents unauthorized activities by inmates assigned to the garage.
- Monitor the safety of inmates while assigned to the garage.
- Attend required training as scheduled.

- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises inmates assigned to the garage

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - All Policies and Procedures of the Blount County Sheriff's Office.
 - Record keeping procedures (logs, classifications, maintenance records, receipts, invoices, etc.).
 - Computer operations related to records maintenance and scheduling
- Ability to do the following:
 - Establish and maintain effective working relationships with sheriff's office personnel, inmates, and other business personnel related to this job. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of inmates performing a variety of operations and functions.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - Schedule appointments
- Skill to do the following:
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operate a variety of equipment and tools as they relate to automotive mechanics
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Must be at least 21 years of age.
- Should be a high school graduate, or equivalent.
- Must have work experience as an automotive technician.
- Possess a valid Tennessee Driver's License.

DATA ENTRY CLERK

REPORTS TO:

Office Manager

NATURE OF WORK:

Performs skilled operation of computer programs to verify, record, and maintain source data such as citations, tow slips, accident reports, incident reports, etc., relating to the operation of the Sheriff's Office. An employee in this position may also serve as a TIBRS or NCIC clerk and perform other administrative duties associated with the Records Office as directed. Much of the work follows standard guidelines and procedures under general supervision.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative duties such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among those responsible for the administration of the functions and responsibilities of the Records Office. Requires interaction with all levels of personnel at the Sheriff's Office in addition to other County employees.

External: Significant contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Operates computer equipment and records complex data such as incident reports, warrants, receipts, etc., in accordance with prescribed procedures.
- Verifies some material visually, frequently spot-checking work.
- May operate peripheral data processing equipment such as printers/scanners when necessary.
- Assists the TIBRS and NCIC clerks in developing and transmitting information.
- Provides relief for co-workers as required.
- Assists in preparation of Criminal History Reports.
- Greets and assists the public, responding to questions and giving directions.
- Answers the telephone responding to questions and giving directions.
- May serve as mail clerk, and assists in the collection and distribution of mail.
- Performs related work as required.

SUPERVISION EXERCISED:

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Appendix 3

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Proficient in spelling and grammar
 - Operation of alpha-numeric keyboards
 - Office procedures and terminology
 - Ability to create and maintain spreadsheets
 - Correspond effectively verbally and in writing

- Ability to do the following:
 - Make decisions in accordance with established procedures
 - Follow complex oral and written instructions
 - Establish and maintain effective working relationships with other employees and the public
 - Exhibit tact, initiative, and good judgment
 - Work in an open office environment with multiple co-workers
 - Perform duties correctly and efficiently without constant supervision
 - Use discretion and follow guidelines to perform duties, knowing much of the information is confidential

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, with one (1) year of data entry experience; or, any equivalent combination of education and experience which provides the required knowledge, skills, and abilities
- May be required to complete and maintain NCIC certification
- May be required to attend TIBRS training to complete and maintain certification

COMPLIANCE MANAGER

REPORTS TO:

Administrative Sergeant

NATURE OF WORK:

Employee in this position is responsible for the development, implementation, and oversight of agency efforts to comply with the Federal PREA and Tennessee Corrections Institute standards throughout the facility. Employees in this position are expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of computer equipment and be able to work with various computer software programs associated with compliance as well as firearms, radio and communications equipment, fingerprinting and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with all divisions including employees, supervisors, division Captains, Deputy Chiefs, the Chief Deputy, and the Sheriff. The nature of the work is that the person filling this position must be able to effectively communicate with all employees in order to successfully complete the requirements of facility compliance.

External: There is some contact with the public mainly to explain PREA compliance and what it means to the community as well as the Sheriff's Office. There is also significant contact with other Federal, State, and County agencies, especially those already PREA compliant and those working towards compliance.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists in the identification, development, and implementation of new programs, systems, procedures, or equipment designed to improve performance of the Blount County Detention Facility in compliance with applicable Tennessee Corrections Institute Minimum Standards and the Prison Rape Elimination Act
- Implement new policies through staff training and oversight.
- Investigate violations of existing policies and make determinations of whether or not the violations warrant criminal procedures.
- Respond to inmate request as needed and take appropriate actions.
- Receive facility daily records and organize records for future reference.

- Maintain files of daily reports for the current year and one year prior.
- Track data on inmate programs, inmate populations, evidence-based data, work accomplished, number of active/past participants, local recidivism rates and reports this data quarterly and annually.
- Gather data for annual reporting of the probation and parole violators processed through the facility including the nature of each violation (technical violation or new crime), the classification of each violation as a felony or misdemeanor, whether each violator is male or female, and whether each violation is state or local.
- Coordinates and maintains all records related to Volunteers files
- Directs and/or performs investigations of crimes and suspected crimes in the Detention Center, arresting suspected individuals.
- Insures policies and procedures of the Detention Center relative to security matters such as control of keys, knives, contraband, and hazardous materials, locks, doors, walls, ceilings, fire suppression systems, etc., meet applicable standards and are properly documented.
- Directs and participates in searches of inmates, inmate living and work areas, as well as administrative and support areas of the Detention Center.
- Maintains records of inspections the Detention Center on a frequent basis and reports or corrects observed security, safety, and sanitation infractions.
- Conducts routine and special counts of inmates following emergency procedures in the event of suspected or actual inmate escapes; controls, directs, and monitors movement of inmates within and outside of the secure facility; supervises the operation of segregation or holding cells to ensure compliance with security procedures by both staff and inmates.
- Reviews and endorses inmate misconduct reports and unusual incidents reports submitted by staff; investigates reports of misconduct of inmates and/or special incidents, gathering additional information to ensure appropriate corrective action is taken. Makes recommendations as to temporary placement of inmate(s) in administrative segregation pending further administrative review because of major misconduct, need for protection, or other reasons.
- Responsible for the cleanliness of inmates and cells, proper conduct of inmates, and inmate custodial tasks in and around the Detention Center.
- Keeps records and prepares reports as directed by policies and procedures.
- Cooperates with municipal, state, and federal officers in the detention of their inmates as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Division.
- May testify in court and legal proceedings.
- Maintains correctional equipment.
- Performs the duties of a Corrections Deputy as necessary.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

N/A

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Prison Rape Elimination Act
 - Tennessee Corrections Institute Minimum Standards
 - Facility rules, regulations, policies, and procedures.
 - Principles and tactics governing the use of force.
 - Concepts of security principles and practices.
 - Court documents pertaining to condition of incarceration.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.
 - General classification practices
 - NCIC operations.
 - Ability to contact other agencies, jurisdictions and other to confirm Criminal Histories.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Conduct body and area searches.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Ability to manage and supervise disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms (where position requires), restraints, and security devices related to corrections.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 21 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under Tennessee Correctional Institute or Department of

Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.

- If duty post requires, certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

DETENTION CENTER RECORDS CLERK

REPORTS TO:

Compliance Manager

NATURE OF WORK:

Performs responsible and specialized administrative and clerical duties relating to the Detention Center reporting systems and records management functions and responsibilities. The employee in this position serves as a lead worker assisting the Compliance Manager, the administration of the General Sessions and Circuit Courts located in the Justice Center, and the Detention Center in a variety of complex and confidential administrative, reporting, and records policies and procedures that requires knowledge of Sheriff's Office policies and procedures as well as state law sufficient to interpret and communicate these to others. The incumbent plans and carries out own assignments under general supervision of the Compliance Manager and provide assistance and direction to less knowledgeable employees.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among court administration employees, Detention Center personnel, and those personnel in the Records Office responsible for the administration of the functions under this employee's duties and responsibilities.

External: Significant contact with the other state and local government agencies that house inmates in the Detention Center. There is also significant contact with the public related to questions and concerns of inmates. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Completes state, other counties, and each city's prisoner board bills monthly.
- Enters documentation on TOMIS and sentence reduction credits for state inmates monthly.
- Processes required paperwork for Tennessee Department of Corrections as required.
- Makes entries into the NCIC as necessary.
- Maintains daily inmate counts.
- Receives and returns paperwork such as bonds, warrants, orders, etc., from courts.
- Maintains inactive inmate files.
- Expunges records upon orders of courts.

- Maintains work release accounts.
- Assists in the duties and responsibilities of a Data Entry Clerk as necessary.
- Fills in for Data Entry and Records Clerks as necessary.
- Performs related work as required.

SUPERVISION EXERCISED:

May supervise clerks responsible for the management of detention center records as directed by the Office Manager.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative and accounting environment.
 - State and county laws, rules, and regulations relating to the records management of the Detention Center.
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to records management.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Records Office.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must have a NCIC certification and attend TIBRS training.

DIRECTOR OF INFORMATION TECHNOLOGY

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

Directs and manages the central data processing, information management, and communications systems functions and hardware and software acquisition, installation, and maintenance for the Sheriff's Office. The person in this position provides direction, coordination, and administrative oversight of all data processing, information/communications networks, systems, and related technologies and activities for the Sheriff's Office.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with information systems management such as a desktop and laptop computers, file servers, and other data processing related equipment. The demands of the job may be mentally stressful and is conducted indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among employees who use the data processing system including the command staff as to planning and implementing data processing systems.

External: Some contact with the general public and other county departments, especially the one dealing with countywide information systems. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters relating to information technologies.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Meets with the Sheriff, Chief Deputy, Deputy Chiefs, and function commanders concerning data processing and information technology needs and systems requirements.
- Formulates, sets, and implements policies and procedures for current and future information and/or communication systems and activities.
- Oversees the development, implementation, and management of an integrated organization wide system of data processing, information, and communications systems and networks affecting all operations of the Sheriff's Office.
- Directs, coordinates, and oversees the upgrading and implementation of data processing and information systems in the Sheriff's Office.
- Oversees the design and implementation of research and development activities in data processing, information, and communications systems and networks.
- Reviews all information technology activity costs and effectiveness, recommending revisions where indicated.

- Provides policy direction and guidance to the Deputy Chief of Administration and the command staff in managing staff, handling personnel/employment matters, and in the development and monitoring of the Sheriff's Office budget.
- Directs the development and design of effective in-house training programs in conjunction with the Training Function.
- Represents the Sheriff's Office on the countywide data processing committee.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises the Information Technology Specialist.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles, methods, and procedures involved in installing, maintaining, troubleshooting, and repairing data processing and information systems
 - Office automation and information technology.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, vendors, and the public.
 - Collect and analyze cost data and to prepare appropriate, cost-effective recommendations based on this data.
 - Plan, organize, direct, and evaluate the work of the data processing and information technology systems of the Sheriff's Office.
 - Prepare and effectively present oral and written information relating to the data processing and information technology systems.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of a bachelor's degree in data processing and/or information systems, business administration, public administration, or mathematics, and five (5) years of related experience, preferably including two (2) years in a supervisory or administrative capacity; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.

EQUIPMENT CUSTODIAN

REPORTS TO:

Office Manager

NATURE OF WORK:

Orders, maintains, inventories, and replenishes equipment needed to provide assigned law enforcement personnel the ability to perform their assigned duties. The primary duty of this classification is the issue and maintenance of equipment.

EQUIPMENT/JOB LOCATION:

The demands of this position can be stressful both mentally and physically and may require bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors.

WORKING RELATIONSHIPS:

Internal Significant interaction and coordination with all personnel as it relates to equipment needs

External Interaction and coordination with equipment and supply vendors in order to maintain consistent inventory.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Ordering supplies for deputies and assigned vehicles
- Assists the Office Manager to track and control firearms owned by the Sheriff's Office.
- Works with the Office Manager to purchase expendable supplies needed based on an ongoing inventory of use against supplies in storage.
- Issues clothing, leather goods, and other supplies to deputies, corrections officers, and other employees as needed.
- Issue of new equipment to deputies
- Maintain inventory of weapons issued
- Maintain inventory of cell phones issued
- Issue radio equipment and insure radio equipment stays in good state of repair
- Collect and account for assigned equipment when employee separates from the Sheriff's Office
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Record keeping procedures.
 - Basic computer skills and other office equipment.
 - Local geography.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Understand and to carry out complex oral and written instructions.

- Skill to do the following:
 - Operation of communication and computer equipment.
 - Maintain a high level of organizational skills

NECESSARY AND SPECIAL REQUIREMENTS

- Graduation from high school, or equivalent, and be at least 21 years old.
- Must possess a valid Tennessee Driver's License.

INFORMATION TECHNOLOGY SPECIALIST

REPORTS TO:

Director of Information Technology

NATURE OF WORK:

Coordinates installation and ongoing maintenance support functions for the central data processing, information management, and communications systems functions and hardware and software for the Sheriff's Office. The person in this position is responsible for assisting the Director of Information Technology in coordinating and maintaining installation and maintenance support for data processing, communication, and network technologies used by the Sheriff's Office

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with information systems management such as a desktop and laptop computers, file servers, and other data processing related equipment. The demands of the job may be mentally stressful and is conducted indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among employees who use the data processing system. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters relating to information technologies.

External: Some contact with the general public and other county departments, especially the one dealing with countywide information systems

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Director of Information Technology in formulating, setting, and implementing policies and procedures for current and future information and/or communication systems and activities in the Sheriff's Office.
- Coordinates hardware and software problems between users and the Director of Information Technology and vendors.
- Determines sources of hardware and software problems and coordinates which vendor(s) should correct the problem.
- Coordinates repair problems by serving as a liaison between users and vendors and evaluating methods by which the Sheriff's Office can do its own repairs.
- Acquires parts and other supplies in coordination with the Director of Information Technology when it is determined that the Sheriff's Office can complete repairs in-house.
- Assists in overseeing the development, implementation, and management of an integrated organization wide system of data processing, information, and communications systems and networks affecting all operations of the Sheriff's Office.

- Participates in coordinating and overseeing the upgrade and implementation of data processing and information systems in the Sheriff's Office.
- Reviews information technology activity costs and effectiveness, recommending to the Director of Technology revisions where indicated.
- Provides instruction for in-house training programs in conjunction with the Training Function.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles, methods, and procedures involved in installing, maintaining, troubleshooting, and repairing data processing and information systems
 - Office automation and information technology.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county agencies, vendors, and the public.
 - Collect and analyze cost data and to prepare cost-effective recommendations based on this data.
 - Keep accurate and complete records.
 - Communicate effectively both orally and in writing.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of an associate's degree in data processing and/or information systems, business administration, or mathematics, and two (2) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.

INFORMATION TECHNOLOGY SPECIALIST/CRIME ANALYST

REPORTS TO:

Director of Information Technology

NATURE OF WORK:

Coordinates installation and ongoing maintenance support functions for the central data processing, information management, and communications systems functions and hardware and software for the Sheriff's Office. The person in this position is responsible for assisting the Director of Information Technology in coordinating and maintaining installation and maintenance support for data processing, communication, and network technologies used by the Sheriff's Office. Compiles data relating to crime and traffic activities of the Sheriff's Office to identify trends and as the basis of reports used by the command staff for strategic and tactical planning. The person in this position works closely with the Records Office and the Patrol Function to obtain data. The incumbent is expected to work independently within guidelines established by policies and procedures and as developed by the command staff.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with information systems management such as a desktop and laptop computers, file servers, and other data processing related equipment. The demands of the job may be mentally stressful and is conducted indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among employees who use the data processing system. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters relating to information technologies.

External: Some contact with the general public and other county departments, especially the one dealing with countywide information systems

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Director of Information Technology in formulating, setting, and implementing policies and procedures for current and future information and/or communication systems and activities in the Sheriff's Office.
- Coordinates hardware and software problems between users and the Director of Information Technology and vendors.
- Determines sources of hardware and software problems and coordinates which vendor(s) should correct the problem.
- Coordinates repair problems by serving as a liaison between users and vendors and evaluating methods by which the Sheriff's Office can do its own repairs.

- Acquires parts and other supplies in coordination with the Director of Information Technology when it is determined that the Sheriff's Office can complete repairs in-house.
- Assists in overseeing the development, implementation, and management of an integrated organization wide system of data processing, information, and communications systems and networks affecting all operations of the Sheriff's Office.
- Participates in coordinating and overseeing the upgrade and implementation of data processing and information systems in the Sheriff's Office.
- Reviews information technology activity costs and effectiveness, recommending to the Director of Technology revisions where indicated.
- Provides instruction for in-house training programs in conjunction with the Training Function.
- Provides a resource for crime prevention and security knowledge that can be used by the public and private sectors in the form of crime prevention training, security assessments, or general crime prevention and security advice.
- Performs statistical studies on crime and traffic to assist in developing strategic and tactical planning, disseminating the information in a timely manner ensuring its effectiveness.
- Applies statistical studies to a GIS mapping software so that all relational aspects of statistical studies can be more easily viewed and analyzed.
- Assists end users of statistical studies in understanding and applying the information in the most effective and efficient manner possible.
- Performs "hotspot" analysis of specific problems identified by the command staff, producing and disseminating this information to the appropriate persons.
- Maintains the Sex Offender Registry from the state that locates sex offenders in the county for investigative purposes.
- Maintains records on the location of parolees that is used for investigative purposes.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles, methods, and procedures involved in installing, maintaining, troubleshooting, and repairing data processing and information systems
 - Office automation and information technology.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county agencies, vendors, and the public.

- Collect and analyze cost data and to prepare cost-effective recommendations based on this data.
- Keep accurate and complete records.
- Communicate effectively both orally and in writing.
- Exhibit tact, initiative, and good judgment.
- Work independently and to meet deadlines.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of an associate's degree in data processing and/or information systems, business administration, or mathematics, and two (2) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.

NCIC CLERK

REPORTS TO:

Office Manager

NATURE OF WORK:

Performs responsible and specialized administrative and clerical duties relating to the Criminal Investigation Function (Criminal Investigations) and to the NCIC system. The work in this position involves varied and occasionally complex clerical and administrative methods and problems, and may require the exercise of judgment based on knowledge gained through experience. Serves as a lead worker assisting Criminal Investigations personnel in a variety of complex and confidential administrative, reporting, and records policies and procedures that requires knowledge of Sheriff's Office policies and procedures as well as state law sufficient to interpret and communicate these to others. The incumbent plans and carries out own assignments under general supervision of the Deputy Chief of Investigations and provides assistance and direction to less knowledgeable employees.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among Criminal Investigations personnel, Records Office personnel, court administration employees, and those personnel in the Records Office responsible for the administration of TIBRS and NCIC operations.

External: Some contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serves as the Assistant TAC for the NCIC system in the Sheriff's Office, making entries into the NCIC as necessary.
- Maintains schedules of Investigators daily activities.
- Makes needed copies of case files for records, attorneys, etc., and maintains case files for Investigators.
- Prepares Investigators written and taped statements and interviews.
- Enters data relating to investigative information into computer system.
- Maintains case file logs of cases held in Criminal Investigations and notes the current status of each file.
- Performs typing duties for Criminal Investigations personnel such as press releases, letters, memorandum, etc.
- Runs NCIC/TIES checks when requested by Investigators.

- Assists in the duties and responsibilities of the Criminal Investigations Clerk as necessary.
- Maintains files on ROCIC communications.
- Serves as liaison between records and Criminal Investigations for items such as incident reports, supplemental reports, arrest reports, etc.
- Operates standard office equipment such as desktop computer, calculator, fax machine, etc.
- Performs related work as required.

SUPERVISION EXERCISED:

May supervise the Criminal Investigations Clerk as directed by the Office Manager or the Criminal Investigations Supervisor.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures related to investigative activities such as forms, terminology, and records.
 - Office automation and information technology in an administrative and records environment.
 - Functions of other governmental jurisdictions and authorities as they relate to investigative activities.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to records management and investigative administrative matters.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Records Office.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must have a TIBRS and NCIC certification.

OFFICE MANAGER

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

Supervises the accounting and records management functions of the Sheriff's Office and serves as an adviser to the command staff on matters relating to records management. This is management level administrative work supervising several employees involved in accounting and records management. This position works closely with the Deputy Chief of Administration and function captains in designing and implementing systems to accomplish a variety of financial and record keeping activities. The incumbent exercises independent judgment and decision making responsibility on administrative and records matters with limited supervision from the Deputy Chief of Administration.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative and financial management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel involved in the administrative and financial management of the Sheriff's Office.

External: Significant contact with the general public and other county departments, especially those related to financial management. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Supervises clerical staff in coordinating daily operations relating to records management and accounting functions.
- Trains and cross-trains clerical staff to orient and teach required functions of the office.
- Supervises law enforcement and corrections records ensuring that laws and regulations such as TIBRS, NCIC, and records retention and filing are followed.
- Reviews reports to ensure accuracy using source documents, files, and other supporting information.
- Authorizes invoices, purchases orders, and maintains control over office expenditures.
- Keeps financial records by posting data to ledgers showing funds approved, appropriated, transferred, and expended during the fiscal year.

- Coordinates payroll activities with the county payroll office, maintains records of leave requests, and files disciplinary actions as they are received from the Chief Deputy.
- Composes correspondence independently for self and other employees.
- Maintains confidential records and employee files.
- Screens mail and answers routine correspondence not requiring the attention of the Deputy Chief of Administration or other command staff personnel.
- Types correspondence, reports, minutes, letters, memoranda, and other documents using a word processor
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises clerks responsible for the management of law enforcement and corrections records, the management of the TIBRS system, and financial accounting of all Sheriff's Office activities.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative and accounting environment.
 - State and county laws, rules, and regulations relating to the records and financial management of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other Sheriff's Office and county employees, and the public.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of administrative and accounting operations and functions usually simultaneously.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions under the Office Manager.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school and five (5) years of related experience, preferably including at least two (2) years in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must be a certified RAC in the TIBRS system within one (1) year of appointment.

- Must be certified NCIC and act as TAC within one (1) year of appointment.

PUBLIC INFORMATION OFFICER

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

Performs professional staff duties involving the collection, preparation, analysis, and/or dissemination of public information to and for citizens, the media, and employees of the Sheriff's Office. The incumbent in this position is assigned professional staff duties relating to public information, media relations or research, handling all phases of a public relations campaign, and the conduct and application of evaluative studies and surveys. This employee works independently on assigned projects and receives general supervision and administrative direction from the Deputy Chief of Administration.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, copier, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted primarily indoors in a climate controlled environment, but may be required to go into the field on occasion.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for operations in the Sheriff's Office requiring interaction with all levels of personnel.

External: Significant contact with the general public, especially those related to the news media. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, or to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Researches, writes, and edits publications for distribution to citizens, the news media, and to employees.
- Supervises the design, production, and distribution of various Sheriff's Office publications.
- Writes new releases, public service announcements, media notifications, and other materials relating to activities of the Sheriff's Office.
- Writes speeches and prepares presentations and talks for the Sheriff, Chief Deputy, and other Sheriff's Office employees.
- Works with other Sheriff's Office personnel in securing information for various publications.
- Photographs special events and other activities of the Sheriff's Office
- Coordinates preparation of the Sheriff's Office Annual Report.
- Helps in long-range planning and the development of strategies to promote Sheriff's Office services and resources.

- Assists in the designs and development of citizen surveys to elicit factual and perceptual data from targeted sources, determining appropriate survey recipients, oversees distribution and collection processes, and arranges and coordinates data entry and evaluation procedures.
- Conducts special projects as directed.
- Prepares and distributes the quarterly Sheriff's Office newsletter.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Writing, editing, photography, and printing techniques required to prepare a variety of publications.
 - English grammar and composition.
 - Data collection and statistical theory and techniques.
 - Administrative practices and research procedures.
 - Office automation and information technology.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.
- Ability to do the following:
 - Establish and maintain effective working relationships with all employees, other county, state, and federal authorities, the news media, and the public.
 - Present ideas concisely and effectively, both orally and in writing.
 - Analyze, interpret, and reports findings and recommendations.
 - Effectively speak in public settings.
 - Meet deadlines.
 - Plan, organize, direct, and evaluate a variety of public relations and public information operations and functions.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of a bachelor's degree in communication, journalism, public administration, or other field relevant to public information and/or public relations and three (3) years of related responsible work experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.

RECEPTIONIST

REPORTS TO:

Office Manager

NATURE OF WORK:

Receives visitors to the Sheriff's Office and answers calls and inquiries concerning Sheriff's Office activities. An employee in this position may also serve as a records clerk and perform other administrative duties associated with the administration of the Sheriff's Office as directed. Much of the work follows standard guidelines and procedures under general supervision.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative duties such as a multi-line telephone, desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among those responsible for the administration of the functions and responsibilities of the Sheriff's Office. Requires interaction with all levels of personnel involved in the administration of the Sheriff's Office.

External: Significant contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Answers a multi-line telephone directing calls to all functions and sections of the Sheriff's Office.
- Acts as a receptionist at the main entrance to the Sheriff's Office in the Justice Center, providing information and coordinating visits to the Sheriff, Criminal Investigations, and other administrative offices in the Sheriff's Office.
- Schedules appointments for the Sheriff, Chief Deputy, and other administrative staff
- Operates data processing equipment such as a desktop computer, printers, fax machines, copiers, and other office equipment when necessary.
- Uses paging equipment to notify personnel as directed.
- Provides relief for Criminal Investigations and Sheriff's Office administrative personnel as required.
- Gives out job applications and information relating to openings in the Sheriff's Office.
- Greets and assists the public, responding to questions and giving directions.
- Assists in the collection and distribution of mail and other deliveries made to the Sheriff's Office.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Operation of multi-line telephone system and alpha-numeric keyboards.
 - Office procedures and terminology.
 - Organization of the Sheriff's Office and location of its various functions and sections.

- Ability to do the following:
 - Make decisions in accordance with established procedures.
 - Follow complex oral and written instructions.
 - Establish and maintain effective working relationships with other employees and the public.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school, or equivalent, with one (1) year of data entry experience; or, any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

TIBRS/RECORDS CLERK

REPORTS TO:

Office Manager

NATURE OF WORK:

Performs responsible and specialized administrative and clerical duties relating to the TIBRS reporting system and records management functions and responsibilities of the Sheriff's Office. The employee in this position serves as a lead worker and assists the Office Manager in a variety of complex and confidential administrative, reporting, and records policies and procedures that requires knowledge of Sheriff's Office policies and procedures sufficient to interpret and communicate these to others. The incumbent plans and carries out own assignments under general supervision of the Office Manager and may provide assistance and direction to less knowledgeable employees.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative and financial management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel involved in the administrative and operational management of the Sheriff's Office.

External: Significant contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serves as the Assistant RAC for the TIBRS system in the Sheriff's Office.
- Receives incident reports, checking and editing them as necessary, and distributing them to Data Entry Clerks for entry into the Sheriff's Office data processing system.
- Runs the TIBRS error report daily making necessary corrections.
- Prepares case assignment sheets daily.
- Organizes and maintains archival files for the Sheriff's Office.
- Compiles monthly reports relating to activities in the various functions of the Sheriff's Office distributing them based on standard operating procedures.
- Enters TBI Lab Reports into the data processing system.
- Organizes and maintains the office supply room.
- Assists in the duties and responsibilities of a Data Entry Clerk as necessary.
- Fills in for Data Entry and Records Clerks as necessary.
- Performs related work as required.

SUPERVISION EXERCISED:

May supervise clerks responsible for the management of law enforcement and corrections records and the TIBRS system in the absence of the Office Manager or as directed by the Office Manager.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative and accounting environment.
 - State and county laws, rules, and regulations relating to the records management of the Sheriff's Office and the TIBRS system.
 - Functions of other governmental jurisdictions and authorities as they relate to the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to records management.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Records Office.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS

- Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must have a TIBRS and NCIC certification.

DEPUTY CHIEF OF INVESTIGATIONS

REPORTS TO:

Chief Deputy

NATURE OF WORK:

The Deputy Chief of Investigations assists the Chief Deputy and the Sheriff in planning and administering the activities of Criminal Investigations as well as the overall function of the Fifth Judicial Drug Task Force. This employee is responsible for the effective operation of Criminal Investigations and Narcotic Investigations. This involves assigning cases in cooperation with the Patrol Captain, investigators and/or patrol deputies. It further requires auditing existing investigations to assure their successful and timely completion, and participating in major cases as required and directed. Work is reviewed by the Chief Deputy through observation of performance, personal inspection, compliance with policies and procedures, and the results of function activities.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects, although the employee will primarily work indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to all Investigations and to the supervision of the Criminal Investigations Captain and the Investigations Lieutenants, Investigations Sergeants, Investigators, and clerical personnel as well as significant interaction with the Patrol Function, the Corrections Function, the Court Services Function, and the District Attorney General's office. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of Criminal Investigations ensuring sufficient personnel are present to effectively provide investigative services including the preparation of work schedules and input into daily activities.

- Plans and organizes the operation of Narcotic Investigations as the Director of the Fifth Judicial Drug Task Force ensuring sufficient personnel are present to effectively provide investigative services including the preparation of work schedules and input into daily activities.
- Directs the activities of all Investigations supervisors in accordance with established policies and procedures.
- Conducts periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to Investigative operations, and to pass on and share critical information.
- Interprets new laws and court decisions that affect Investigations operations ensuring that Investigations supervisors and Investigators are made aware of the changes and the impact on operations.
- Ensures that cases and other details assigned to Investigations are conducted in compliance with policies and procedures and in coordination with the command staff and the Patrol Function.
- Inspects Investigations equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Responds to major crime scenes or other emergency situations as requested in accordance with policies and procedures and directives from the Sheriff or Chief Deputy.
- Reviews or calls for additional investigation of all complaints against Investigators, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of Investigations personnel, taking necessary steps to improve employee performance in cooperation and coordination with supervisors and in accordance with Sheriff's Office policies and procedures.
- Cooperates with municipal, state, and federal Investigators as required.
- Maintains formal and informal relationships with state and federal agencies through agreements such as OCDETF cases as well as agreements with the Tennessee Dangerous Drugs Task Force.
- Coordinates formal and in-service training programs for Investigations personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Investigations employees.

SUPERVISION EXERCISED:

Directly supervises all operations of Investigations through supervisors (Criminal Investigations Captain, Investigations Lieutenants, and Sergeants).

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of modern law enforcement and public safety organization as they relate to investigations including related rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the collection and preservation of

- evidence.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to law enforcement operations with specific emphasis on investigations.
 - Public safety concepts, principles, and practices relating to law enforcement operations.
 - Record keeping procedures (reports, files, financial, discipline, etc.).
 - Standards by which the quality of investigative services are evaluated through the use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to investigations.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and procedures relating to investigations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Assign cases
 - Informant management
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.
 - Prepare cases
 - Testify in court
 - Property and evidence management
 - Forfeiture and seizure management
 - Budget management
 - Management of confidential funds
 - Operation and management of covert surveillance equipment

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience as a supervisor in a law enforcement organization, three (3) years of such experience being with the Blount County Sheriff's Office.
- Three years experience as a supervisor with the Fifth Judicial Drug Task Force
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.
- Must have tactical ability
- Must have tactical knowledge
- Must have accounting knowledge

ADMINISTRATIVE ASSISTANT (INVESTIGATIONS)

REPORTS TO:

Deputy Chief of Investigations

NATURE OF WORK:

Performs a variety of responsible administrative and clerical duties in support of the Sheriff within the function of Investigations. The employee in this position is responsible for difficult, complex and often confidential administrative and clerical activities. The Deputy Chief of Investigations, or his designee, defines the objectives, priorities, and deadlines of work. The incumbent must use judgment in interpreting and adapting guidelines to specific projects or problems, planning and carrying out successive steps and resolving problems independently.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment and software. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among Investigators as well as supervisors within Investigations.

External: Considerable contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Type's letters, reports, minutes and a variety of rough draft, clear copy, notes, and other sources using a desktop computer.
- Sets appointments for interviews, meetings, and other matters relating to the Sheriff, Chief Deputy and supervisory staff within investigations.
- Greets visitors and answers calls directing them to the proper source for answers or to the proper function and/or law enforcement agency.
- Opens, sorts, and distributes mail for Investigators or other supervisory staff within investigations.
- Proofreads figures, forms, memoranda, letters and/or reports for accuracy and grammar.
- May assist the Deputy Chief of Investigations with accounting duties relating to grants and other fiscal management responsibilities.
- Uses a desktop computer to input, retrieve, verify and research information relating to investigations.
- Requisition supplies for use in the administrative activities of Investigations.
- Keeps records and prepares reports as needed.

- Enters all required reports to TIBRS (Tennessee Based Incident reporting System)
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation and spelling
 - Administrative practices and procedures related to investigations activities such as forms, terminology and records.
 - Office automation and information technology in an administrative and investigative environment.
 - Functions with other governmental jurisdictions and authorities as they relate to Investigative activities.
- Ability to do the following:
 - Establish and maintain effective working relationships with other agency personnel and the public.
 - Learn, interpret, understand, apply and communicate agency policy and procedures relating to administrative management matters.
 - Prepare and effectively present oral and written information relating to the activities of the various duties in investigations.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.
 - Skilled in using software and computer programs such as TIBRS, and Drug Trak.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school and (3) three years related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CRIMINAL INVESTIGATIONS CLERK

REPORTS TO:

Deputy Chief of Investigations

NATURE OF WORK:

Performs skilled operation of alpha-numeric key-to-disc data entry equipment used for the recording of source data such as statements, investigative reports, and other matters relating to the operation of Criminal Investigations. An employee in this position may also serve as a records clerk and perform other administrative duties associated with Criminal Investigations as directed. Much of the work follows standard guidelines and procedures under general supervision.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative duties such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among Criminal Investigations personnel, Records Office personnel, court administration employees, and those personnel in the Records Office responsible for the administration of TIBRS and NCIC operations.

External: Some contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Operates alpha-numeric key-to-disc data entry equipment and records often complex investigative data such as offense reports, incident reports, investigative reports, statements, etc., in accordance with prescribed procedures.
- Verifies some material visually, frequently spot-checking work.
- May operate peripheral data processing equipment such as printers when necessary.
- Assists Criminal Investigations in transmitting information relating to TIBRS and NCIC.
- Copies and files information from case files and arrest reports daily.
- Provides relief for the NCIC Clerk as required.
- Greets and assists the public in matters relating to Criminal Investigations, responding to questions and giving directions.
- Answers the telephone responding to questions and giving directions.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Operation of alpha-numeric keyboards.
 - Office procedures and terminology.
 - Complicated clerical duties involved in confidential files management.

- Ability to do the following:
 - Make decisions in accordance with established procedures.
 - Follow complex oral and written instructions.
 - Establish and maintain effective working relationships with other employees and the public.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, with one (1) year of data entry experience; or, any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
- To become certified as an NCIC operator within one (1) year of employment

CRIMINAL INVESTIGATIONS SERGEANT

REPORTS TO:

Criminal Investigations Lieutenant, Captain or Deputy Chief of Investigations

NATURE OF WORK:

The incumbent is responsible for the activities of a specific type of investigative activity such crimes against persons or crimes against property, and otherwise is responsible for the efficient performance of duties and responsibilities of Investigators assigned to a section. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and are frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Investigators and Crime Scene Investigators (CSI) assigned to Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Deputy Chief of Investigations, Criminal Investigations Captain and Criminal Investigations Lieutenant in planning and organizing the operations of Criminal Investigations to ensure sufficient personnel are present for operations, directing personnel and activities of Investigators and CSI's, supervising them in compliance with established policies and procedures and standard operating procedures.

- Assists the Criminal Investigations Lieutenant in planning and organizing the operations of an assigned section relating to either crimes against persons or crimes against property to ensure sufficient personnel are present for operations, supervising them in compliance with established policies and procedures and standard operating procedures.
- Instructs assigned Criminal Investigations Investigators and CSI's as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel assigned to specific investigative activities.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of Investigators.
- Answers correspondence and prepares reports for the Criminal Investigations Lieutenant, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees assigned to their section, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with the other Criminal Investigations Sergeants, Lieutenant, Captain, and the Deputy Chief of Investigations.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Deputy Chief of Investigations.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Investigators and CSI's, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Investigators and CSI's assigned to their cases.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the collection and preservation of evidence.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of

- subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

CRIMINAL INVESTIGATIONS LIEUTENANT

REPORTS TO:

Criminal Investigations Captain

NATURE OF WORK:

The incumbent is responsible for the activities of a section in Criminal Investigations and the duties and responsibilities of the Criminal Investigations Captain in his or her absence if so assigned. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. A Criminal Investigations Lieutenant is distinguished from a Criminal Investigations Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Criminal Investigations Captain. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Criminal Investigations Sergeants, Investigators, and Crime Scene Investigators (CSI's) assigned to Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Criminal Investigations Captain in planning and organizing the operations of Criminal Investigations to ensure sufficient personnel are present for operations, directing personnel and activities of Criminal Investigations

Sergeants, Investigators, and CSIs, supervising them in compliance with established policies and procedures and standard operating procedures.

- Participates in briefings with patrol shifts and/or other Investigators to pass on critical information concerning criminal investigations.
- Instructs assigned Criminal Investigations supervisors, Investigators, and CSI's as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel assigned to specific investigative activities.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- May coordinate and perform duties and responsibilities relating to polygraph examinations.
- Supervises the operation of the property and evidence functions of the Sheriff's Office.
- Evaluates the performance of Criminal Investigations Sergeants and reviews the performance evaluations conducted by Criminal Investigations Sergeants on their assigned personnel.
- Answers correspondence and prepares reports for the Criminal Investigations Captain calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with the Criminal Investigations Captain.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Criminal Investigations Captain
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Criminal Investigations Sergeants, Investigators, and CSIs, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Criminal Investigations Sergeants, Investigators, and CSI's.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the

- collection and preservation of evidence.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Principles, practices, and effective management of polygraph operations.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a supervisor with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

CRIMINAL INVESTIGATIONS CAPTAIN

REPORTS TO:

Deputy Chief of Investigations

NATURE OF WORK:

Assists the Deputy Chief of Investigations, the Chief Deputy and the Sheriff in planning and administering the activities of Criminal Investigations. This employee is responsible for the effective operation of Criminal Investigations, assigning investigations, in cooperation with the Patrol Captain, to investigators or patrol deputies, auditing existing investigations to assure their successful and timely completion, and participating in major cases as required and directed. Work is reviewed by the Deputy Chief of Investigations through observation of performance, personal inspection, compliance with policies and procedures, and the results of function activities.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects, although the employee will primarily work indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations of Criminal Investigations and to the supervision of Criminal Investigations Lieutenants, Criminal Investigations Sergeants, Investigators, and Criminal Investigations clerical personnel as well as significant interaction with the Patrol Function, the Corrections Function, the Court Services Function, and the District Attorney General's office. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of Criminal Investigations ensuring sufficient personnel are present to effectively provide investigative services including the preparation of work schedules and input into daily activities.

- Directs the activities of Criminal Investigations supervisors in accordance with established policies and procedures.
- Conducts periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to Criminal Investigations operations, and to pass on and share critical information.
- Interprets new laws and court decisions that affect Criminal Investigations operations ensuring that Criminal Investigations supervisors and Investigators are made aware of the changes and the impact on operations.
- Ensures that cases and other details assigned to Criminal Investigations are conducted in compliance with policies and procedures and in coordination with the command staff and the Patrol Function.
- Inspects Criminal Investigations equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Responds to major crime scenes or other emergency situations as requested in accordance with policies and procedures and directives from the Deputy Chief of Investigations, Chief Deputy or Sheriff.
- Reviews or calls for additional investigation of all complaints against Investigators, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of Criminal Investigations personnel, taking necessary steps to improve employee performance in cooperation and coordination with supervisors and in accordance with Sheriff's Office policies and procedures.
- Cooperates with municipal, state, and federal Investigators as required.
- Coordinates formal and in-service training programs for Criminal Investigations personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Criminal Investigations employees.
- Performa related work as required.

SUPERVISION EXERCISED:

Directly supervises all operations of the Criminal Investigations through supervisors (Criminal Investigations Lieutenants and Criminal Investigations Sergeants).

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of modern law enforcement and public safety organization as they relate to investigations including related rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the collection and preservation of evidence.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling

- disciplinary actions.
 - Court documents pertaining to law enforcement operations with specific emphasis on investigations.
 - Public safety concepts, principles, and practices relating to law enforcement operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to criminal investigations.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and procedures relating to investigations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.
 - Prepare cases
 - Testify in court
 - Property and evidence management

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience as a supervisor in a law enforcement organization, three (3) years of such experience being with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

CRIMINAL INVESTIGATOR

REPORTS TO:

Criminal Investigations Sergeant and/or Criminal Investigations Lieutenant, Criminal Investigations Captain, Deputy Chief of Investigations.

NATURE OF WORK:

Works investigations of criminal offenses and in the apprehension of criminals. An employee in this classification receives intensive training in the various phases of investigative work and is responsible for the activities of a specific type of investigative activity such crimes against persons or crimes against property. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and are frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate controlled environment as well as outdoors in all types of weather conditions. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with patrol and Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Investigates suspicious activities and makes arrests for violations of federal, state, and/or local laws.
- Investigate and document cases involving crimes against person and crimes against property.
- Death Investigations, Fraud Investigations, Burglary Investigations, Theft

Investigations, Vandalism Investigations , Child Abuse Investigations, Fire Investigations, Domestic Violence Investigations, Assault Investigations, Rape Investigations, as well as other criminal investigations.

- Coordinate with pawn shops regarding stolen property.
- Receives complaints and makes investigations of wanted or missing persons and of stolen cars and property, and maintains surveillance for recovery and apprehension.
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Issues citations and warnings for traffic violations.
- Makes a daily report of activities and prepares detailed reports relating to specific incidents, investigations, arrests, or special assignments.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.
- Prepares and presents informational programs on law enforcement-related subjects to interested groups.
- Properly prepares and presents court cases.
- Conducts interrogation of suspects involved in criminal offenses.
- Discovers, preserves, and corroborates physical evidence at a crime scene for presentation in criminal prosecution.
- Prepares details of criminal case files pertaining to major offenses.
- Operates surveillance equipment.
- May serve on a special unit such as SWAT, or other special units.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises crime scenes on cases they are assigned

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.

- Basic computer skills and other office equipment.
 - Local geography.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Be available on an On-Call Basis, in addition to regular work schedule.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that an Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.
- At least two (2) years experience as a patrol deputy with the Blount County Sheriff's Office.
- Ability to complete the required training for Criminal Investigators which includes:
 - Homicide Investigations
 - Advanced Homicide Investigations
 - Interview and Interrogation
 - Child Sex Abuse
 - Informant Management

CRIMINAL CHILD ABUSE INVESTIGATOR

REPORTS TO:

Criminal Investigations Sergeant and/or Criminal Investigations Lieutenant, Criminal Investigations Captain, Deputy Chief of Investigations.

NATURE OF WORK:

Works investigations of criminal offenses and in the apprehension of criminals. An employee in this classification receives intensive training in the various phases of investigative work and is responsible for the activities of a specific type of investigative activity such crimes against children. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and are frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate controlled environment as well as outdoors in all types of weather conditions. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with Patrol and Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Investigates suspicious activities and makes arrests for violations of federal, state, and/or local laws.
- Investigate and document cases involving crimes against children.
- Investigate Child Sex Crimes.

- Attend Child Protective Investigative Meetings on case presentation.
- Meet with the District Attorney's Office on cases for prosecution.
- Work with Civilian personnel such as Therapy personnel and Child Advocacy Staff Members.
- Receive complaints and make referrals of child abuse complaints to the Department of Children Services, work surveillance for possible information on cases, obtain evidence, and issue search warrants for evidence, documentation and prosecution.
- Maintain annual knowledge of the Child Protective Team Protocol.
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there is a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in the roadways that require the attention of other agencies.
- Searches for and preserves evidence, investigates and follow up clues, and searches for and apprehends suspects.
- Interviews suspects, prisoners, victims, complaints, and witnesses to obtain information regarding a case that is being conducted.
- Issues citations and warnings for traffic violations
- Makes a daily report of activities and prepares detailed reports relating to specific incidents, investigations, arrest and special assignments.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Prepares and presents informational programs on law enforcement-related subjects to interest groups.
- Appears in court and properly prepares cases and presents in court.
- Discovers, preserves, and corroborates physical evidence at a crime scene for presentation in criminal prosecution.
- Prepares details of criminal case files pertaining to major offenses.
- Operates surveillance equipment.
- Coordinates intelligence matters with other Investigators and agencies
- Performs related work as required

SUPERVISION EXERCISED:

Directly supervises crime scenes on cases they are assigned

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation

- operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Be available on an On-Call Basis, in addition to regular work schedule.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that an Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.
 - Be able to attend specialized training in the field of child abuse.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.
- At least two (2) years experience as a patrol deputy with the Blount County Sheriff's Office.
- Ability to complete the required training for Criminal Investigators which includes:
 - Homicide Investigations

- Interview and Interrogation
- Child Sex Abuse
- Advanced Child Abuse
- Informant Management

CRIME SCENE INVESTIGATOR

REPORTS TO:

Criminal Investigations Sergeant and/or Criminal Investigations Lieutenant, Criminal Investigations Captain, Deputy Chief of Investigations.

NATURE OF WORK:

Conducts specialized investigations relating to crimes against persons and property, and arresting suspects. An employee in this classification performs assigned duties in Class B Uniform and uses considerable discretion in the application of specialized knowledge and abilities in investigating and detecting crime. Assignments are received from a Criminal Investigations Sergeant, Lieutenant, Captain or a Blount County Communications Dispatcher and usually consist of specific cases to be followed to conclusion. This aspect of the work distinguishes the CSI from patrol deputies who usually make preliminary investigations of cases at the scene of a crime. Although the work is performed in accordance with established rules, regulations, policies, and procedures, the employee must exercise considerable judgment in working on specific cases. Advice and assistance are available from superiors on unusual situations, and work is reviewed through observation of performance, personal inspection, and a review of written reports.

EQUIPMENT/JOB LOCATIONS:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with Criminal Investigations supervisors, Investigators, and other personnel assigned to Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and contact with personnel from other agencies, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Visits crime scenes, searches for and preserves evidence, investigates and follows up clues, and searches for and apprehends suspects.
- Interviews suspects, prisoners, victims, complainants, and witnesses to obtain information regarding crimes.
- Conducts homicide, assault, sex offenses, domestic violence, bombings and bomb threats, arson, thefts, burglaries, bad checks, missing persons, and youth related crime offenses investigations.
- As a part of a special unit, makes specialized vice and organized crime investigations and raids.
- Checks pawn shops, second hand stores, and junk dealers for stolen property.
- Appears in court to present evidence and expert testimony against persons accused of crimes.
- Maintains surveillance over known agitators and suspected criminals.
- Prepares written reports.
- Serves warrants.
- Records and analyzes intelligence information that is submitted and determines validity.
- Follows up on cases assigned.
- Prepares and maintains case files and records on criminal activity.
- Coordinates intelligence matters with Investigators and other agencies.
- Photograph and Document
- Security and Transportation of Evidence
- Measurement and Sketching of Crime Scenes
- Register, Fingerprint and Photograph Felons
- AFIS and IAFIS Entry and Checks
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.

- Basic computer skills and other office equipment.
- Local geography.
- Ability to do the following:
 - Establish and maintain effective working relationships with individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Prepare detailed technical and evaluative reports.
 - Keen sense of observation and to remember names, faces, and details.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations, determining proper courses of action.
 - Maintain criminal history and case files.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.
- At least two (2) years experience as a patrol deputy with the Blount County Sheriff's Office.
- Ability to complete the required training for Criminal Investigators which includes:
 - Fingerprint Identification
 - Advanced Fingerprint Identification
 - Palm Print Identification
 - Photography
 - National Forensic Academy (NFI)

EVIDENCE CUSTODIAN

REPORTS TO:

Criminal Investigations Sergeant, Criminal Investigations Lieutenant or Criminal Investigations Captain

NATURE OF WORK:

The incumbent is responsible for the general control and responsibility for all agency owned property as well as securing, maintaining, and controlling evidence collected by deputies and Investigators of the Sheriff's Office. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but most aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative and financial management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate-controlled environment, and this employee may be required to operate, and must be familiar with, a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel involved in the management of the equipment and supplies necessary to operate the Sheriff's Office, and with deputies and Investigators in the proper management and control of property and evidence.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to settle matters, and obtain information

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Maintains control and "chain of evidence" of all evidence coming into the Justice Center.
- Checks evidence into and out of the secure evidence storage areas.
- Maintains an ongoing inventory of all evidence located in the secure evidence storage areas.
- Issues property receipts to deputies and Investigators who remove evidence from designated storage areas as well as to the public when they claim property no

longer needed for a case.

- Maintains security of the secure evidence storage areas managed by the Sheriff's Office.
- Maintains a filing system and inventory of all incoming and outgoing evidence.
- Executes court orders directing that any property held in evidence storage areas be destroyed, sold, traded, or released.
- Assists in preparing court petitions summarizing property classified as found, abandoned, or awarded to the Sheriff's Office by the courts and prepares the property for auction if not assigned for use by the Sheriff's Office.
- Assists the Crime Scene Investigators in preparing evidence for transport to labs.
- Assists in the verification of seizure forms and tow sheets to ensure their validity.
- Testifies in court as subpoenaed.
- Works with Crime Scene Investigators developing photos and delivering and picking up processed evidence as necessary.
- Answers correspondence and prepares reports calling attention to defects in equipment and supplies or the operation of the property and evidence function and recommends corrective action.
- Keeps records and prepares reports as directed by policies and procedures.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Modern law enforcement practices, methods, and equipment and the policies and procedures related to weapons, needed supplies, and county and Sheriff's Office purchasing and financial management.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative and accounting environment.
 - State and county laws, rules, and regulations relating to the financial management of the Sheriff's Office.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other Sheriff's Office and county employees, and the public.
 - Plan, organize, and direct the duties and responsibilities relating to the position.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions under the Quartermaster.

- Exhibit tact, initiative, and good judgment.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of computer equipment and programs used in the duties of the position.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience as an employee of the Blount County Sheriff's Office, preferably supplemented by training in purchasing and/or financial administration.
- Although not absolutely necessary for the performance of the position, certification under P.O.S.T. requirements as established in the Tennessee Codes Annotated would be a helpful.
- Must possess a Tennessee Driver's License.

PATROL DEPUTY

REPORTS TO:

Patrol Corporal, Patrol Sergeant, and/or Patrol Lieutenant

NATURE OF WORK:

Performs law enforcement duties in an assigned area on an assigned shift, assisting in investigations of criminal offenses and in the apprehension of criminals. An employee in this classification receives intensive training in the various phases of law enforcement work, and assignments are carried out under close supervision during the entire training period. After completion of training, a deputy is assigned to regular patrol duty and is charged with considerable responsibility for the protection of lives and property. In discharging responsibilities a patrol deputy must exercise sound judgment in emergencies and must apply his or knowledge of law enforcement techniques and practices in compliance with applicable federal, state, and local laws.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with patrol and/or Criminal Investigations supervisors on an assigned shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Patrols a specified zone in a marked law enforcement vehicle.
- Checks doors and windows of businesses and residential property.
- Investigates suspicious activities and makes arrests for violations of federal, state,

and/or local laws.

- Arrests offenders and escort them to the Justice Center for processing.
- Receives complaints and makes investigations of wanted or missing persons and of stolen cars and property, and maintains surveillance for recovery and apprehension.
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Issues citations and warnings for traffic violations.
- Makes a daily report of activities and prepares detailed reports relating to specific incidents, accidents, investigations, arrests, or special assignments.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.
- Prepares and presents informational programs on law enforcement-related subjects to interested groups.
- Properly prepares and presents court cases.
- Conducts interrogation of suspects involved in criminal offenses.
- Discovers, preserves, and corroborates physical evidence at a crime scene for presentation in criminal prosecution.
- Prepares details of criminal case files pertaining to major offenses.
- Investigates narcotics and drug offenses requiring a number of chemical tests for suspected narcotics and drug violations.
- May serve on a special unit such as K-9, Marine Patrol, Bicycle Patrol, SWAT, or other special units.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.

- Local geography.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that a deputy or Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Operation of communication and computer equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.
- Ability to complete the required training for Patrol Deputies which includes:
 - Courtroom Testimony
 - Domestic Violence
 - DUI
 - Interview and Interrogation
 - Officer Survival

NARCOTICS INVESTIGATOR

REPORTS TO:

Narcotics Unit Sergeant or Lieutenant

NATURE OF WORK:

Conducts specialized investigations relating to illegal use and resale of Narcotics, and arresting suspects. An employee in this classification performs assigned duties in plain clothes and uses considerable discretion in the application of specialized knowledge and abilities in investigating and detecting crime. Assignments are received from a Narcotics Sergeant or other Narcotics command personnel and usually consist of specific cases to be followed to conclusion. This aspect of the work distinguishes this Investigator from patrol deputies who usually make preliminary investigations of cases at the scene of a crime. Although the work is performed in accordance with established rules, regulations, policies, and procedures, the employee must exercise considerable judgment in working on specific cases. Advice and assistance are available from superiors on unusual situations, and work is reviewed through observation of performance, personal inspection, and a review of written reports.

EQUIPMENT/JOB LOCATIONS:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with Narcotic supervisors. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and contact with personnel from other agencies, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Searches for and preserves evidence, investigates and follows up clues, and searches for and apprehends suspects.

- Interviews suspects, prisoners, victims, complainants, and witnesses to obtain information regarding a case that is being conducted.
- Conducts narcotic related investigations.
- As a part of a special unit, makes specialized vice and organized crime investigations and raids.
- Appears in court to present evidence and testimony against persons accused of crimes.
- Maintains surveillance over known agitators and suspected criminals.
- Prepares written reports.
- Serves search warrants as well as arrest warrants
- Records and analyzes intelligence information that is submitted and determines validity.
- Follows up on cases assigned.
- Prepares and maintains case files and records on criminal activity.
- Coordinates intelligence matters with other Investigators and agencies.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Knowledge of modern methods and practices of a Narcotics investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to Narcotics investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of Narcotic investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.
- Ability to do the following:
 - Establish and maintain effective working relationships with individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Prepare detailed technical and evaluative reports.
 - Keen sense of observation and to remember names, faces, and details.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations, determining proper courses of action.
 - Maintain criminal history and case files.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully,

- and with respect for the rights of others.
- Informant Management
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.
 - Operation of covert surveillance equipment
 - Prepare cases
 - Testify in court

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a patrol deputy in the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.
- Must have tactical ability
- Should have some tactical knowledge

NARCOTICS LIEUTENANT

REPORTS TO:

Deputy Chief of Investigations

NATURE OF WORK:

The incumbent is responsible for the activities of the Narcotics Function and the duties and responsibilities of the Deputy Chief of Investigations in his or her absence if so assigned. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. A Narcotics Lieutenant is distinguished from a Narcotics Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Deputy Chief of Investigations and/or the Sheriff. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and the Narcotics Unit. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Narcotic Sergeants, Investigators, and Patrol Officers. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Deputy Chief of Investigations in planning and organizing the operations of the Narcotics Function to ensure sufficient personnel are present

for operations, directing personnel and activities of Narcotic Sergeants and Investigators, supervising them in compliance with established policies and procedures and standard operating procedures.

- Participates in briefings with patrol shifts and/or other Investigators to pass on critical information concerning Narcotics investigations.
- Instructs assigned Narcotics supervisors and Investigators as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel assigned to specific investigative activities.
- Directs and/or performs investigations of Narcotic crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- May coordinate and perform duties and responsibilities relating to Interview of suspects.
- Supervises the operation of the property and evidence functions of the Narcotics Function.
- Evaluates the performance of Narcotics Sergeants and reviews the performance evaluations conducted by Narcotics Sergeants on their assigned personnel.
- Answers correspondence and prepares reports for the Deputy Chief of Investigations, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with the other Deputy Chief of Investigations.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates formal training as well as annual in service training for Narcotic personnel.
- May testify in court and legal proceedings.
- Maintains accountability for personal equipment assigned to subordinates.
- Familiar with the duties and responsibilities of Narcotics Sergeants and Investigators performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Narcotics Sergeants and Investigators.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the collection and preservation of evidence.

- Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Principles, practices, and effective management of Search Warrants.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Informant Management
 - Assigns cases
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.
 - Prepare cases
 - Testify in court
 - Property and evidence management
 - Management of confidential funds
 - Public information officer
 - Operation of covert surveillance equipment

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a supervisor with the Blount County Sheriff's Office.
- Two years experience as a supervisor with the Fifth Judicial Drug Task Force.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.
- Must have Tactical ability
- Must have tactical Knowledge

NARCOTICS SERGEANT

REPORTS TO:

Narcotics Lieutenant or Deputy Chief of Investigations

NATURE OF WORK:

The incumbent is responsible for the activities of the Narcotics Function as well as the responsibilities and duties of the Lieutenant in his or her absence if so assigned. Otherwise, the Sergeant is responsible for the efficient performance of duties and responsibilities of Investigators assigned to a section. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and are frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and Narcotics Unit. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Investigators assigned to the Narcotics Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Deputy Chief of Investigations and Narcotics Lieutenant in planning and organizing the operations of the Narcotics Function to ensure sufficient personnel are present for operations, directing personnel and activities of Investigators supervising them in compliance with established policies and

- procedures and standard operating procedures.
- Assists a Narcotics Lieutenant in planning and organizing the operations of an assigned section relating to Narcotic Investigations and to ensure sufficient personnel are present for operations, supervising them in compliance with established policies and procedures and standard operating procedures.
 - Instructs assigned Narcotics Investigators to work assignments.
 - Interprets new laws, rules, and regulations pertaining to the Sheriff's Office.
 - Directs and supervises the activities and personnel assigned to specific investigative activities.
 - Directs and/or performs investigations relating to narcotic crimes.
 - Supervises and enforces policies and procedures of the Sheriff's Office.
 - Evaluates the performance of Investigators.
 - Answers correspondence and prepares reports for the Narcotics Lieutenant, calling attention to defects and recommending corrective action.
 - Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees assigned to their section, gathering additional information to ensure appropriate action(s) are taken.
 - Keeps records and prepares reports as directed by policies and procedures.
 - Appraises work of personnel and working conditions, taking necessary steps to improve operations in the Narcotics Function.
 - Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
 - May testify in court and legal proceedings.
 - Maintains personal equipment.
 - Familiar with the duties and responsibilities of Investigators, performing such duties as required.
 - Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Investigators assigned to cases.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures, especially as they relate to investigative techniques including the collection and preservation of evidence.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in investigations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Concepts, principles, and practices relating to narcotics investigation operations.
 - Record keeping procedures.
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration

- and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions relating to investigations.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Assign cases as needed
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Informant Management
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.
 - Operation of covert surveillance equipment
 - Prepare cases
 - Testify in court

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.
- At least three years experience as an investigator with the Fifth Judicial Drug task Force
- Must have tactical ability
- Must have tactical knowledge.

SEX OFFENDER INVESTIGATOR

REPORTS TO:

Criminal Investigations Sergeant, Lieutenant or Captain

NATURE OF WORK:

Conducts specialized investigations relating to crimes against persons and property, and arresting suspects. An employee in this classification performs assigned duties in plain clothes and uses considerable discretion in the application of specialized knowledge and abilities in investigating and detecting crime. Assignments are received from a Criminal Investigations Sergeant or other Criminal Investigations command personnel and usually consists of specific cases to be followed to conclusion. This aspect of the work distinguishes the Sex Offender investigator from patrol deputies who usually make preliminary investigations of cases at the scene of a crime. Although the work is performed in accordance with established rules, regulations, policies, and procedures, the employee must exercise considerable judgment in working on specific cases. Advice and assistance are available from superiors on unusual situations, and work is reviewed through observation of performance, personal inspection, and a review of written reports.

EQUIPMENT/JOB LOCATIONS:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with Criminal Investigations supervisors, Investigators, and Crime Scene Investigators (CSI's) assigned to Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and contact with personnel from other agencies, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Visits crime scenes, searches for and preserves evidence, investigates and follows up clues, and searches for and apprehends suspects.
- Interviews suspects, prisoners, victims, complainants, and witnesses to obtain information regarding crimes.
- As a part of a special unit, makes specialized vice and organized crime investigations and raids.
- Checks pawn shops, second hand stores, and junk dealers for stolen property.
- Appears in court to present evidence and testimony against persons accused of crimes.
- Maintains surveillance over known agitators and suspected criminals.
- Prepares written reports.
- Serves warrants.
- Records and analyzes intelligence information that is submitted and determines validity.
- Follows up on cases assigned.
- Prepares and maintains case files and records on criminal activity.
- Coordinates intelligence matters with other Investigators and agencies.
- Tracks the employment, residence, vehicle, and personal information of all sex offenders residing in Blount County.
- Insures that Sex Offender information is current and relevant as required by law
- Insures that all convicted Sex Offenders abide by state law, rules and regulations as described in applicable TCA, Title 40, Chapter 39, Part 2 relative to sex offenders and Public Chapter 1164
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.
- Ability to do the following:

- Establish and maintain effective working relationships with individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Prepare detailed technical and evaluative reports.
 - Keen sense of observation and to remember names, faces, and details.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations, determining proper courses of action.
 - Maintain criminal history and case files.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a patrol deputy in the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.

VICTIM/WITNESS COORDINATOR

REPORTS TO:

Criminal Investigations Sergeant, Lieutenant or Captain

NATURE OF WORK:

This position is responsible for managing, coordinating, monitoring and providing case assistance for juvenile and criminal cases with the Fifth Judicial District. The Victim/Witness Coordinator will establish communications with victim/witnesses or their advocates, advise victims of their statutory rights, keep victims/witnesses informed of the status of cases, provide victims/witnesses with information, locate witnesses required for effective prosecution and assist with case management. Assignments are received from a Criminal Investigations Sergeant or other Criminal Investigations Command personnel and usually consist of specific cases to be followed to conclusion.

EQUIPMENT/JOB LOCATIONS:

This employee will operate a variety of equipment including radio equipment and other equipment associated with criminal investigations. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate-controlled environment and at times may be required to work outdoors in all types of weather conditions. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with Criminal Investigations supervisors, Investigators, and Crime Scene Investigators (CSI's) assigned to Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and contact with personnel from other agencies, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Visits crime scenes
- Provide information to crime victims about the court process in general and their cases specifically
- Provide victim/witness with information regarding applicable available services in the form of:
 - Verbal referrals
 - Printed referral cards

- Appears in court to assist victims and/or family members of crimes
- Prepares written reports and documents all information electronically
- Follows up on cases assigned
- Coordinates information with other investigators, agencies, Chaplains Corps, Attorney General's Office, as well as many other specialized groups the Sheriff's Office is affiliated with to meet the needs of both victims and witnesses
- Assist victims and witnesses as well as family members with locating and accessing resources in the county including but not limited to: Mental Health Counseling, Financial assistance, and Basic Physiological needs
- Coordinate with E-911 Communications Center to maintain an updated social services information list with information available 24 hours a day upon request
- Maintain contact with victim and family members until case is adjudicated.
- Compile data for weekly case review as well as quarterly and annual analysis

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Knowledge of criminal procedure and its application to crimes and crime victims from initial prosecution through final disposition
 - Knowledge of law enforcement investigative procedures
 - Knowledge of local social service agencies and services that they provide
 - Knowledge of courtroom and testimony procedures
 - Fundamental working knowledge of local operating systems and procedures
- Ability to do the following:
 - Ability to be tactful and adept in dealing with a wide variety of people
 - Ability to deal with the public in difficult/stressful situations
 - Ability to work with and manage materials in a confidential manner
 - Ability to organize workload to efficiently prioritize/meet multiple demands and deadlines
 - Ability to work cooperatively with coworkers as a team player
 - Ability to work independently on a variety of assignments
 - Ability to understand and follow complex oral and written instructions, adhere to schedules and perform work assignments
 - Ability to establish and maintain effective working relationships with department personnel, attorneys, law enforcement personnel, experts and the general public
 - Ability to effectively communicate both orally in writing
- Skill to do the following:

- Manage aggressive behavior and conflict resolution
- Reading, understanding, and following instruction
- Oral and written communications
- Operation of communication equipment

NECESSARY AND SPECIAL REQUIREMENTS:

- Must possess a Tennessee Driver's License
- Must be at least 21 years of age
- Must pass a background investigation
- Must have High School diploma

DEPUTY CHIEF OF PATROL AND PUBLIC SAFETY

REPORTS TO:

Chief Deputy

NATURE OF WORK:

This position insures the constant monitoring of policy and procedures to make sure the Sheriff's Office maintains the highest professional standards. This office, through the accreditation process, provides directives to improve management, provide systematic evaluation of all areas of operation, recognizes achievements, presents ideas to safeguard all personnel, and demonstrates accountability to the public. Assists the Chief Deputy and the Sheriff in administering the activities of the Patrol Function, coordinating the supervisory activities of the function and other administrative and operational responsibilities as designated by the Chief Deputy. May act for the Chief Deputy or the Sheriff when so assigned. This employee is responsible for planning, developing, and directing law enforcement activities for Blount County, and for the prevention of crime and the protection of life and property in Blount County.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of the Patrol Function.. The position requires significant interaction with all levels of personnel involved in the operations of the Sheriff's Office.

External: There is significant contact with the general public and other law enforcement and criminal justice agencies. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans, directs, and exercises general supervision over the activities of the Patrol Function as well as other administrative matters as assigned.
- Formulates and enforces policies, procedures, rules, and regulations relating to the operation of the Patrol Function.
- In association with the Sheriff and Chief Deputy, makes personnel assignments within the Patrol Function .
- Reviews incident reports and reports of injuries to personnel assigned to the

Patrol Function ensuring that policies and procedures are followed.

- Ensures that policy and procedure remains up to date and is followed as prescribed.
- Ensures CALEA standards are followed and monitored so that recommendations can be made to Chief Deputy or Sheriff.
- Enforces disciplinary measures when necessary.
- Makes recommendations to the Chief Deputy for the appointment and promotion of employees in the Patrol Function.
- Ascertain that new and existing employees receive adequate training in their job responsibilities.
- Ensures through subordinates that records and files are properly maintained.
- Cooperates with state and federal officers in the apprehension of criminals and the incarceration of inmates.
- Advises the Chief Deputy on matters of policy, training, selection and promotion, and assignment of employees in the Patrol Function.
- Prepares written correspondence for the Sheriff and Chief Deputy concerning the Patrol Function.
- Meets with and answers questions for the public pertaining to the Patrol Function.
- Attends state and national conventions relating to the operation of the Patrol Function.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises the Patrol Captain and Accreditation Manager

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Law enforcement administration and methodology.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Geography of the county.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of public safety and criminal justice operations and functions.
 - Prepare and effectively present oral and written information relating to the activities of the Patrol Function.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

NECESSARY AND SPECIAL REQUIREMENTS:

- Ten (10) years of experience in law enforcement, including five (5) years in a supervisory position, supplemented by advanced training and/or course work at the collegiate level in subjects related to the management of public agencies; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.
- Must be certified under P.O.S.T. rules and regulations as established in Tennessee Codes Annotated.

ACCREDITATION MANAGER

REPORTS TO:

Deputy Chief of Support Operations

NATURE OF WORK:

This position reports directly to the Deputy Chief of Support Operations and is responsible for performing administrative work with a minimal degree of supervision with emphasis on coordinating accreditation activities assigned by the Chief Deputy. The employee in this position is expected to make independent judgments and decisions based on analytical and innovative thinking. Performance is measured through conferences, reports, and analysis of the methodology and level of success accomplishing assigned tasks consistent with the goals of the Sheriff's Office regarding accreditation of the corrections and law enforcement functions.

EQUIPMENT/JOB LOCATION:

This employee will operate computer equipment and be able to work with various computer software programs associated with accreditation. Work may be mentally stressful and is conducted indoors in a climate-controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with all functions including Supervisors, Captains, Deputy Chiefs, the Chief Deputy, and the Sheriff. The nature of the work is that the person filling this position must be able to effectively communicate with all employees in order to successfully complete the requirements of accreditation.

External: There is some contact with the public mainly to explain accreditation and what it means to the community as well as the Sheriff's Office. There is also significant contact with other agencies, especially those already accredited.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Receives assignments and sets work priorities associated with accreditation programs, coordinating them to meet deadlines in order to assure efficient workflow throughout the Sheriff's Office.
- Reviews a wide variety of complex and technical issues concerning law enforcement, adult and juvenile corrections, and medical standards as they relate to the accreditation processes.
- Meets regularly with the Chief Deputy and Sheriff and the command staff to identify and rectify needs and to report on the progress of the accreditation projects.
- Assists in the identification, development, and implementation of new programs, systems, procedures, or equipment designed to improve performance of the Sheriff's Office in compliance with applicable accreditation standards.
- Provides liaison between the command staff and the Commission on Accreditation of Law Enforcement Agencies (CALEA), the American Correctional Association (ACA), and the National Commission on Correctional Health Care (NCCHC) that are the

sanctioning bodies for the accreditation programs being maintained by the Sheriff's Office.

- Attends CALEA and ACA conferences as well meetings of the Law Enforcement Accreditation Coalition for Tennessee (LEACT).
- Keeps abreast of all aspects of the various accreditation processes including proposed changes to them and the impact on the Sheriff's Office policies and procedures.
- Provides accreditation training to Sheriff's Office employees.
- Assigns, directs, and coordinates groups of employees as well as individuals in achieving plans of action, recommendations to the Chief Deputy and Sheriff, and other activities that meet compliance with applicable accreditation standards.
- Drafts new and revised policies and procedures and assigns work designed to achieve accreditation.
- Maintains master and archival files for all policies and procedures manuals.
- Maintains CALEA, ACA, and NCCHC accreditation files.
- Maintains the *Sheriff's Office Human Resources Policies and Procedures Manual*, assisting the command staff and function supervisors with its implementation.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises personnel assigned to the Accreditation Unit and as rank requires

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of modern law enforcement and corrections operations at the local level.
 - Functions of other governmental organizations and how they affect the operations of the Sheriff's Office.
 - Basic principles and practices of modern human resources management.
 - County, state, and federal laws, rules, and regulations related to the effective management and operation of local law enforcement and corrections operations.
- Ability to do the following:
 - Establish and maintain effective working relationships with all Sheriff's Office employees from the Sheriff down, dealing tactfully, professionally, and effectively with everyone.
 - Demonstrate exemplary writing skills.
 - Work independently and solve problems involving many variables.
 - Plan, organize, and train employees.
 - Speak publicly about the accreditation process.
 - Analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.
 - Make decisions based on experience, giving attention to detail.
 - Read and understand a wide range of technical literature.
 - Complete assignments in a timely fashion.

- Delegate tasks effectively and accept responsibility for the outcome.

NECESSARY AND SPECIAL REQUIREMENTS:

Bachelor's Degree in criminal justice, public administration, or a related field, and at least five (5) years of experience dealing with public safety agencies at a management level, or any level of experience and education that would meet the required knowledge and abilities.

COMMUNITY OUTREACH COORDINATOR

REPORTS TO:

Deputy Chief of Patrol and Public Safety

NATURE OF WORK:

Performs law enforcement duties in an assigned area, assisting in investigations of criminal offenses and in the apprehension of criminals. An employee in this classification receives intensive training in the various phases of law enforcement work, and assignments are carried out under close supervision during the entire training period. After completion of training, deputy is assigned duties and responsibilities of coordinating any community related activity where the BCSO may be involved. The deputy will remain certified in all aspects of Patrol and assist with regular patrol duties on an as needed basis.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with patrol and/or Criminal Investigations supervisors in the Patrol Function or Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Patrols a specified zone in a marked law enforcement vehicle.
- Checks doors and windows of businesses and residential property.
- Investigates suspicious activities and makes arrests for violations of federal, state, and/or local laws.
- Arrests offenders and escort them to the Justice Center for processing.
- Receives complaints and makes investigations of wanted or missing persons and of

- stolen cars and property, and maintains surveillance for recovery and apprehension.
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Issues citations and warnings for traffic violations.
- Makes a daily report of activities and prepares detailed reports relating to specific incidents, accidents, investigations, arrests, or special assignments.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.
- Prepares and presents informational programs on law enforcement-related subjects to interested groups.
- Properly prepares and presents court cases.
- Conducts interrogation of suspects involved in criminal offenses.
- Discovers, preserves, and corroborates physical evidence at a crime scene for presentation in criminal prosecution.
- Prepares details of criminal case files pertaining to major offenses.
- Operates surveillance equipment.
- Investigates narcotics and drug offenses requiring a number of chemical tests for suspected narcotics and drug violations.
- May serve on a special unit such as K-9, Marine Patrol, Bicycle Patrol, SWAT, or other special units.
- Performs related work as required.
- Scheduling of Citizen's Academy Classes
- Coordination and scheduling of all community events
- Primary contact for Citizen's Ride-a-long Program
- Performs administrative duties as required by supervisor
- Coordinates and schedules off duty and extra duty employment
- Coordinates crime prevention and neighborhood watch programs

SUPERVISION EXERCISED:

Coordination and oversight of extra duty and off duty assignments of BCSO Personnel as well as supervision of the Blount County Senior's Outreach Program and the Citizen's Academy.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.

- Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that a deputy or Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Operation of communication and computer equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.

PATROL CAPTAIN

REPORTS TO:

Deputy Chief of Patrol and Public Safety

NATURE OF WORK:

Responsible for all activities relating to directing and supervising the activities of the Patrol Function. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. The Patrol Captain is distinguished from the Patrol Lieutenant by the administrative duties and responsibilities and by the more general supervision received from the Deputy Chief of Patrol and Public Safety, the Chief Deputy, and the Sheriff. Instructions to this employee are general but many aspects of the work follow standardized guidelines. The employee frequently uses independent judgment and is required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects, although the employee will primarily work indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations of the Patrol Function and to the supervision of Patrol Lieutenants, Patrol Sergeants, Patrol Corporals, Patrol Deputies, and records personnel as well as significant interaction with the Criminal Investigations Function, the Corrections Function, and the Court Services Function. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the Patrol Function ensuring sufficient personnel are present to effectively provide law enforcement services including the preparation of work schedules and input into daily activities.

- Directs the activities of all supervisors in the Patrol Function in accordance with established policies and procedures.
- Conducts periodic supervisory staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff regarding patrol operations, and to pass on critical information.
- Interprets new laws and court decisions that affect patrol operations ensuring that patrol supervisors and their deputies are made aware of the changes and their impact on operations.
- Ensures that criminal investigations are conducted in compliance with policies and procedures and in coordination with Criminal Investigations.
- Inspects Patrol Function equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Responds to emergency situations and major crime scenes or special events in accordance with policies and procedures.
- Reviews or calls for additional investigation of all complaints against deputies, reports of employee misconduct, and unusual incidents reported by staff or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of personnel, taking necessary steps to improve employee performance in cooperation and coordination with supervisors and in accordance with Sheriff's Office policies and procedures.
- Cooperates with municipal, state, and federal officers in law enforcement activities as required.
- Coordinates formal and in-service training programs for personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Familiar with the duties and responsibilities of all Patrol Function employees.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises all operations of the Patrol Function through shift supervisors (Patrol Lieutenants, Sergeants, and Corporals) and School Resource Program supervisors (SRO Lieutenant and Sergeant) and patrol deputies and School Resource Officers (SRO's), Traffic Safety Unit (Lieutenant, Sergeant, and Traffic Safety Deputies).

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement and public safety organization and administration including related rules, regulations, policies, and procedures.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in patrol operations including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to law enforcement operations.

- Public safety concepts, principles, and practices relating to law enforcement operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of patrol services are evaluated, and the use of reports and records and their application to law enforcement administration and solution of community problems.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement and public safety.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement and public safety operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and procedures relating to patrol operations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS

- At least five (5) years experience in a law enforcement organization, three (3) years of supervisor experience with the Blount County Sheriff's Office, preferably supplemented by supervisory training in public safety and/or law enforcement.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

PATROL CORPORAL

REPORTS TO:

Patrol Lieutenant or Patrol Sergeant

NATURE OF WORK:

The incumbent is responsible for the activities of patrol deputies assigned to a patrol shift, and may, in the absence of a Patrol Sergeant, be responsible for the efficient performance of duties and responsibilities of patrol deputies assigned to a shift. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and he or she is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists a Patrol Lieutenant and a Patrol Sergeant in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of patrol deputies and assigned reserves, supervising them in compliance with established policies and procedures and standard operating procedures.
- In the absence of a Patrol Lieutenant or Patrol Sergeant conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide

adequate security and to pass on critical information concerning operations received from the previous shift supervisor.

- Instructs assigned deputies and reserves as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned shift.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Assists Patrol Sergeants in evaluating the performance of patrol deputies.
- Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
- As directed by a Patrol Lieutenant or Patrol Sergeant, answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- In the absence of a Patrol Sergeant, reviews and endorses all offense, arrest, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with a Patrol Lieutenant and Patrol Sergeant.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain and Patrol Lieutenant.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Patrol Lieutenants, Patrol Sergeants, and deputies, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises patrol deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated,

and the use of records and their application to law enforcement administration.

- Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, preferably supplemented by advanced training in public safety supervision.
- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

PATROL LIEUTENANT

REPORTS TO:

Patrol Captain

NATURE OF WORK:

The incumbent is responsible for the activities of a patrol shift and the duties and responsibilities of the Patrol Captain in his absence if so assigned. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. The Patrol Lieutenant is distinguished from the Patrol Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Patrol Captain and the Deputy Chief of Patrol and Public Safety. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Patrol Sergeants, Patrol Corporals, and patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Patrol Captain in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of a Patrol Sergeant, Patrol Corporals, patrol deputies, and assigned reserves, supervising them in compliance with established policies and

- procedures and standard operating procedures.
- Conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
 - Instructs assigned deputies and reserves as to work assignments and procedures.
 - Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
 - Directs and supervises the activities and personnel of their assigned shift.
 - Directs and/or performs investigations of crimes and suspected crimes.
 - Supervises and enforces policies and procedures of the Sheriff's Office.
 - Evaluates the performance of Patrol Sergeants and reviews the performance evaluations conducted by Patrol Sergeants on the assigned personnel.
 - Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
 - Answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
 - Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
 - Keeps records and prepares reports as directed by policies and procedures.
 - Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with other Patrol Lieutenants and the Patrol Captain.
 - Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
 - Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain.
 - May testify in court and legal proceedings.
 - Maintains personal equipment.
 - Familiar with the duties and responsibilities of Patrol Sergeants, Patrol Corporals, and deputies, performing such duties as required.
 - Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises a Patrol Sergeant, Patrol Corporals, and deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.

- Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as Supervisor with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety supervision.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

PATROL SERGEANT

REPORTS TO:

Patrol Lieutenant or Patrol Captain

NATURE OF WORK:

The incumbent is responsible for the activities of a patrol shift in the absence of a Patrol Lieutenant, and otherwise is responsible for the efficient performance of duties and responsibilities of Patrol Corporals and patrol deputies assigned to a shift. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists a Patrol Lieutenant in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of Patrol Corporals, patrol deputies, and assigned reserves, supervising them in compliance with established policies and procedures and standard operating procedures.

- In the absence of the Patrol Lieutenant conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Instructs assigned deputies and reserves as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned shift.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of Patrol Corporals and patrol deputies.
- Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
- As directed by a Patrol Lieutenant, answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with a Patrol Lieutenant and Patrol Corporals.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain and Patrol Lieutenant.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Patrol Lieutenants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Patrol Corporals and deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.

- Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

K-9 PATROL SERGEANT

REPORTS TO:

Patrol Lieutenant or Patrol Captain

NATURE OF WORK:

The incumbent is responsible for the activities of a patrol shift in the absence of a Patrol Lieutenant, and otherwise is responsible for the efficient performance of duties and responsibilities of Patrol Corporals and patrol deputies assigned to a shift. However, the primary focus of this supervisor is the training, management, and welfare of the deputies and canines assigned as partners in the Patrol Function. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists a Patrol Lieutenant in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of Patrol Corporals, patrol deputies, and assigned reserves, supervising them in compliance with established policies and procedures and standard operating procedures.

- In the absence of the Patrol Lieutenant conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Instructs assigned deputies and reserves as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned shift.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of Patrol Corporals and patrol deputies.
- Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
- As directed by a Patrol Lieutenant, answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with a Patrol Lieutenant and Patrol Corporals.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain and Patrol Lieutenant.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Patrol Lieutenants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.
- Maintain K-9 Team records to include medical and certification files on each assigned animal
- Maintain deployment records on each K-9 Team
- Maintain current K-9 team on-call schedule
- Insure that each K-9 team remains certified in apprehension and drug detection as well as bomb detection when applicable
- Insure that each K-9 team participates in community relations demonstrations as required

SUPERVISION EXERCISED:

Directly supervises Patrol Corporals and deputies assigned to a shift as required. Primary supervisory duties are related directly to K-9 teams and any matters related to their readiness.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Utilization of K-9 Team and tactics
 - Certification required for K-9 teams to insure proper training for public safety as well as liability mitigation
 - Current or previous experience as a K-9 Handler

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Advise K-9 Handlers on techniques needed to maintain a good trustworthy K-9 partner
 - Recognize problems with current K-9 handlers or the assigned animal and implement solutions to correct those problems

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.

- Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

SRO (School Resources Officer) DEPUTY

REPORTS TO:

SRO Corporal, Sergeant, or Lieutenant

NATURE OF WORK:

The incumbent is responsible for School Resource activities at an assigned school in Blount County under the direct supervision of the SRO Lieutenant and/or SRO Sergeant. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office, and may be assigned to patrol duties when schools are not in session. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement and the SRO program. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with SRO supervisors and also with patrol supervisors and patrol deputies when assigned to normal patrol duties when schools are not in session. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact in the schools with students, school administrators, teachers, other employees, and with parents. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the individuals contacted are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Coordinates all of his or her activities with the principal and staff members at their assigned school, and seeks permission, advice, and guidance prior to enacting any program within the school.
- Develops expertise in presenting various subjects to students including a basic understanding of the laws and the role and mission of law enforcement officers in

the community.

- Encourages individual and small group discussions with students and faculty based on material presented in class to further establish rapport with the students.
- When requested by a principal, attends parent/staff/administrative meetings to solicit support and understanding of the program.
- Makes himself or herself available for conferences with students, parents, and faculty to assist them with problems of a law enforcement or crime prevention nature.
- Becomes familiar with all community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc.
- Assists the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest.
- When necessary conducts formal interviews with students, adhering to School Department and Sheriff's Office policies and procedures and legal requirements related to such interviews.
- Takes law enforcement action as required and, as soon as practical, makes the principal or his or her designee aware of such action. The SRO will take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions to the extent that the SRO may do so under the authority of law.
- Gives assistance to other law enforcement personnel in matters regarding his or her school assignment whenever necessary.
- Whenever possible, participates in and/or attends school functions.
- Upon completion of an incident report requiring further investigation, promptly turns reports in to his or her supervisor for review and possible assignment to Criminal Investigations.
- Maintains detailed and accurate records of the operation of the School Resource Program including, but not limited to, statistical findings from his or her school. These records will be submitted to the supervisor of the School Resource Officer Program.
- Will not act as a school disciplinarian in that discipline is a school responsibility, but if the principal believes an incident is a violation of law he or she may contact the SRO deputy who will determine whether law enforcement action is appropriate.
- Is not to be used for regularly assigned lunchroom duties, bus duties, as hall monitors, or other monitoring duties. If a problem exists the SRO deputy may assist the school until the problem is resolved
- Assists the SRO Lieutenant and Patrol Captain in planning and organizing the operation of the School Resource Officer Program, especially as it relates to his or her assigned school. Conducts periodic briefings with SRO personnel to provide critical information concerning operations.
- Performs the duties and responsibilities of a patrol deputy when schools are not in session.
- Directs and/or performs investigations of crimes and suspected crimes relating to the SRO function.
- Answers correspondence and prepares reports for the SRO Lieutenant and SRO Sergeant, calling attention to defects and recommending corrective action in relation to the assigned school.
- Prepares offense, arrest reports, and unusual incidents reports and forwards

them to the SRO Sergeant or SRO Lieutenant.

- Keeps records and prepares reports as directed by policies and procedures.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Performs other related duties as assigned.

SUPERVISION EXERCISED

None

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of School Resource Programs.
 - Modern law enforcement practices, methods, and equipment.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, school administrators, teachers, and students, and the public. Public contact is frequent.
 - Have excellent oral and written communication skills and be able to work with and involve people of all ages within and outside the law enforcement community.
 - Desire to work with children and be comfortable with and friendly toward them.
 - Committed to substance use prevention education and a strong desire to work in the SRO Program as a classroom instructor, counselor, and law enforcement officer.
 - Prepare detailed technical and evaluative reports.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.

- Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS

- P.O.S.T. certified, or obtain P.O.S.T. certification within one (1) year of appointment.
- Must possess a valid Tennessee Driver's License.

SCHOOL RESOURCE OFFICER CORPORAL

REPORTS TO:

SRO Sergeant

NATURE OF WORK:

The incumbent is assigned to a school campus and responsible for the activities of School Resource Officers (SRO's) assigned to schools in Blount County under the direct supervision of the SRO Sergeant. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office, and may be assigned to patrol duties when schools are not in session. The SRO Corporal may function as the SRO Sergeant in his or her absence. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of School Resource Officers (SRO's), and also to patrol deputies when assigned to normal patrol duties when schools are not in session. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact in the school with students, school administrators, teacher, and other employees, and with parents. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the individuals contacted are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assist the SRO Sergeant and Lieutenant in planning and organizing the operation of the School Resource Officers Program, ensuring sufficient personnel

are present for operations, directing activities of SRO deputies assigned to schools throughout the county, supervising them in compliance with established policies and procedures and standard operation procedure

- Conducts periodic briefings with SRO personnel to provide critical information concerning operations.
- Instructs assigned deputies as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned SRO deputies.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Assists SRO Sergeant in evaluating the performance of patrol deputies.
- As directed by a SRO Lieutenant or SRO Sergeant, answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- In the absence of a SRO Sergeant, reviews and endorses all offense, arrest, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with a SRO Lieutenant and SRO Sergeant.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Captain and SRO Lieutenant.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of SRO Lieutenants, SRO Sergeants, and deputies, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises SRO deputies assigned to the SRO Unit.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.

- Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, preferably supplemented by advanced training in public safety supervision.
- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

SCHOOL RESOURCE OFFICER LIEUTENANT

REPORTS TO:

Patrol Captain

NATURE OF WORK:

The incumbent is responsible for the activities of School Resource Officers (SRO's) assigned to schools in Blount County. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office, and may be assigned to patrol duties when schools are not in session. The SRO Lieutenant is distinguished from the SRO Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Patrol Captain and the Deputy Chief of Patrol and Public Safety relating to school matters. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of a SRO Sergeant and School Resource Officers (SRO's), and also to Patrol Sergeants and patrol deputies when assigned to normal patrol duties when schools are not in session. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact in the schools with students, school administrators, teachers, and other employees, and with parents. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the individuals contacted are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Patrol Captain in planning and organizing the operation of the School Resource Officer Program, ensuring sufficient personnel are present for operations, directing activities of a SRO Sergeant and SRO deputies assigned to schools throughout the county, supervising them in compliance with established policies and procedures and standard operating procedures.
- Conducts periodic briefings with SRO personnel to provide critical information concerning operations.
- Instructs assigned deputies as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of an assigned shift when schools are not in session.
- Directs and/or performs investigations of crimes and suspected crimes relating to the SRO function.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of the SRO Sergeant and reviews the performance evaluations conducted by the SRO Sergeant on the SRO deputies.
- Inspects the schools on a frequent basis and reports or corrects observed security and safety infractions.
- Answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with Patrol Lieutenants and the Patrol Captain.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of the SRO Sergeant, SRO deputies, Patrol Sergeants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises a SRO Sergeant, Corporal(s), and SRO deputies assigned to schools.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:

- Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Principles and practices of School Resource Programs.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement and school resource program services are evaluated, and the use of records and their application to law enforcement and School Resource Program administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, school administrators, teachers, and students, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing School Resource Program activities as well as a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office and School Resource Program rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years Supervisory experience with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety supervision.
- Must be certified under P.O.S.T. Commission requirements as established in the

Tennessee Codes Annotated.

- Must possess a Tennessee Driver's License.

SCHOOL RESOURCE OFFICER SERGEANT

REPORTS TO:

SRO Lieutenant

NATURE OF WORK:

The incumbent is responsible for the activities of School Resource Officers (SRO's) and School Resources Officer Corporals assigned to schools in Blount County under the direct supervision of the SRO Lieutenant. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office, and may be assigned to patrol duties when schools are not in session. The SRO Sergeant may function as the SRO Lieutenant in his or her absence. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of School Resource Officers (SRO's), and also to Patrol Corporals and patrol deputies when assigned to normal patrol duties when schools are not in session. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact in the schools with students, school administrators, teachers, and other employees, and with parents. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the individuals contacted are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the SRO Lieutenant and Patrol Captain in planning and organizing the operation of the School Resource Officer Program, ensuring sufficient personnel are present for operations, directing activities of SRO deputies assigned to schools throughout the county, supervising them in compliance with established policies and procedures and standard operating procedure
- Conducts periodic briefings with SRO personnel to provide critical information concerning operations.
- Instructs assigned deputies as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Performs the duties and responsibilities of a Patrol Sergeant when schools are not in session.
- Directs and/or performs investigations of crimes and suspected crimes relating to the SRO function.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of the SRO deputies.
- Inspects the schools on a frequent basis and reports or corrects observed security and safety infractions.
- Answers correspondence and prepares reports for the SRO Lieutenant, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with SRO Lieutenant and the Patrol Captain.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the SRO Lieutenant and the Patrol Captain.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of the SRO deputies, Patrol Sergeants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises SRO Corporal(s), SRO deputies assigned to schools, and may supervise patrol deputies as required.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Principles and practices of School Resource Programs.

- Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement and school resource program services are evaluated, and the use of records and their application to law enforcement and School Resource Program administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, school administrators, teachers, and students, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing School Resource Program activities as well as a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office and School Resource Program rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety supervision.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

TRAFFIC SAFETY DEPUTY

REPORTS TO:

Patrol Corporal, Patrol Sergeant, and/or Patrol Lieutenant, or Traffic Safety Sergeant or Traffic Safety Lieutenant

NATURE OF WORK:

Performs law enforcement duties in an assigned area on an assigned shift, assisting in investigations of criminal offenses and in the apprehension of criminals, however, primary focus is on traffic safety violations and crash investigation. An employee in this classification receives intensive training in the various phases of law enforcement work, and assignments are carried out under close supervision during the entire training period. After completion of training, a deputy is assigned to regular Traffic Patrol and is charged with considerable responsibility for the protection of lives and property. In discharging responsibilities a traffic patrol deputy must exercise sound judgment in emergencies and must apply his or knowledge of law enforcement techniques and practices in compliance with applicable federal, state, and local laws.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, chemical and impact weapons, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

- Internal** Significant interaction and coordination with patrol and/or Criminal Investigations supervisors on an assigned shift in the Patrol Function or Criminal Investigations. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.
- External** There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide services, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Patrols a specified zone in a marked law enforcement vehicle.

- Conducts accident reconstruction of fatal and critical traffic crashes
- Conducts safety seminars for the public on Traffic Safety
- Identifies traffic problems as early as possible and works with administration to form solutions
- Tracks and monitors traffic data such as crashes, DUI arrests, citations, and complaints from the community
- Checks doors and windows of businesses and residential property.
- Investigates suspicious activities and makes arrests for violations of federal, state, and/or local laws.
- Arrests offenders and escort them to the Justice Center for processing.
- Receives complaints and makes investigations of wanted or missing persons and of stolen cars and property, and maintains surveillance for recovery and apprehension.
- Maintains crowd and traffic control as needed due to accidents, emergencies, or at special events where there are a large number of people.
- Administers first-aid treatment and lifesaving techniques to the acquired level of training.
- Reports defects in roadways that require the attention of other agencies.
- Reports damaged traffic control devices and traffic lights that are out of order to the proper agency.
- Issues citations and warnings for traffic violations.
- Makes a daily report of activities and prepares detailed reports relating to specific incidents, accidents, investigations, arrests, or special assignments.
- Assumes responsibility for proper maintenance of assigned vehicle.
- Receives and investigates complaints of a general nature from the public.
- Prepares and presents informational programs on law enforcement-related subjects to interested groups.
- Properly prepares and presents court cases.
- Conducts interrogation of suspects involved in criminal offenses.
- Discovers, preserves, and corroborates physical evidence at a crime scene for presentation in criminal prosecution.
- Prepares details of criminal case files pertaining to major offenses.
- Operates surveillance equipment.
- Investigates narcotics and drug offenses requiring a number of chemical tests for suspected narcotics and drug violations.
- May serve on a special unit such as K-9, Marine Patrol, Bicycle Patrol, SWAT, or other special units.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
 - Knowledge of modern methods and practices of criminal investigations and identification and the laws governing interviews and evidence

- gathering.
 - Concepts, principles, and practices relating to criminal investigation operations.
 - Record keeping procedures.
 - Use of reports and records and their application to the administration and solution of criminal investigations.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Basic computer skills and other office equipment.
 - Local geography.
 - Nikon NPL 332 Pulse Laser Station
 - Visual Statement Computer Program
 - Vericon 2000 (Accident Reconstruction Program)
 - Completed at scene Accident Investigation Course
 - Completed Advanced Accident Investigation Course
 - Completed Accident Reconstruction Course
 - Completed Radar Certification
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals or varied ethnic backgrounds, other county, state, and federal authorities, and the general public.
 - Be courteous yet firm with the public and to be alert.
 - Use discretion and good judgment.
 - Understand and to carry out complex oral and written instructions.
 - Drive an emergency vehicle safely.
 - Use and maintain competency with the weapons and emergency equipment that a deputy or Investigator is required to carry.
 - Physical condition that permits the activities necessary in and inherent to the law enforcement profession.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Operation of communication and computer equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and able to meet the P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.

TRAFFIC SAFETY LIEUTENANT

REPORTS TO:

Patrol Captain

NATURE OF WORK:

The incumbent is responsible for the activities of a patrol shift and the duties and responsibilities of the Patrol Captain in his absence if so assigned. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. The Traffic Safety Lieutenant is distinguished from the Traffic Safety Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Patrol Captain and the Deputy Chief of Patrol and Public Safety. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Traffic Safety Sergeant, Patrol Sergeants, Patrol Corporals, Traffic Safety Deputies and patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Patrol Captain in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of a Patrol Sergeant, Patrol Corporals, patrol deputies, and

assigned reserves, supervising them in compliance with established policies and procedures and standard operating procedures.

- Conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Instructs assigned deputies and reserves as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned shift.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of Patrol Sergeants and reviews the performance evaluations conducted by Patrol Sergeants on the assigned personnel.
- Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
- Answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest reports, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with other Patrol Lieutenants and the Patrol Captain.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Patrol Sergeants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.
- Tracks and reviews traffic data such as accidents, DUI Arrests, citations, and complaints from the community.
- Schedules public education relating to Traffic Safety.
- Schedules saturation traffic enforcement activities as well as directed patrols
- Plans and schedules sobriety checkpoints
- Accident reconstruction of fatal and critical traffic crashes

SUPERVISION EXERCISED:

Directly supervises a Patrol Sergeant, Patrol Corporals, and deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.
 - Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Nikon NPL 332 Pulse Laser Station
 - Visual Statement Computer Program
 - Vericom 2000 (Accident Reconstruction)

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as Supervisor with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety

supervision.

- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

TRAFFIC SAFETY SERGEANT

REPORTS TO:

Traffic Safety Lieutenant or Patrol Lieutenant

NATURE OF WORK:

The incumbent is responsible for the activities of a patrol shift in the absence of a Traffic Safety Lieutenant, and otherwise is responsible for the efficient performance of duties and responsibilities of Traffic Safety Deputies and/or patrol deputies assigned to a shift. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines, and is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, various types of emergency equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily outdoors in all types of weather conditions as well as indoors in a climate-controlled environment. There is always a possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Traffic Safety and patrol deputies assigned to a shift in the Patrol Function. The nature of the work requires that employees support each other for personal and public safety and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists a Patrol Lieutenant in planning and organizing the operations of a patrol shift to ensure sufficient personnel are present for operations, directing personnel and activities of Patrol Corporals, patrol deputies, and assigned reserves, supervising them in compliance with established policies and procedures and standard operating procedures.

- In the absence of the Patrol Lieutenant conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Instructs assigned deputies and reserves as to work assignments and procedures.
- Interprets new laws, rules, and regulations pertaining to the Sheriff's Office for assigned employees.
- Directs and supervises the activities and personnel of their assigned shift.
- Directs and/or performs investigations of crimes and suspected crimes.
- Supervises and enforces policies and procedures of the Sheriff's Office.
- Evaluates the performance of Patrol Corporals and patrol deputies.
- Inspects the Justice Center on a frequent basis and reports or corrects observed security and safety infractions.
- As directed by a Patrol Lieutenant, answers correspondence and prepares reports for the Patrol Captain, calling attention to defects and recommending corrective action.
- Reviews and endorses all offense, arrest, and unusual incidents reports submitted by employees, gathering additional information to ensure appropriate action(s) is taken.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with a Patrol Lieutenant and Patrol Corporals.
- Cooperates with municipal, state, and federal law enforcement agencies and personnel as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Patrol Captain and Patrol Lieutenant.
- May testify in court and legal proceedings.
- Maintains personal equipment.
- Familiar with the duties and responsibilities of Patrol Lieutenants, Patrol Corporals, and deputies, performing such duties as required.
- Performs other related duties as assigned.
- Tracks and reviews traffic data such as accidents, DUI Arrests, citations, and complaints from the community.
- Schedules public education relating to Traffic Safety.
- Schedules saturation traffic enforcement activities as well as directed patrols
- Plans and schedules sobriety checkpoints
- Accident reconstruction of fatal and critical traffic crashes

SUPERVISION EXERCISED:

Directly supervises Traffic Safety Deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement organization and administration including rules, regulations, policies, and procedures.

- Modern law enforcement practices, methods, and equipment including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Law enforcement patrol concepts, principles, and practices.
 - Record keeping procedures.
 - Standards by which the quality of law enforcement services are evaluated, and the use of records and their application to law enforcement administration.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Nikon NPL 332 Pulse Laser Station
 - Visual Statement Computer Program
 - Vericom 2000 (Accident Reconstruction)
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect areas for compliance with Sheriff's Office rules, regulations, policies, and procedures.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, chemical weapons, impact weapons, and restraints.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

DEPUTY CHIEF OF SUPPORT OPERATIONS

REPORTS TO:

Chief Deputy

NATURE OF WORK:

Assists the Chief Deputy and the Sheriff in administering the activities of the Adult Corrections Function, Juvenile Corrections Function, and the Court Services Function, coordinating the supervisory activities of these functions and other administrative and operational responsibilities as designated by the Chief Deputy. May act for the Chief Deputy or the Sheriff when so assigned. This employee is responsible for planning, developing, and directing investigative, corrections, court security, and legal process activities for Blount County, and for the enforcement of laws, the prevention of crime, and the protection of life and property in Blount County. This position manages the Office of Accreditation to insure compliance with the standards established by the Commission for the Accreditation of Law Enforcement Agencies, Inc. (CALEA).

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement and corrections. The demands of this position can be stressful both mentally and physically. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of Adult Corrections, Juvenile Corrections, and Court Services as well as coordination with Patrol. The position requires significant interaction with all levels of personnel involved in the operations of the Sheriff's Office.

External: There is significant contact with the general public and other law enforcement and criminal justice agencies. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans, directs, and exercises general supervision over the activities of the Adult and Juvenile Corrections Functions, and the Court Services Function and other administrative matters as assigned.
- Formulates and enforces policies, procedures, rules, and regulations relating to the Adult and Juvenile Corrections Functions, and Court Services Function.
- In association with the Sheriff and Chief Deputy, makes personnel assignments within the assigned functions.

- Reviews incident reports, inmate disciplinary reports, and reports of injuries to Sheriff's Office personnel ensuring that policies and procedures are followed.
- Enforces disciplinary measures when necessary.
- Makes recommendations to the Chief Deputy for the appointment and promotion of employees in assigned functions.
- Ascertains that new and existing employees receive adequate training in their job responsibilities.
- Ensures through subordinates that records and files are properly maintained.
- Through subordinates ensures that security, personnel, training, inmate housing, and medical needs of inmates are met in the Adult and Juvenile Detention Centers.
- Cooperates with state and federal officers in the apprehension of criminals and the incarceration of inmates.
- Advises the Chief Deputy on matters of policy, training, selection, and promotion of employees, and assignment of personnel to the approved table of authorization in the assigned functions.
- Prepares written correspondence for the Sheriff and the Chief Deputy concerning the assigned functions.
- Meets with and answers questions for the public.
- Attends state and national conventions relating to the operation of the assigned functions.
- Performs related work as required.
- Will serve as the PREA (Prison Rape Elimination Act) Coordinator for the agency.
- Will monitor and review contracts related to medical, mental health, food service, commissary, maintenance, phone, or other services that could be contracted out to a third party. This applies to Adult Corrections, Juvenile Corrections, and Court Services.

SUPERVISION EXERCISED:

Directly supervises the Adult Detention Center Administrator (Corrections Captain), Juvenile Detention Center Administrator (Juvenile Corrections Captain), and Court Services Lieutenant.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Law enforcement administration and methodology.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Principles and practices of modern corrections organization and administration relating to both adult and juvenile facilities.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement and corrections.
 - Geography of the county.
 - Administration of court security practices and procedures.
 - Administration of criminal and civil legal processes.
- Ability to do the following:

- Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, and the public. Public contact is frequent.
- Plan, organize, direct, and evaluate the work of subordinates performing a variety of public safety and criminal justice operations and functions.
- Prepare and effectively present oral and written information relating to the activities of the Adult and Juvenile Detention Centers.
- React quickly and calmly in emergency situations and to determine proper courses of action.
- Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

NECESSARY AND SPECIAL REQUIREMENTS:

- Ten (10) years of experience in law enforcement and/or corrections, including five (5) years in a supervisory position, supplemented by advanced training and/or course work at the collegiate level in subjects related to the management of public agencies; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee driver's license.
- Must be certified under P.O.S.T. rules and regulations as established in TCA.

CORRECTIONS CAPTAIN

(Adult or Juvenile Detention Center Administrator)

REPORTS TO:

Deputy Chief of Support Operations

NATURE OF WORK:

Responsible for all activities relating to the care and proper handling of adult or juvenile inmates and for the physical facilities of the Adult or the Juvenile Detention Centers. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Centers and the Blount County Sheriff's Office. A Corrections Captain is distinguished from the Corrections Lieutenant by the administrative duties and responsibilities and by the more general supervision received from the Deputy Chief of Support Operations, the Chief Deputy, and the Sheriff. Instructions to this employee are general but many aspects of the work follow standardized guidelines. The employee frequently uses independent judgment and is required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate and/or be familiar with a variety of equipment including firearms, radio and communications equipment, fingerprinting and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee

will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision and operation of Corrections Lieutenants, Corrections Sergeants, Corrections Corporals, Corrections Deputies, food services personnel, medical personnel, and records personnel assigned to the Adult or Juvenile Detention Centers as well as volunteers who provide program services to inmates. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the Blount County Adult or Juvenile Detention Centers ensuring sufficient personnel are present to effectively operate the facility; directing personnel, programs, and activities of all supervisors in the Adult or Juvenile Detention Centers, supervising them relating to the safe and humane custody, discipline, and welfare of inmates as designated in established policies and procedures of the Adult or Juvenile Detention Centers.
 - Conducts supervisor staff meetings periodically to discuss the current level of operations, changes in policies and procedures, concerns of the command staff regarding operations, and to pass on critical information concerning operations.
 - Manages and coordinates court activities and other legal matters relating to the incarceration or detention of inmates and correctly interpreting these matters, and seeing that all processing is done correctly and in a timely manner
 - Ensures that investigations of crimes and suspected crimes in the Adult or Juvenile Detention Centers are conducted in compliance with Adult or Juvenile Detention Centers and Sheriff's Office policies and procedures.
 - Conduct an annual review of facility operations (in person or thru designee) to ensure compliance with facility policies and procedures regarding: Inmate Program Effectiveness, Inmate Grievances, Inmate Health Care, Staff Training and Professional Certifications, Security and Control, Employee Retention, Use-of-Force Statistics, Food Service.
 - Supervises and enforces policies and procedures of the Adult and Juvenile Detention Centers relative to all security matters.
 - May participate in searches of inmates, inmate living and work areas, as well as administrative and support areas of the Adult or Juvenile Detention Centers.
 - Inspects the Adult or Juvenile Detention Center on a frequent basis observing level of security, safety, and sanitation.
 - Responds to emergency situations such as suspected or actual inmate escapes,
- Blount County Sheriff's Office Human Resources Rules and Regulations Manual Appendix 3

assisting supervisors in controlling, directing, and monitoring operations within and outside of the secure facility.

- Reviews and either endorses or calls for additional investigation of all inmate misconduct and unusual incident reports submitted by staff.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of personnel, taking necessary steps to improve employee performance in cooperation and coordination with Adult or Juvenile Detention Centers supervisors.
- Cooperates with municipal, state, and federal officers in the detention of their inmates as required.
- Coordinates formal and in-service training programs for personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains correctional equipment.
- Attends at least 24 hours of management training annually.
- Familiar with the duties and responsibilities of all Adult or Juvenile Detention Center employees.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises all operations of the Adult or Juvenile Detention Center through shift supervisors (Corrections Lieutenants, Corrections Sergeants, and Corrections Corporals), Food Services Supervisor, Medical Unit Supervisor, assigned records personnel, and a Chaplain/Programs Coordinator.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern corrections organization and administration including facility rules, regulations, policies and procedures.
 - Modern correction practices, methods, and equipment used in the safe operation of a correctional facility that includes, but is not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to condition of incarceration.
 - Security concepts, principles, and practices in a corrections environment.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Standards by which the quality of correction services are evaluated, and the use of inmate records and their application to correction facility administration and solution of correction problems.
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates,

individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public. Public contact is frequent.

- Plan, organize, direct, and evaluate the work of subordinates performing a variety of correction operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience with the Blount County Sheriff's Office, three (3) years as a supervisor with the Blount County Sheriff's Office, supplemented by advanced training in public safety or corrections supervision.
- Must be certified under Tennessee Correctional Institute rules and regulations as established in Tennessee Codes Annotated for the Adult Detention Center Administrator, and the Department of Children's Service for the Juvenile Detention Center.
- May be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

CORRECTIONS CORPORAL

REPORTS TO:

Corrections Lieutenant or Corrections Sergeant

NATURE OF WORK:

Responsible for all activities relating to the care and proper handling of inmates and for the physical facilities of the Detention Center in the absence of the Corrections Lieutenant or Corrections Sergeant. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Detention Center and the Blount County Sheriff's Office. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, fingerprinting and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Appendix 3

Internal: Significant interaction and coordination relating to the supervision and operation of Corrections Deputies assigned to a shift in the Detention Center. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, the nature of which is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Corrections Sergeant in planning and organizing a shift in coordination with a Corrections Lieutenant to ensure sufficient corrections personnel are available, directing programs and activities of Corrections Deputies, supervising them relating to the safe and humane custody, discipline, and welfare of inmates in the Blount County Detention Center as established in the policies and procedures of the Detention Center.
- In the absence of a Corrections Lieutenant and/or Corrections Sergeant, conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Manages and coordinates activities in the housing pod areas of the facility, ensuring that inmates are properly secured and that their basic needs are met, and that security staff is provided the required support.
- Ensures that the property and valuables of new arrivals is properly inventoried and stored.
- Directs and/or performs investigations of crimes and suspected crimes in the Detention Center, arresting suspected individuals. Supervises and enforces policies and procedures of the Detention Center relative to security matters such as control of keys, knives, contraband, and hazardous materials; inspects locks, doors, walls, ceilings, fire suppression systems, etc., for damage or possible breaches in security.
- Directs and participates in searches of inmates, inmate living and work areas, as well as administrative and support areas of the Detention Center.
- Inspects the Detention Center on a frequent basis and reports or corrects observed security, safety, and sanitation infractions.
- Conducts routine and special counts of inmates following emergency procedures in the event of suspected or actual inmate escapes; controls, directs, and monitors movement of inmates within and outside of the secure facility; supervises the operation of segregation or holding cells to ensure compliance with security procedures by both staff and inmates.
- Reviews and endorses inmate misconduct reports and unusual incidents reports submitted by staff; investigates reports of misconduct of inmates and/or special incidents, gathering additional information to ensure appropriate corrective action is taken. Makes recommendations to a Corrections Lieutenant or Corrections Sergeant as to temporary placement of inmate(s) in administrative segregation

pending further administrative review because of major misconduct, need for protection, or other reasons.

- Responsible for the cleanliness of inmates and cells, proper conduct of inmates, and inmate custodial tasks in and around the Detention Center.
- Keeps records and prepares reports as directed by policies and procedures.
- Assists the Corrections Sergeant in evaluating the work of personnel and working conditions, recommending necessary steps to improve operations in cooperation and coordination with a Corrections Sergeant and/or Corrections Lieutenant.
- Cooperates with municipal, state, and federal officers in the detention of their inmates as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains correctional equipment.
- Attends at least 24 hours of management training annually.
- Performs the duties of a Corrections Deputy as necessary.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises Corrections Deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern corrections organization and administration including facility rules, regulations, policies and procedures.
 - Modern correction practices, methods, and equipment used in the safe operation of a correctional facility that includes, but is not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, assisting in the conduct of performance evaluations and the handling of disciplinary actions against inmates and staff.
 - Court documents pertaining to condition of incarceration.
 - Security concepts, principles, and practices.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a

- variety of correction operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a Corrections Deputy in the Blount County Detention Center.
- Must be certified under Tennessee Correctional Institute rules and regulations as established in Tennessee Codes Annotated.
- May be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

FOOD SERVICES SUPERVISOR

REPORTS TO:

Detention Center Administrator (Corrections Captain)

NATURE OF WORK:

Responsible for managing the food services and laundry programs for the Detention Center. Under guidelines established by policies and procedures, this employee is expected to meet a variety of state and federal guidelines related to providing nutritional meals to inmates, and for managing the laundry operation for the Detention Center and the Blount County Juvenile Detention Center. Instructions to this employee are general but most of the aspects of the work follows standardized guidelines. The employee frequently uses independent judgment and will be required to refine existing work methods to complete required tasks.

EQUIPMENT/JOB LOCATION:

This employee will be required to operate and be knowledgeable of a variety of kitchen and laundry equipment required to meet duties and responsibilities. Matters related to facility security will be use of radio and communications equipment, key and utensil control, and the management of inmate workers in the kitchen and laundry areas. The demands of this position can be stressful both mentally and physically and may require bending, squatting, occasional lifting of light objects (up to 25 pounds), and standing and walking for considerable amount of time. Work is performed primarily indoors in a climate controlled environment with exposure to the typical hazards associated with food preparation, as well as the hazards associated with working in a correctional institution.

WORKING RELATIONSHIPS:

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Appendix 3

Internal: Significant interaction and coordination with food service personnel relating to menu development and preparation as well as with medical staff relating to special diets and supervisors relating to serving of meals. Considerable interaction with inmate workers in directing their work. The nature of the work requires that employees support each other for personal safety and to effectively and efficiently perform their duties and responsibilities.

External: Public contact is associated with vendors and contractors providing food services and maintenance of kitchen and laundry equipment. The nature of the contacts are to coordinate services and to ensure that proper services are provided in a timely and efficient manner.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the food services and laundry functions for the Blount County Detention Center, ensuring that sufficient personnel are available to prepare and distribute meals and other food related services, as well as laundry services, and that sufficient food and related supplies are available to effectively and efficiently provide food and laundry services.
- Directs food service employees as well as inmates in the operation of the food services and laundry programs.
- Orders all stock (groceries, laundry supplies, paper products, cleaning supplies, etc.) for the food and laundry services, maintaining close inventory control.
- Responsible for the maintenance and care of all kitchen and laundry equipment.
- Plan menus based upon dietary allowances reviewed annually by a registered dietician that ensures menus meet nationally recommended allowances for basic nutrition.
- Reviews all special dietary requirements with medical staff and ensures they are met.
- Assists in the preparation of specifications and the purchasing processes for the purchase of food, laundry and kitchen supplies, paper products, and cleaning supplies.
- Handles grievances filed by inmates concerning food services.
- Prepares special holiday meals, or special meals requested by the Sheriff or Chief Deputy.
- Attends at least 24 hours of management training annually.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all food service and laundry activities in the Detention Center, including supervision of civilian full and part time food service personnel and inmates assigned to work in the kitchen and laundry areas.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:

- Principles and practices of institutional food services associated with a corrections facility.
 - Equipment and techniques associated with institutional food and laundry services.
 - Menu planning in conjunction with federal and state nutrition guidelines associated with corrections institutions.
 - Security concepts, principles, and practices.
 - Purchasing policies and procedures associated with institutional food and laundry operations in a public facility.
 - Record keeping procedures (logs, records, etc.) associated with food and laundry services in a corrections environment and as dictated by ACA Standards.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, inmates representing varied ethnic and cultural backgrounds, corrections employees, and the public associated with providing services to the Detention Center.
 - Plan, organize, direct, and evaluate the work of subordinates and inmates providing food and laundry services.
 - Prepare detailed reports relating to food and laundry services.
 - Conduct effective performance evaluations of employees.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulation, policies, and procedures associated with food and laundry services.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
- Skill to do the following:
 - Reading, understanding, and following instructions and directions.
 - Oral and written communications.
 - Operation of communication equipment.
 - Manage aggressive behavior and conflict resolution.
 - Operate a variety of kitchen tools and equipment associated with institutional food and laundry services.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school, or equivalent, supplemented by experience in food management, preferably in an institutional setting (school, another correctional facility, other public facility).

CORRECTIONS LIEUTENANT

REPORTS TO:

Adult or Juvenile Detention Center Administrator (Corrections Captain)

NATURE OF WORK:

Responsible for all activities relating to the care and proper handling of inmates and for the physical facilities of the Adult or Juvenile Detention Center in the absence of the Corrections Captain, and have responsibility for an assigned shift in the Adult or Juvenile Detention Center. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. The Corrections Lieutenant is distinguished from the Corrections Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities, and by the more general supervision received from the Corrections Captain and Deputy Chief of Support Operations. Instructions to the employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, fingerprinting and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a

climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision and operation of a Corrections Sergeant, Corrections Corporal, and Corrections Deputies assigned to a shift in the Adult or Juvenile Detention Center. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Corrections Captain in planning and organizing the operations of the Adult or Juvenile Detention Center as well as a shift to ensure sufficient personnel are available, directing personnel and activities of all personnel and volunteers and activities of a Corrections Sergeant, Corrections Corporal, and Corrections Deputies, supervising them relating to the safe and humane custody, discipline, and welfare of inmates in the Blount County Adult or Juvenile Detention Center as designated by the Corrections Captain and/or established policies and procedures of the Adult or Juvenile Detention Center.
- Conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Manages and coordinates activities in the intake area of the facility, ensuring that court and other legal documents relating to the incarceration or detention of new arrivals are in proper order and correctly interpreted, and that all processing is done correctly and in a timely manner
- Ensures that the property and valuables of new arrivals is properly inventoried and stored.
- Directs and/or performs investigations of crimes and suspected crimes in the Detention Center, arresting suspected individuals.
- Supervises and enforces policies and procedures of the Adult or Juvenile Detention Center relative to security matters such as control of keys, knives, contraband, and hazardous materials; inspects locks, doors, walls, ceilings, fire suppression systems, etc., for damage or possible breaches in security.
- Directs and participates in searches of inmates, inmate living and work areas, as well as administrative and support areas of the Adult or Juvenile Detention Center.

- Inspects the Adult or Juvenile Detention Center on a frequent basis and reports or corrects observed security, safety, and sanitation infractions.
- Conducts routine and special counts of inmates following emergency procedures in the event of suspected or actual inmate escapes; controls, directs, and monitors movement of inmates within and outside of the secure facility; supervises the operation of segregation or holding cells to ensure compliance with security procedures by both staff and inmates.
- Reviews and endorses all inmate misconduct reports and unusual incidents reports submitted by staff; investigates reports of misconduct of inmates and/or special incidents, gathering additional information to ensure appropriate corrective action is taken. May make independent decisions to temporarily place inmate(s) in administrative segregation pending further administrative review because of major misconduct, need for protection, or other reasons.
- Responsible for the cleanliness of inmates and cells, proper conduct of inmates, and inmate custodial tasks in and around the Adult or Juvenile Detention Center.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with other Corrections Lieutenants and the Corrections Captain.
- Cooperates with municipal, state, and federal officers in the detention of their inmates as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function and as directed by the Corrections Captain.
- May testify in court and legal proceedings.
- Maintains correctional equipment.
- Familiar with the duties and responsibilities of Corrections Sergeants, Corrections Corporals, and Corrections Deputies, performing such duties as required.
- Attends at least 24 hours of management training annually.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises a Corrections Sergeant, Corrections Corporal, and Corrections Deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern adult or juvenile corrections organization and administration including facility rules, regulations, policies and procedures.
 - Modern correction practices, methods, and equipment used in the safe operation of an adult or juvenile correctional facility that includes, but is not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to condition of adult or juvenile incarceration.

- Security concepts, principles, and practices.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Standards by which the quality of adult or juvenile correction services are evaluated, and the use of inmate records and their application to adult or juvenile correction facility administration and solution of correction problems.
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of correction operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a supervisor with the Blount County Sheriff's Office.
- Must be certified under Tennessee Correctional Institute or Department of Children's Services rules and regulations as established in Tennessee Codes Annotated.
- May be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

CORRECTIONS DEPUTY

REPORTS TO:

Corrections Captain, Corrections Lieutenant, Corrections Sergeant, or Corrections Corporal

NATURE OF WORK:

Employees in this position are responsible for the care and proper handling of inmates and the safety and security of the facility. Employees in this position are expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment that may include firearms (depending on job assignment and training), radio and communications equipment, fingerprinting and imaging equipment, Sheriff's Office vehicles, computer, pepper spray, pepper ball pneumatic gun, Taser, restraints and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations, and may work outdoors on perimeter tours and during supervision of litter collection crews.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of inmates. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: Many employees may not have significant interaction with the general public. For those employees who have public contact, the nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and interrogate or obtain information. Often these public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serving warrants and other court processes on inmates.
- Maintain and supervise inmates in a controlled humane environment, assisting in the distribution of meals and medications in the various housing units.
- Interact with public by telephone and in-person in reference to correctional matters.
- Assist in scheduled and unscheduled head counts of inmates in order to obtain accurate physical counts, and completing appropriate forms and reporting

procedures relating to counts and inmate location.

- Control, direct, and monitor activity and movement of inmates within and outside the secured facility, ensuring the security and safety of inmates, staff, and the public.
- Coordinate, direct, and instruct inmate work crews and details to ensure proper completion of work.
- Intervene in and control acts of negative behavior and violence in order to maintain security and safety of inmates and staff by instructing inmates and/or by using physical force such as restraints or other devices as prescribed by policies and procedures.
- Conduct visual surveillance of the interior and exterior of the secure facility by monitoring vehicle and foot traffic entering and leaving the secure facility to detect abnormal or suspicious activity, or to detect inappropriate behavior, and to maintain safety and security of inmates, staff, and the public.
- Inspect persons and articles prior to their admission into the secure facility in order to ensure proper authorization for entry in accordance with established policies and procedures.
- Process through the intake area of the facility new inmates who have been brought into the facility by arresting officers, from other jurisdictions, from court, or who have turned themselves in as a result of court or other legal action.
- Fingerprint, photograph, conduct initial classification interview, and enter pertinent information on the Adult or Juvenile Detention Center Blotter and the computer system on all new arrivals into the facility, ensuring their safety and medical well being as well as the safety of staff.
- Secure new arrivals' personal property (including valuables such as money, jewelry, etc.) in compliance with Adult or Juvenile Detention Center policies and procedures.
- Coordinate the bonding process (if applicable), collecting cash bonds, or working with bail bondsmen to secure the release of new inmates, or dressing out new arrivals for housing in the general population.
- Perform random and specific search and inspection of inmates and visitors to prevent the introduction of contraband into the facility.
- Search inmate housing areas, general areas of the facility, and inmate personal property for weapons and contraband by following Adult or Juvenile Detention Center policies and procedures.
- Maintain the proper use, control, and accountability of keys, tools, kitchen utensils, and other equipment by following established policies and procedures in order to maintain the safety and security of the Adult or Juvenile Detention Center, inmates, and staff.
- Inspect doors and locks for damage and check windows, walls, fire suppression equipment, ceilings, stairways, etc., for damage or possible breach of security in order to maintain safety and security of the facility, inmates, staff, and the public.
- Operate Sheriff's Office vehicles in transporting inmates or conducting Adult or Juvenile Detention Center business including use of the litter crew vehicles.
- Write reports pertaining to occurrences and/or incidents, or disciplinary reports detailing incorrect inmate behavior or violation of facility rules and regulations as detailed in the Inmate Handbook and in compliance with Adult or Juvenile Detention Center policies and procedures.
- Process inmate mail and packages by collecting, inspecting, and distributing it in accordance with Adult of Juvenile Detention Center policies and procedures.

- Brief supervisors and/or relief staff regarding occurrences and areas of concern to make them aware of a situation(s) or so they can take appropriate action.
- Monitor special areas of the secure facility such as the kitchen, stores, visitation, etc., and take appropriate action to maintain established sanitary, health, safety, and security standards.
- Operate communication devices such as two-way radios, telephones, etc., to convey information among personnel and to refer callers to appropriate persons or functions of the Sheriff's Office.
- Answer questions of inmates and visitors concerning rules, regulations, and procedures of the facility.
- Provide basic first-aid and life saving services, including CPR
- Supervise a litter crew used for the collection of trash on county roads under the supervision of the Shift Supervisor and general direction from the Keep Blount Beautiful organization through the Chief Deputy's office.
- Performs related work as required.

SUPERVISION EXERCISED:

No other Adult or Juvenile employees, but may supervise inmates.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Principles and tactics governing the use of force.
 - Concepts of security principles and practices.
 - Facility rules, regulations, policies, and procedures.
 - Court documents pertaining to condition of incarceration.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.
- Ability to do the following:
 - Control Temper and maintain alertness in a difficult environment.
 - Treat all inmates fairly.
 - Establish and maintain effective working relationships with individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Conduct body and area searches.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Ability to manage and supervise disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully,

and with respect for the rights of others.

- Skill to do the following:
 - Skillfully search persons and materials for contraband.
 - Interact with inmates of all backgrounds.
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms (where position requires), restraints, and security devices related to corrections.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 18 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under Tennessee Correctional Institute or Department of Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.
- If duty post requires, certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

CORRECTIONS SERGEANT

REPORTS TO:

Corrections Lieutenant or Adult or Juvenile Detention Center Administrator (Corrections Captain)

NATURE OF WORK:

Responsible for all activities relating to the care and proper handling of inmates and for the physical facilities of the Adult or Juvenile Detention Center in the absence of a Corrections Lieutenant. The employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions to employee are somewhat general but many aspects of the work follow standardized guidelines. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, fingerprinting and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision and operation of Corrections Corporals and Corrections Deputies assigned to a shift in the Adult or Juvenile Detention Center. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact, and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assists the Corrections Lieutenant in planning and organizing a shift to ensure sufficient personnel are available, directing personnel and activities of Corrections Deputies, supervising them relating to the safe and humane custody, discipline, and welfare of inmates in the Blount County Adult or Juvenile Detention Center as established in the policies and procedures of the Adult or Juvenile Detention Center.

- In the absence of the Corrections Lieutenant, conducts a briefing at the beginning of each shift to ensure sufficient availability of staff to provide adequate security and to pass on critical information concerning operations received from the previous shift supervisor.
- Manages and coordinates activities in the intake area of the facility, ensuring that court and other legal documents relating to the incarceration or detention of new arrivals are in proper order and correctly interpreted, and that all processing is done correctly and in a timely manner.
- Ensures that the property and valuables of new arrivals is properly inventoried and stored.
- Directs and/or performs investigations of crimes and suspected crimes in the Adult or Juvenile Detention Center, arresting suspected individuals.
- Supervises and enforces policies and procedures of the Adult or Juvenile Detention Center relative to security matters such as control of keys, knives, contraband, and hazardous materials; inspects locks, doors, walls, ceilings, fire suppression systems, etc., for damage or possible breaches in security.
- Directs and participates in searches of inmates, inmate living and work areas, as well as administrative and support areas of the Adult or Juvenile Detention Center.
- Inspects the Adult or Juvenile Detention Center on a frequent basis and reports or corrects observed security, safety, and sanitation infractions.
- Conducts routine and special counts of inmates following emergency procedures in the event of suspected or actual inmate escapes; controls, directs, and monitors movement of inmates within and outside of the secure facility; supervises the operation of segregation or holding cells to ensure compliance with security procedures by both staff and inmates.
- Reviews and endorses inmate misconduct reports and unusual incidents reports submitted by staff; investigates reports of misconduct of inmates and/or special incidents, gathering additional information to ensure appropriate corrective action is taken. Makes recommendations to a Corrections Lieutenant or the Corrections Captain as to temporary placement of inmate(s) in administrative segregation pending further administrative review because of major misconduct, need for protection, or other reasons.
- Responsible for the cleanliness of inmates and cells, proper conduct of inmates, and inmate custodial tasks in and around the Adult or Juvenile Detention Center.
- Keeps records and prepares reports as directed by policies and procedures.
- Appraises work of personnel and working conditions, taking necessary steps to improve operations in cooperation and coordination with the Corrections Lieutenant and the Corrections Captain.
- Cooperates with municipal, state, and federal officers in the detention of their inmates as required.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as coordinated by the Training Function.
- Attends at least 24 hours of management training annually.
- May testify in court and legal proceedings.
- Maintains correctional equipment.
- Performs the duties of a Corrections Deputy as necessary.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises a Corrections Corporal and Corrections Deputies assigned to a shift.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern corrections organization and administration including facility rules, regulations, policies and procedures.
 - Modern correction practices, methods, and equipment used in the safe operation of a correctional facility that includes, but is not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to condition of incarceration.
 - Security concepts, principles, and practices.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of correction operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.
 -

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as a Corrections Deputy in the Blount County Adult or Juvenile Detention Center, preferably supplemented by some training in

- public safety or corrections supervision.
- Must be certified under Tennessee Correctional Institute or the Department of Children Services rules and regulations as established in Tennessee Codes Annotated.
 - May be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
 - Possess a valid Tennessee Driver's License.

CRIMINAL JUSTICE MENTAL HEALTH COORDINATOR

REPORTS TO:

Adult Corrections Captain/ Jail Administrator

NATURE OF WORK:

The Criminal Justice Mental Health Coordinator is a position that focuses on issues affecting adults involved in the criminal justice system who are experiencing serious mental illness/substance addictions. This position aims to reduce the number of adults with mental illness in the Blount County Jail and to facilitate communication and the coordination of services between the criminal justice system, mental health providers, and the community. Services provided may include: early identification of persons with mental illness, continuity of care while incarcerated, and consultation with the court system regarding appropriate course of action.

The Criminal Justice Mental Health Coordinator will also provide mental health, substance use, suicide prevention, and crisis de-escalation training to law enforcement personnel and the community as requested.

EQUIPMENT/JOB LOCATION:

The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations on the grounds.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the assessment and treatment of inmates. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: Many employees may not have significant interaction with the general public. For those employees who have public contact, the nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and obtain information.

EXAMPLES OF WORK: Responsibilities include but are not limited to:

- Communication with the criminal justice and mental health systems.
- Coordination of inmate drug and mental evaluations.
- Communication with the jail medical staff on appropriate medications
- Provide a comprehensive recommendations to Court:
 - Recommendations often consist of follow up medication appointments, substance abuse placements, and mental health follow up appointments, etc.

SUPERVISION EXERCISED:

N/A

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Experience with substance abuse treatment/services. Prior experience in the criminal justice/corrections and judicial system helpful
- Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

NECESSARY AND SPECIAL REQUIREMENTS:

- Must be at least 18 years of age and possess a Master's Degree from an accredited school in a relatable field.
- Must have strong communication skills.
- Must be comfortable working with professional members of the community, including but not limited to law enforcement and corrections, psychologists and counselors, attorneys, judges, medical personnel, etc.
- Must be able to perform job responsibilities on an independent level.
- Must have knowledge in community advocacy.
- Possess a valid Tennessee Driver's License.
- Must be certified under Tennessee Corrections Institute or Dept. of Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.

CIVIL PROCESS OFFICER

REPORTS TO:

Court Services Corporal or Sergeant or Lieutenant

NATURE OF WORK:

Performs a variety of duties associated with legal process including the service of civil legal process as directed by the courts as well as occasionally performing duties related to court and Justice Center security. An employee in this classification is responsible for civil process, or may be assigned to security details associated with the courts or the Justice Center that may include the escorting of inmates to and from the Detention Center, or to screening visitors to the Justice Center. Work is performed based on standard operating procedures and under the general supervision of the Court Services Captain or other designated supervisor who reviews the results of the assignments and may provide specific instructions and assistance when special problems or events occur.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work outdoors when serving process and also performed indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations of the Court Services Function and with other Justice Center Security Officers, Civil and Criminal Warrant Officers, and legal process clerical personnel as well as interaction with the Patrol Function, the Corrections Function, and the Court Clerk and his staff. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serves civil process papers and properly executes and returns them to the Court Services Clerk.
- May assist in the service of criminal warrants.
- May assist patrol and corrections functions in their duties if needed.
- May inspect and monitor courtrooms and/or the Justice Center to maintain security.

- May escort inmates to and from the Detention Center for court.
- May operate a metal detector scanner to ensure that no person enters the Justice Center or the old courthouse (Juvenile Court) with any article that is in violation of any rules and regulations necessary for security.
- May be required to search inmates taken directly from the court to the Detention Center for processing.
- Records mileage and information relating to the use of assigned county vehicles.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of legal process as related to laws, rules, regulations, policies, and procedures associated with civil process.
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses.
 - Court documents pertaining to civil process.
 - Concepts, principles, and practices relating to court security and legal process operations.
 - Record keeping procedures (reports, files, discipline, etc.).
- Ability to do the following:
 - Establish and maintain effective working relationships with other employees and the public. Public contact is frequent.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Services Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, preferably with one (1) year experience in court administration or law enforcement; or, any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must possess a valid Tennessee Driver's License.

COURT SERVICES CLERK

REPORTS TO:

Deputy Chief of Support Operations

NATURE OF WORK:

Performs responsible and specialized administrative and clerical duties relating to the court services responsibilities of the Sheriff's Office. The employee in this position serves as a lead worker and assists the Court Services Captain and other Court Services employees in a variety of complex and confidential administrative, records, and standard operating policies and procedures that require knowledge of Sheriff's Office policies and procedures sufficient to interpret and communicate these to others. The incumbent plans and carries out own assignments under general supervision of the Court Services Captain and may provide assistance and direction to less knowledgeable employees.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative and financial management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among Court Services staff and the Court Clerk's Office. Requires interaction with all levels of personnel involved in the administrative and financial management of the Sheriff's Office.

External: Significant contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Performs coding, filing, and research associated with legal process records.
- Receives and answers mail relating to activities of the Court Services Function.
- Enters information relating to legal process into the data processing network.
- Maintains and enters information on warrants files.
- Coordinates with various courts on status of legal process.
- Corresponds with other agencies, attorneys, and others relating to legal process matters.
- Greets the public at the Legal Process Office window, responding to inquiries and providing direction as necessary.
- Fills in for Data Entry and Records Clerks as necessary.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures.
 - Office automation and information technology in an administrative environment.
 - State and county laws, rules, and regulations relating to legal process and the court services responsibilities of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the court services functions of the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to court services responsibilities.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Court Services Function.
 - Make computations with speed and accuracy.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

COURT SERVICES LIEUTENANT

REPORTS TO:

Deputy Chief of Support Operations

NATURE OF WORK

The Court Security Lieutenant is responsible for all operations of the Court Security Program and direct and supervises all security and safety programs for the Blount County Justice Center and Courthouse. Supervisor typically work a 40-hour week, but may be required to be on duty some evenings, weekend, or holidays if need arises. The Blount County Sheriff operates a Court Security Program to maintain a safe environment for judges, employees, and all other having business in the Blount County Justice Center and Courthouse.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work primarily indoors in a climate controlled environment, although in some cases may be required to work outdoors, with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations for the Justice Center and Courthouse Security Function and with the Court Services Function. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the Court Security Function ensuring sufficient personnel are present to effectively provide security for the Justice Center, Courthouse, and to courtrooms located in the Justice Center and Courthouse.
- Directs the activities of Court Security personnel in accordance with established policies and procedures.
- Conducts periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to Court Security Function operations, and to pass on and share critical information.

- Interprets new laws and court decisions that affect Court Security Function operations ensuring that assigned personnel are made aware of the changes and the impact on operations.
- Ensures that all legal service is conducted in compliance with policies and procedures and in coordination with the courts and the law.
- Inspects Court Security Function equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Coordinates the management and control of juries involved in cases before the courts.
- Reviews or calls for additional investigation of all complaints against Justice Center Security Officers and Warrant Officers, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of Court Security Function personnel, taking necessary steps to improve employee performance in cooperation and coordination with the command staff and in accordance with Sheriff's Office policies and procedures.
- Coordinates formal and in-service training programs for Court Security Function personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Court Security Function employees.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all operations of the Court Security Unit.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of legal process as related to laws, rules, regulations, policies, and procedures associated with civil and criminal process.
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to civil and criminal process.
 - Concepts, principles, and practices relating to court security and legal process operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of court security and civil and criminal process are evaluated, and the use of reports and records and their application to the administration and solution of problems relating to court security and to legal process.
 - Functions of other governmental jurisdictions and authorities as they relate

to court security.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement, court security, and legal process operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Security Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least two (2) years experience as Supervisor with the Blount County Sheriff's Office, preferably supplemented by advanced training in public safety supervision.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a Tennessee Driver's License.

COURT SERVICES SERGEANT

REPORTS TO:

Court Services Lieutenant or Deputy Chief of Support Operations

NATURE OF WORK

The Court Security Sergeant is responsible for all operations of the Court Security Program and direct and supervises all security and safety programs for the Blount County Justice Center and Courthouse. Supervisors typically work a 40-hour week, but may be required to be on duty some evenings, weekend, or holidays if need arises. The Blount County Sheriff operates a Court Security Program to maintain a safe environment for judges, employees, and all other having business in the Blount County Justice Center and Courthouse.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work primarily indoors in a climate controlled environment, although in some cases may be required to work outdoors, with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations for the Justice Center and Courthouse Security Function and with the Court Services Function. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the Court Security Function ensuring sufficient personnel are present to effectively provide security for the Justice Center, Courthouse, and to courtrooms located in the Justice Center and Courthouse.
- Directs the activities of Court Security personnel in accordance with established policies and procedures.
- Attends periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to Court Security Function operations, and to pass on and share critical information.

- Interprets new laws and court decisions that affect Court Security Function operations ensuring that assigned personnel are made aware of the changes and the impact on operations.
- Ensures that all legal service is conducted in compliance with policies and procedures and in coordination with the courts and the law.
- Inspects Court Security Function equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Coordinates the management and control of juries involved in cases before the courts.
- Reviews or calls for additional investigation of all complaints against Justice Center Security Officers and Warrant Officers, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of Court Security Function personnel, taking necessary steps to improve employee performance in cooperation and coordination with the command staff and in accordance with Sheriff's Office policies and procedures.
- Coordinates formal and in-service training programs for Court Security Function personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Court Security Function employees.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all operations of the Court Security Unit.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of legal process as related to laws, rules, regulations, policies, and procedures associated with civil and criminal process.
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to civil and criminal process.
 - Concepts, principles, and practices relating to court security and legal process operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of court security and civil and criminal process are evaluated, and the use of reports and records and their application to the administration and solution of problems relating to court security and to legal process.
 - Functions of other governmental jurisdictions and authorities as they relate

to court security.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement, court security, and legal process operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Security Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, preferably supplemented by advanced training in public safety supervision.
- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

COURT SERVICES CORPORAL

REPORTS TO:

Court Services Sergeant or Lieutenant or Deputy Chief of Support Operations

NATURE OF WORK

The Court Security Sergeant is supervising personnel assigned to the Court Security Program and direct and supervises security and safety programs for the Blount County Justice Center and Courthouse. Supervisors typically work a 40-hour week, but may be required to be on duty some evenings, weekend, or holidays if need arises. The Blount County Sheriff operates a Court Security Program to maintain a safe environment for judges, employees, and all other having business in the Blount County Justice Center and Courthouse.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work primarily indoors in a climate controlled environment, although in some cases may be required to work outdoors, with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations for the Justice Center and Courthouse Security Function and with the Court Services Function. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- In the absence of the Court Services Lieutenant or Court Services Sergeant, directs the activities of Court Security personnel in accordance with established policies and procedures.
- Attends periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to Court Security Function operations, and to pass on and share critical information.
- Ensures that all legal service is conducted in compliance with policies and procedures and in coordination with the courts and the law.

- Inspects Court Security Function equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Coordinates the management and control of juries involved in cases before the courts.
- Reviews or calls for additional investigation of all complaints against Justice Center Security Officers and Warrant Officers, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Coordinates formal and in-service training programs for Court Security Function personnel as coordinated by the Training Function.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Court Security Function employees.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises Personnel assigned to the Court Security Unit.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of legal process as related to laws, rules, regulations, policies, and procedures associated with civil and criminal process.
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of subordinates, conducting performance evaluations, and handling disciplinary actions.
 - Court documents pertaining to civil and criminal process.
 - Concepts, principles, and practices relating to court security and legal process operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of court security and civil and criminal process are evaluated, and the use of reports and records and their application to the administration and solution of problems relating to court security and to legal process.
 - Functions of other governmental jurisdictions and authorities as they relate to court security.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of law enforcement, court security, and legal process operations

- and functions.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Security Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, preferably supplemented by advanced training in public safety supervision.
- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

CRIMINAL WARRANTS OFFICER

REPORTS TO:

Court Services Corporal or Sergeant or Lieutenant

NATURE OF WORK:

Performs a variety of duties associated with legal process including the service of criminal as well as civil legal process as directed by the courts as well as occasionally performing duties related to court and Justice Center security. An employee in this classification is responsible for primarily criminal process, but may serve civil process as directed, or may be assigned to security details associated with the courts or the Justice Center that may include the escorting of inmates to and from the Detention Center, or to screening visitors to the Justice Center. Work is performed based on standard operating procedures and under the general supervision of the Court Services Captain or other designated supervisor who reviews the results of the assignments and may provide specific instructions and assistance when special problems or events occur.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work outdoors when serving process, but work is generally performed indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations of the Court Services Function and with other Justice Center Security Officers, Civil and Criminal Warrant Officers, and legal process clerical personnel as well as interaction with the Patrol Function, the Corrections Function, and judges and their Court Clerks and staff. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serves primarily criminal process papers (although this position may serve civil process papers as directed) and properly executes and returns them to the Court Services Clerk.
- May inspect and monitor courtrooms and/or the Justice Center to maintain security.

- May escort inmates to and from the Detention Center for court.
- May operate a metal detector scanner to ensure that no person enters the Justice Center or the old courthouse (Juvenile Court) with any article that is in violation of any rules and regulations necessary for security.
- May be required to search inmates taken directly from the court to the Detention Center for processing.
- Records mileage and information relating to the use of assigned county vehicles.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of legal process as related to laws, rules, regulations, policies, and procedures associated with criminal and civil process.
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses.
 - Court documents pertaining to criminal and civil process.
 - Concepts, principles, and practices relating to court security and legal process operations.
 - Record keeping procedures (reports, files, discipline, etc.).
- Ability to do the following:
 - Establish and maintain effective working relationships with other employees and the public. Public contact is frequent.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Services Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old, and be certified in compliance with P.O.S.T. Commission requirements as established in the Tennessee Code Annotated.
- Must possess a valid Tennessee Driver's License.

FACILITY SECURITY SPECIALIST

REPORTS TO:

Corrections Shift Supervisor

NATURE OF WORK:

Employees in this position are responsible for the care and proper functioning of security and safety equipment located within the Adult Detention Center. Employees in this position are expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment that may include firearms (depending on job assignment and training), radio and communications equipment, computer systems, fingerprinting and imaging equipment, Sheriff's Office vehicles, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations, and may work outdoors on perimeter tours and during supervision of litter collection crews.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of inmates.

External: May have significant interaction with the general public. The nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and interrogate or obtain information. Often these public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Maintain and document safety and security equipment located within the Adult Detention Facility.
- Oversee incoming shipments and supplies
- Order and maintain cleaning supplies
- Assist in removal of Bio-Hazards
- Keep logs of maintenance problems, complaints and weekly and monthly inspections
- Intervene in and control acts of negative behavior and violence in order to maintain security and safety of inmates and staff by instructing inmates and/or by using physical force such as restraints or other devices as prescribed by policies and procedures.

- Conduct regularly scheduled inspections and document the findings thereof.
- Operate Sheriff's Office vehicles in transporting inmates or conducting Adult or Juvenile Detention Center business including use of the litter crew vehicles.
- Write reports pertaining to occurrences and/or incidents, or disciplinary reports detailing incorrect inmate behavior or violation of facility rules and regulations as detailed in the Inmate Handbook and in compliance with Adult or Juvenile Detention Center policies and procedures.
- Brief supervisors and/or relief staff regarding occurrences and areas of concern to make them aware of a situation(s) or so they can take appropriate action.
- Operate communication devices such as two-way radios, telephones, etc., to convey information among personnel and to refer callers to appropriate persons or functions of the Sheriff's Office.
- Answer questions of inmates and visitors concerning rules, regulations, and procedures of the facility.
- Provide basic first-aid and life saving services, including CPR
- Performs related work as required.

SUPERVISION EXERCISED:

No other Adult or Juvenile employees, but may supervise inmates.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Plumbing and electrical general knowledge
 - Principles and tactics governing the use of force.
 - Concepts of security principles and practices.
 - Facility rules, regulations, policies, and procedures.
 - Court documents pertaining to condition of incarceration.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.
 - General functioning and repair of security equipment.
 - General functioning and repair of safety equipment.
- Ability to do the following:
 - Utilize specialist tools as needed as well as common tools.
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Conduct body and area searches.
 - Visually inspect areas for compliance with facility rules and regulations.

- Ability to manage and supervise disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Fix common electrical and mechanical and plumbing problems or arrange for repairs as needed.
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms (where position requires), restraints, and security devices related to corrections.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 21 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under Tennessee Correctional Institute or Department of Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.
- If duty post requires, certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

FOOD SERVICES STAFF

REPORTS TO:

Food Services Supervisor

NATURE OF WORK:

Responsible for executing the food services and laundry programs for the Detention Center. Under guidelines established by policies and procedures, this employee is expected to meet a variety of state and federal guidelines related to providing nutritional meals to inmates, and for managing the laundry operation for the Detention Center and the Blount County Juvenile Detention Center. Instructions to this employee are general but most of the aspects of the work follows standardized guidelines. The employee frequently uses independent judgment and will be required to refine existing work methods to complete required tasks.

EQUIPMENT/JOB LOCATION:

This employee will be required to operate and be knowledgeable of a variety of kitchen and laundry equipment required to meet duties and responsibilities. Matters related to facility security will be use of radio and communications equipment, key and utensil control, and the management of inmate workers in the kitchen and laundry areas. The demands of this position can be stressful both mentally and physically and may require bending, squatting, occasional lifting of light objects (up to 25 pounds), and standing and walking for considerable amount of time. Work is performed primarily indoors in a climate controlled environment with exposure to the typical hazards associated with food preparation, as well as the hazards associated with working in a correctional institution.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with food service personnel relating to menu development and preparation as well as with medical staff relating to special diets and supervisors relating to serving of meals. Considerable interaction with inmate workers in directing their work. The nature of the work requires that employees support each other for personal safety and to effectively and efficiently perform their duties and responsibilities.

External: Public contact is associated with vendors and contractors providing food services and maintenance of kitchen and laundry equipment. The nature of the contacts are to coordinate services and to ensure that proper services are provided in a timely and efficient manner.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Directs food service inmates in the operation of the food services and laundry programs.
- Assists in ordering all stock (groceries, laundry supplies, paper products, cleaning supplies, etc.) for the food and laundry services, maintaining close inventory control.
- Responsible for the maintenance and care of all kitchen and laundry equipment.

- Assist in planning menus based upon dietary allowances reviewed annually by a registered dietician that ensures menus meet nationally recommended allowances for basic nutrition.
- Reviews all special dietary requirements with medical staff and ensures they are met.
- Assists in the preparation of specifications and the purchasing processes for the purchase of food, laundry and kitchen supplies, paper products, and cleaning supplies.
- Ensures that kitchen and laundry are kept clean and sanitary.
- Handles grievances filed by inmates concerning food services.
- Prepares special holiday meals, or special meals requested by the Sheriff or Chief Deputy.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all food service and laundry inmates in the Detention Center,.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of institutional food services associated with a corrections facility.
 - Equipment and techniques associated with institutional food and laundry services.
 - Menu planning in conjunction with federal and state nutrition guidelines associated with corrections institutions.
 - Security concepts, principles, and practices.
 - Purchasing policies and procedures associated with institutional food and laundry operations in a public facility.
 - Record keeping procedures (logs, records, etc.) associated with food and laundry services in a corrections environment.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, inmates representing varied ethnic and cultural backgrounds, corrections employees, and the public associated with providing services to the Detention Center.
 - Plan, organize, direct, and evaluate the work of subordinates and inmates providing food and laundry services.
 - Prepare detailed reports relating to food and laundry services.
 - Conduct effective performance evaluations of employees.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulation, policies, and procedures associated with food and laundry services.
 - React quickly and calmly in emergency situations and to determine proper courses of action.

- Skill to do the following:
 - Reading, understanding, and following instructions and directions.
 - Operate supplied computer systems.
 - Safely utilize kitchen and laundry equipment.
 - Oral and written communications.
 - Operation of communication equipment.
 - Manage aggressive behavior and conflict resolution.
 - Operate a variety of kitchen tools and equipment associated with institutional food and laundry services.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school, or equivalent, supplemented by experience in food management, preferably in an institutional setting (school, another correctional facility, other public facility).

FOOD SERVICES SUPERVISOR

REPORTS TO:

Detention Center Administrator (Corrections Captain)

NATURE OF WORK:

Responsible for managing the food services and laundry programs for the Detention Center. Under guidelines established by policies and procedures, this employee is expected to meet a variety of state and federal guidelines related to providing nutritional meals to inmates, and for managing the laundry operation for the Detention Center and the Blount County Juvenile Detention Center. Instructions to this employee are general but most of the aspects of the work follows standardized guidelines. The employee frequently uses independent judgment and will be required to refine existing work methods to complete required tasks.

EQUIPMENT/JOB LOCATION

This employee will be required to operate and be knowledgeable of a variety of kitchen and laundry equipment required to meet duties and responsibilities. Matters related to facility security will be use of radio and communications equipment, key and utensil control, and the management of inmate workers in the kitchen and laundry areas. The demands of this position can be stressful both mentally and physically and may require bending, squatting, occasional lifting of light objects (up to 25 pounds), and standing and walking for considerable amount of time. Work is performed primarily indoors in a climate controlled environment with exposure to the typical hazards associated with food preparation, as well as the hazards associated with working in a correctional institution.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with food service personnel relating to menu development and preparation as well as with medical staff relating to special diets and supervisors relating to serving of meals. Considerable interaction with inmate workers in directing their work. The nature of the work requires that employees support each other for personal safety and to effectively and efficiently perform their duties and responsibilities.

External: Public contact is associated with vendors and contractors providing food services and maintenance of kitchen and laundry equipment. The nature of the contacts are to coordinate services and to ensure that proper services are provided in a timely and efficient manner.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the food services and laundry functions for the Blount County Detention Center, ensuring that sufficient personnel are available to prepare and distribute meals and other food related services, as well as laundry services, and that sufficient food and related supplies are available to effectively and efficiently provide food and laundry services.
- Directs food service employees as well as inmates in the operation of the food

services and laundry programs.

- Orders all stock (groceries, laundry supplies, paper products, cleaning supplies, etc.) for the food and laundry services, maintaining close inventory control.
- Responsible for the maintenance and care of all kitchen and laundry equipment.
- Plan menus based upon dietary allowances reviewed annually by a registered dietician that ensures menus meet nationally recommended allowances for basic nutrition.
- Reviews all special dietary requirements with medical staff and ensures they are met.
- Assists in the preparation of specifications and the purchasing processes for the purchase of food, laundry and kitchen supplies, paper products, and cleaning supplies.
- Handles grievances filed by inmates concerning food services.
- Prepares special holiday meals, or special meals requested by the Sheriff or Chief Deputy.
- Attends at least 24 hours of management training annually.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all food service and laundry activities in the Detention Center, including supervision of civilian full and part time food service personnel and inmates assigned to work in the kitchen and laundry areas.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of institutional food services associated with a corrections facility.
 - Equipment and techniques associated with institutional food and laundry services.
 - Menu planning in conjunction with federal and state nutrition guidelines associated with corrections institutions.
 - Security concepts, principles, and practices.
 - Purchasing policies and procedures associated with institutional food and laundry operations in a public facility.
 - Record keeping procedures (logs, records, etc.) associated with food and laundry services in a corrections environment and as dictated by ACA Standards.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, inmates representing varied ethnic and cultural backgrounds, corrections employees, and the public associated with providing services to the Detention Center.
 - Plan, organize, direct, and evaluate the work of subordinates and inmates providing food and laundry services.
 - Prepare detailed reports relating to food and laundry services.
 - Conduct effective performance evaluations of employees.

- Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulation, policies, and procedures associated with food and laundry services.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
- Skill to do the following:
 - Reading, understanding, and following instructions and directions.
 - Oral and written communications.
 - Operation of communication equipment.
 - Manage aggressive behavior and conflict resolution.
 - Operate a variety of kitchen tools and equipment associated with institutional food and laundry services.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school, or equivalent, supplemented by experience in food management, preferably in an institutional setting (school, another correctional facility, other public facility).

INMATE CLASSIFICATION OFFICER

REPORTS TO:

Compliance Manager

NATURE OF WORK:

Employees in this position are responsible for the proper placement of inmates within the Adult Detention Center. Employees in this position are expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment that may include firearms (depending on job assignment and training), radio and communications equipment, fingerprinting and imaging equipment, Sheriff's Office vehicles, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations, and may work outdoors on perimeter tours and during supervision of litter collection crews.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the supervision of inmates.

External: May have significant interaction with the general public. The nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and interrogate or obtain information. Often these public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Ensure that inmates are not housed or denied services on the basis of race, color, creed, or national origin, but are separated by gender, legal status, or other management reasons.
- Meet with all inmates prior to their entry into the ADC to determine their housing status, duration of stay in the facility, and to begin developing a program.
- Complete Classification Assessments for both the Risk and Needs of detainees as within 72 hours of the inmate's arrival at the facility.
- Conduct Predator/Victim pre-screening on **ALL** inmates before housing assignments are made.

- If Predator/Victim pre-screening shows the inmate did experience sexual victimization, then co-ordinate a follow-up meeting for the inmate with a medical or mental health professional within 14 days of the intake screening.
- Provide inmates with an orientation information, including programs, facility rules, and courts within 10 days of intake.
- Complete daily re-classification schedule.
- Conduct a classification review within 180 days of the prior review or whenever directed by a Supervisor or upon the approval of a Supervisor after a request for reclassification by an inmate.
- Review requests for work programs from staff and inmates.
- Coordinate work release programs resulting from inmate requests and in compliance with court orders.
- Maintain active inmate case files ensuring that all classification material is properly filed.
- Assist with T.D.O.C. assessments for inmate transports when needed.
- Assist detainees with requirements of the American Disabilities Act and language proficiencies issues.
- Maintain and document assigned housing and security assignments of inmates within the Adult Detention Facility.
- Intervene in and control acts of negative behavior and violence in order to maintain security and safety of inmates and staff by instructing inmates and/or by using physical force such as restraints or other devices as prescribed by policies and procedures.
- Conduct regular interviews of newly admitted inmates in regards to proper placement within the facility.
- Assist in gathering Security Threat Groups (gang) information.
- Operate Sheriff's Office vehicles in transporting inmates or conducting Adult or Juvenile Detention Center business including use of the litter crew vehicles.
- Write reports pertaining to occurrences and/or incidents, or disciplinary reports detailing incorrect inmate behavior or violation of facility rules and regulations as detailed in the Inmate Handbook and in compliance with Adult or Juvenile Detention Center policies and procedures.
- Brief supervisors and/or relief staff regarding occurrences and areas of concern to make them aware of a situation(s) or so they can take appropriate action.
- Operate communication devices such as two-way radios, telephones, etc., to convey information among personnel and to refer callers to appropriate persons or functions of the Sheriff's Office.
- Answer questions of inmates and visitors concerning rules, regulations, and procedures of the facility.
- Provide basic first-aid and life saving services, including CPR
- Performs related work as required.

SUPERVISION EXERCISED:

No other Adult or Juvenile employees, but may supervise inmates.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:

- Principles and tactics governing the use of force.
 - Concepts of security principles and practices.
 - Facility rules, regulations, policies, and procedures.
 - Court documents pertaining to condition of incarceration.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.
 - General classification practices
 - NCIC operations.
 - Ability to contact other agencies, jurisdictions and other to confirm Criminal Histories.
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Conduct body and area searches.
 - Visually inspect areas for compliance with facility rules and regulations.
 - Ability to manage and supervise disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms (where position requires), restraints, and security devices related to corrections.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 21 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under Tennessee Correctional Institute or Department of Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.
- If duty post requires, certified under P.O.S.T. requirements as established in the

Tennessee Codes Annotated.

- Possess a valid Tennessee Driver's License.

INMATE POPULATION MANAGER

REPORTS TO:

Compliance Manager

NATURE OF WORK:

Employee in this position is responsible for assessing the needs of the inmate population, overseeing sentence management for Circuit Court-sentenced inmates, and tracking custody records and violations of probation of the jail population. This position is also responsible for cost billing for the state and federal government and maintaining records of all state and federal inmates. Employee in this position is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment that may include firearms (depending on job assignment and training), radio and communications equipment, fingerprinting and imaging equipment, Sheriff's Office vehicles, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination with other corrections Deputies/employees, supervisors, volunteers, court records clerks, and other records staff. This position also has some interactions with administration, supervisors, Sheriff, and the Chief Deputy.

External: Significant interaction and coordination with other corrections/law enforcement agencies to include other county, state, and federal agencies. There is some contact with the public to exchange information, resolve problems, provide service, or obtain information. The nature of the work is that the person filling this position must be able to effectively communicate with all types of people.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Assist in the identification, development, and implementation of new programs and classes for the inmate population.

- Create periodic reports on inmate jail statistics to include time in custody, court status, inmate needs, and participation in inmate programs and effectiveness.
- Maintain and document inmate program rosters, worker credits, and behavior credits (for TDOC inmates).
- Maintain sentencing and transfer files for inmates awaiting transport to TDOC custody.
- Respond to inmate request as needed and take appropriate action.
- Answer questions of inmates and visitors concerning rules, regulations, procedures, sentencing, court procedures, and jail program guidelines.
- Conduct interviews with inmates to assess their needs while in custody and for preparing for release from custody.
- Assist with establishing release plans to connect inmates with re-entry services.
- Oversee rehabilitative, work, behavioral, and counseling programs for inmates.
- Coordinates and cooperates with municipal, state, and federal officers in detention of their inmates as required.
- Coordinate with state officials on inmate transfers both to and from the facility.
- Coordinate and maintain holds for inmates between agencies.
- Create and maintain bill of costs for state and federal agencies for inmate housing each month.
- Track violation of probation statistics for the inmate population.
- Supervise inmates and provide security during parole hearings.
- Assist program volunteers with classes, schedules, and programming.
- Brief supervisors and/or staff concerning inmate needs, programs, and court status.
- Assist the Compliance Manager as required with annual review of facility operations to ensure compliance with facility policies and procedures.
- Perform the duties of a Corrections Deputy as necessary.
- Perform related work as required.

SUPERVISION EXERCISED:

N/A

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Prison Rape Elimination Act (PREA)
 - Tennessee Corrections Institute (TCI) Minimum Standards
 - Facility rules, regulations, policies, and procedures.
 - Principles and tactics governing use of force.
 - Concepts of security principles and practices.
 - Court documentation pertaining to condition of incarceration and sentencing.
 - Record keeping procedures (logs, classification, rosters, etc.).
 - Functions of other governmental jurisdictions and authorities.
 - General classification practices.
 - NCIC operations
- Ability to do the following:
 - Contact and coordinate with other local, state, and federal agencies.

- Establish and maintain effective working relationships with other agencies, officers, inmates, the general public, and individuals of varied ethnic backgrounds.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Ability to manage and supervise disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defensive techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms (where position requires), restraints, and security devices related to corrections.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 18 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under Tennessee Corrections Institute or Department of Children's Services rules and regulations as established in Tennessee Codes Annotated within the first year of employment.
- If duty post requires, certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

JUSTICE CENTER & COURTHOUSE SECURITY OFFICER

REPORTS TO:

Deputy Chief of Support Operations

NATURE OF WORK:

Performs a variety of duties associated with the security of courtrooms located in the Justice Center and the old courthouse as well as the Justice Center building and the old courthouse itself. An employee in this classification may be assigned to security details associated with the courts in the Justice Center or the old courthouse that may include the escorting of inmates to and from the Detention Center, or to screening visitors to the Justice Center or the Juvenile Court in the old courthouse. Work is performed based on standard operating procedures and under the general supervision of the Court Services Captain or other designated supervisor who reviews the results of the assignments and may provide specific instructions and assistance when special problems or events occur.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be mentally stressful and the employee will work generally indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to operations of the Court Services Function and with other Justice Center Security Officers, Civil and Criminal Warrant Officers, and legal process clerical personnel as well as interaction with judges and their Court Clerks and staff. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Serves their assigned court as prescribed by law by providing the judge what he or she needs to effectively and efficiently manage activities in the courtroom.
- Inspects and monitors courtrooms in the Justice Center and the old courthouse to maintain security.
- Escorts inmates to and from the Detention Center for court.

- Operates a metal detector scanner to ensure that no person enters the Justice Center or the old courthouse (Juvenile Court) with any article that is in violation of any rules and regulations necessary for security.
- May be required to search inmates taken directly from the court to the Detention Center for processing.
- May be assigned to serve civil or criminal process.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Modern practices, methods, and equipment used in the security of courtrooms and courthouses.
 - Concepts, principles, and practices relating to court security operations.
 - Record keeping procedures (reports, files, discipline, etc.).
- Ability to do the following:
 - Establish and maintain effective working relationships with other employees and the public. Public contact is frequent.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and standard operating procedures relating to the duties and responsibilities of the Court Services Function.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Graduation from high school, or equivalent, and be at least 21 years old.
- Must possess a valid Tennessee Driver's License.

LITTER REMOVAL SUPERVISOR

REPORTS TO:

Corrections Captain

NATURE OF WORK:

Responsible for all activities relating to supervision of removal of litter from public areas of Blount County, as well as specially assigned tasks. The employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, and emergency equipment, and other equipment associated with corrections. The demands of this position can be stressful both mentally and physically and may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work primarily in an outdoor environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: interaction and coordination relating to the supervision and operation of inmates assigned to a work crew.

External: There is significant public contact, the nature of which is that many personal contacts are to give or exchange information, resolve problems, provide service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Supervises and directs inmate activities related to the removal of litter from public areas and roadways in Blount County.
- Supervises inmate in the preparation of pauper gravesites and the maintenance of the paper gravesite area.
- Prevents inmates from bringing contraband items into the Detention Facility.
- Prevents unauthorized activities by inmates assigned to the litter crew, such as visiting while on work detail, telephone usage etc.
- Monitor the safety of inmates while assigned to the work crew.
- Attend required training as scheduled.
- Performs the duties of a Corrections Deputy as necessary.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Directly supervises inmates assigned to the work detail

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Policies and Procedures of the Blount County Sheriff's Office.
 - Security concepts, principles, and practices.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
 - Functions of other governmental jurisdictions and authorities as they relate to corrections.

- Ability to do the following:
 - Establish and maintain effective working relationships with , individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of inmates performing a variety of operations and functions.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Enforce compliance with facility rules and regulations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Must be certified under Tennessee Correctional Institute rules and regulations as established in Tennessee Codes Annotated.
- May be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Possess a valid Tennessee Driver's License.

MEDICAL STAFF

REPORTS TO:

Medical Unit Administrator

NATURE OF WORK:

Employees in this position are responsible for the medical care of inmates. Employees in this position are expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment such as radio and communications equipment, Sheriff's Office vehicles, EKG, Nebulizer, AED, Sphygmomanometer, Glucometer, Thermometer, Stethoscope and other equipment associated with corrections medical. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations, and may work outdoors responding to emergencies on the grounds.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the assessment and treatment of inmates. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: Many employees may not have significant interaction with the general public. For those employees who have public contact, the nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and interrogate or obtain information. Often these public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Maintain inmate's health in a controlled humane environment, assisting in the distribution of medications in the various housing units.
- Medically certify inmates for work crews and details.
- Evaluate new inmates who have special or unusual medical conditions, brought into the facility by arresting officers, from other jurisdictions, from court, or who have turned themselves in as a result of court or other legal action.
- Maintain the proper use, control, and accountability of medical equipment, keys, and other equipment by following established policies and procedures in order to maintain the safety and security of the Adult or Juvenile Detention Center, inmates, and staff.

- Operate Sheriff's Office vehicles in conducting Adult or Juvenile Detention Center business.
- Write reports pertaining to occurrences and/or incidents, or disciplinary reports detailing incorrect inmate behavior or violation of facility rules and regulations as detailed in the Inmate Handbook and in compliance with Adult or Juvenile Detention Center policies and procedures.
- Brief supervisors and/or relief staff regarding occurrences and areas of concern to make them aware of a situation(s) or so they can take appropriate action.
- Operate communication devices such as two-way radios, telephones, etc., to convey information among personnel and to refer callers to appropriate persons or functions of the Sheriff's Office.
- Answer questions of inmates and visitors concerning rules, regulations, and procedures of the medical facility.
- Provide basic and/or advanced first-aid and life saving services, including CPR
- Performs related work as required.
- Perform physical assessments, assist physician or nurse practitioner in exams, observe and chart vital signs, administer and chart medications and treatments as prescribed: processes sick call requests for medical treatment; assists with health assessment screenings and lab specimens document medical charts; document administered drugs and treatment according to protocols; prepares and dispenses medications: identifies and inventories medication brought in or delivered; inventories and stocks supplies and drugs for medication carts: provides direct patient care and performs procedures including administration of medication, injections, and provision of emergency medical care: stocks required supplies.

SUPERVISION EXERCISED:

No other Adult or Juvenile employees, but may supervise inmates.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Medical protocols of the Blount County Sheriff's Medical Unit.
 - Concepts of security principles and practices.
 - Facility rules, regulations, policies, and procedures.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.
 - Identify and interpret unusual or group behaviors and activities accurately.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Ability to manage disruptive and non-disruptive inmates.

- React quickly and calmly in stressful situations and to determine proper courses of action.
- Enforce rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Operate the department computer system
 - Follow medical protocol
 - Draw blood
 - Make decisions
 - Triage
 - Manage aggressive behavior and conflict resolution.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 18 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under the Tennessee Board of Nursing rules and regulations.
- Possess a valid Tennessee Driver's License.

MEDICAL UNIT ADMINISTRATOR

REPORTS TO:

Corrections Captain

NATURE OF WORK:

This position is responsible for the operations of the medical unit. The Medical Unit Administrator is expected to perform his or her duties according to state and federal laws and the policies and procedures of the Adult or Juvenile Detention Center and the Blount County Sheriff's Office. Instructions are based on standardized guidelines although the employee may be frequently required to use independent judgment to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment such as radio and communications equipment, Sheriff's Office vehicles, and other equipment associated with corrections medical. The demands of this position can be stressful both mentally and physically, requiring running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects of up to 50 pounds. The employee will work primarily indoors in a climate-controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations, and may work outdoors responding to emergencies on the grounds.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination relating to the assessment and treatment of inmates. The nature of the work requires that employees support each other for personal and public safety, and to effectively and efficiently perform their duties and responsibilities.

External: Many employees may not have significant interaction with the general public. For those employees who have public contact, the nature of the contacts are to give or exchange information, resolve problems, provide service, negotiate or settle matters, and interrogate or obtain information. Often these public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Provide for the scheduling of medical staff to provide best possible coverage.
- Complete semi-annual evaluations of medical staff.
- Overall responsibility for medical supplies for the unit.
- Maintain inmate's health in a controlled humane environment, assisting in the distribution of medications in the various housing units.
- Medically certify inmates for work crews and details.
- Evaluate new inmates who have special or unusual medical conditions, brought into the facility by arresting officers, from other jurisdictions, from court, or who have turned themselves in as a result of court or other legal action.
- Maintain the proper use, control, and accountability of medical equipment, keys,

and other equipment by following established policies and procedures in order to maintain the safety and security of the Adult or Juvenile Detention Center, inmates, and staff.

- Operate Sheriff's Office vehicles in conducting Adult or Juvenile Detention Center business.
- Write reports pertaining to occurrences and/or incidents, or disciplinary reports detailing incorrect inmate behavior or violation of facility rules and regulations as detailed in the Inmate Handbook and in compliance with Adult or Juvenile Detention Center policies and procedures.
- Brief supervisors and/or relief staff regarding occurrences and areas of concern to make them aware of a situation(s) or so they can take appropriate action.
- Operate communication devices such as two-way radios, telephones, etc., to convey information among personnel and to refer callers to appropriate persons or functions of the Sheriff's Office.
- Answer questions of inmates and visitors concerning rules, regulations, and procedures of the medical facility.
- Provide basic and/or advanced first-aid and life saving services, including CPR
- Performs related work as required.
- Perform physical assessments, assist physician in exams, observe and chart vital signs, administer and chart medications and treatments as prescribed: processes sick call requests for medical treatment; assists with health assessment screenings and lab specimens document medical charts; document administered drugs and treatment according to protocols; prepares and dispenses medications: identifies and inventories medication brought in or delivered; inventories and stocks supplies and drugs for medication carts: provides direct patient care and performs procedures including administration of medication, injections, and provision of emergency medical care: stocks required supplies.

SUPERVISION EXERCISED:

All staff assigned to medical, except for security officers.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Working knowledge of the following:
 - Medical protocols of the Blount County Sheriff's Medical Unit.
 - Concepts of security principles and practices.
 - Facility rules, regulations, policies, and procedures.
 - Record keeping procedures (logs, classification, rules infractions, etc.).
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, inmates, other county, state, and federal authorities, and the public.
 - Identify problems before they jeopardize the safety of inmates, staff, and/or jurisdictional security.
 - Prepare detailed technical and evaluative reports.

- Identify and interpret unusual or group behaviors and activities accurately.
 - Read and interpret applicable rules, regulations, policies, and procedures.
 - Ability to manage disruptive and non-disruptive inmates.
 - React quickly and calmly in stressful situations and to determine proper courses of action.
 - Enforce rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
- Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Operation of communication equipment.
 -

NECESSARY AND SPECIAL REQUIREMENTS:

- Be at least 18 years of age and a high school graduate, or equivalent, preferably supplemented by some work experience.
- Must be certified under the Tennessee Board of Nursing rules and regulations.
- Possess a valid Tennessee Driver's License.

DEPUTY CHIEF OF TRAINING

REPORTS TO:

Sheriff and Chief Deputy

NATURE OF WORK:

This position serves as a member of the command staff. . This position oversees the Training Unit which the primary function is to plan and coordinate all training that the Sheriff's Office employees undertake. This position insures that all certified Sheriff's officers maintain their certification through the Peace Officers Standards and Training (P.O.S.T) Commission and that personnel receive required professional development training. This position oversees all internal affairs investigations and insures all complaints are resolved in a timely manner. This position may initiate and/or monitor investigations initiated by the Sheriff's Office independently of outside complaints. This position works closely with all units within the Sheriff's office to insure all goals and objectives are accomplished. Work is performed independently under the general supervision of the Sheriff and Chief Deputy.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with the administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and conducted indoors and outdoors.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and those responsible for the administration of the functions under this employee's duties and responsibilities. Requires interaction with all levels of personnel as it relates to internal affairs, training and professional standards

External: Significant contact with the general public and other county departments. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all the duties which may be performed or required)

- Develops methods for review of manpower and staffing, budget development, records and records management procedures.
- Prepares unit's budget request and implements unit's budget.
- Works with the other units to establish training needs and training requirements and maintains all training records.
- Ensures that training is provided to all employees covering all aspects of law enforcement.

- Ensures all administrative complaints are investigated and brought to an appropriate conclusion.
- Maintains employee Personnel Early Warning System and works closely with each unit on disciplinary problems.
- Supervises record keeping and records maintenance in accordance with policies and procedures.
- Plans, organizes, and directs the work of a diverse training unit.
- Conducts independent research and analysis and prepares detailed reports, charts, and manuals on a variety of Sheriff's Office matters.
- Attends meetings relating to the operation of the Sheriff's office, provide training sessions, and provide information on and support for the Sheriff's Office programs and policies.
- Serves as a member of the command staff assuring adequate policy and procedural development of unit.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises the Sheriff's Office Training Unit and Internal Affairs Unit. Other supervision by order of the Chief Deputy or Sheriff.

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following
 - Administrative practices and procedures.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the operations of the Sheriff's Office.
 - Training requirement as prescribed by the Peace Officers Standards and Training Commission.
 - Standards as prescribed by the Commission for Accreditation of Law Enforcement Agencies, Inc.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorizes, and the public.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of administrative and management operations and functions.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions under the Deputy Chief of Training.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Ten (10) years of experience in law enforcement, including (5) years in a supervisory position, supplemented by advanced training and /or course work at the collegiate level in subjects related to the management of public agencies; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Bachelor's Degree preferred.
- Must be certified under P.O.S.T. rules and regulations as established in Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's license.

ACADEMY DIRECTOR

REPORTS TO:

Chief Deputy

NATURE OF WORK:

The Academy Director has the primary responsibility of coordinating and overseeing all aspects of law enforcement training provided by the Blount County Sheriff's Office. The Director oversees the recruiting for the Blount County Training Academy. The Director supervises all activity at the Blount County driving track and the firearms facility. This employee is responsible for planning, developing, and directing law enforcement activities for Blount County, and for the prevention of crime and the protection of life and property in Blount County.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically. The employee will work primarily indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and all functions of the Blount County Sheriff's Office. The position requires significant interaction with all levels of personnel involved in the operations of the Sheriff's Office.

External: There is significant contact with the general public and other law enforcement and criminal justice agencies. The nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans, directs, and exercises general supervision over the activities of the Training Function as well as other administrative matters as assigned.
- Formulates and enforces policies, procedures, rules, and regulations relating to the operation of the Training Function and Training Academy.
- In association with the Sheriff and Chief Deputy, makes personnel assignments within the Training Function.
- Reviews and reports all injuries to personnel that occurs during training to their Supervisor ensuring that policies and procedures are followed.
- Enforces disciplinary measures when necessary.
- Makes recommendations to the Chief Deputy for the appointment and promotion

of employees in the Training Function.

- Ascertains that new and existing employees receive adequate training in their job responsibilities.
- Ensures through subordinates that records and files are properly maintained.
- Ensures overall cleanliness of all training facilities.
- Supervises the activities of all law enforcement training staff and guest instructors.
- Prepares written correspondence for the Sheriff and Chief Deputy concerning training.
- Prepares and maintains all reports, training curriculums and documentation regarding the law enforcement training function.
- Attends state and national conventions relating to the operation of the training function.
- Performs related work as required.
- Ensures compliance with all Tennessee Police Officers Standards and Training guidelines.

SUPERVISION EXERCISED:

Directly supervises the Assistant director all personnel assigned to the functions of the Training Academy.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Thorough knowledge of all Police Officers Standards and Training (P.O.S.T.) guidelines.
 - State and county laws relating to the operation of the Blount County Sheriff's Office Training Academy.
 - Functions of other governmental jurisdictions and authorities as they relate to law enforcement.
 - Ability to assign and review the work of subordinate personnel.
 -
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, and the public.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of public safety and criminal justice operations and training functions.
 - Prepare and effectively present oral and written information relating to the activities of the Training Function.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.

NECESSARY AND SPECIAL REQUIREMENTS:

- Must possess a valid Tennessee driver's license.
- Must be certified under P.O.S.T. rules and regulations as established in Tennessee Codes Annotated.

ADMINISTRATIVE ASSISTANT TO TRAINING

REPORTS TO:

Deputy Chief of Training

NATURE OF WORK:

Performs a variety of responsible administrative and clerical duties in support of the Office of Professional Standards Captain, as well as the administrative activities of the Sheriff's Office. The employee in this position is responsible for difficult, complex, and often confidential administrative and clerical activities as directed by the Office of Professional Standards Captain who will define the objectives, priorities, and deadlines of work, requiring the incumbent to use judgment in interpreting and adapting guidelines to specific projects or problems, planning and carrying out successive steps and resolving problems.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted entirely indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among the command staff and all levels of the Sheriff's Office.

External: Considerable contact with the general public. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, and to provide a service.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Types letters, reports, minutes, and a variety of material from rough draft, clear copy, notes, and other sources using a desktop computer and occasionally a typewriter.
- Sets appointments for interviews, meetings, and other matters relating to the Captain in Office of Professional Standards as directed.
- Proofreads figures, forms, memoranda, letters and/or reports for accuracy and grammar.
- Uses a desktop computer to input, retrieve, verify, and research information relating to the Sheriff's Office.
- Keeps and maintains training records.
- Performs related work as required.
- Assist in the hiring process relating to background investigations and maintaining correspondence with applicants.
- Serves as the Travel Coordinator for the Office of Professional Standards.
- Maintains training schedules prepared by the Training Supervisors.
- Assists the Accreditation Supervisor as needed.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - English grammar, punctuation, and spelling.
 - Administrative practices and procedures related to Sheriff's Office activities such as forms, terminology, and records.
 - Office automation and information technology in an administrative and records environment.
 - Functions of other governmental jurisdictions and authorities as they relate to Sheriff's Office activities.

- Ability to do the following:
 - Establish and maintain effective working relationships with other Sheriff's Office and county employees, and the public.
 - Learn, interpret, understand, apply, and communicate Sheriff's Office policies and procedures relating to administrative management matters.
 - Prepare and effectively present oral and written information relating to the activities of the various duties and functions of the Sheriff's Office.
 - Keep and maintain complex records.
 - Assemble and organize data and to prepare reports from such data.
 - Exhibit tact, initiative, and good judgment.
 - Read and interpret written materials.

NECESSARY AND SPECIAL REQUIREMENTS:

Graduation from high school and three (3) years of related experience; or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

TRAINING LIEUTENANT

REPORTS TO:

Chief Deputy

NATURE OF WORK:

The Training Lieutenant has the primary responsibility of coordinating and overseeing all aspects of law enforcement training provided by the Blount County Sheriff's Office. The Lieutenant oversees the recruiting for the Blount County Training Academy. The Lieutenant supervises all activities at the Blount County driving track and the firearms facility. This employee is responsible for planning, developing activities for Blount County, and for the prevention of crime and the protection of life and property in Blount County. The Training Lieutenant's work is reviewed by the Chief Deputy through observation of performance, personal inspection, compliance with policies and procedures, and the results of function activities.

EQUIPMENT/JOB LOCATION:

This employee may be required to operate a variety of equipment including firearms, radio and communications equipment, and other equipment associated with law enforcement. The demands of this position can be stressful both mentally and physically and may require some running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects, although the employee will primarily work indoors in a climate controlled environment with the possibility of being exposed to hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and all functions of the Blount County Sheriff's Office, Training Function and clerical personnel. The nature of the work requires that employees support each other for personal and public safety reasons and to effectively and efficiently perform their duties and responsibilities. Training Lieutenant reports to the Chief Deputy for Training related matters. The position requires significant interaction with all levels of personnel involved in the operations of the Sheriff's Office.

External: There is significant public contact and the nature of the job is that many personal contacts are to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate or to obtain information. Often the public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable requiring considerable judgment to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans and organizes the operation of the Training Function ensuring sufficient personnel are present to effectively provide investigative services including the preparation of work schedules and input into daily activities.
- Directs the activities of Training supervisors in accordance with established policies and procedures.
- Conducts periodic staff meetings to discuss the current level of operations, changes in policies and procedures, concerns of the command staff relating to the Training operations, and to pass on and share critical information.
- Interprets new laws and court decisions that affect Training operations ensuring that Training supervisors and Training Officers are made aware of the changes and the impact on operations.
- Ensures that cases and other details assigned to Training are conducted in compliance with policies and procedures and in coordination with the command staff and the Patrol Function.
- Inspects equipment, personnel, and operations on a frequent basis observing the level of safety, proficiency, and operational integrity.
- Responds to major emergency situations as requested in accordance with policies and procedures and directives from the Sheriff or Chief Deputy.
- Reviews or calls for additional investigation of all complaints against the Training Function, reports of employee misconduct, and unusual incidents reported by employees or the public.
- Keeps records and prepares reports as directed by policies and procedures.
- Manages the work performance of Training personnel, taking necessary steps to improve employee performance in cooperation and coordination with supervisors and in accordance with Sheriff's Office policies and procedures.
- Cooperates with municipal, state, and federal Officers as required.
- Coordinates formal and in-service training programs for all personnel.
- May testify in court and legal proceedings.
- Maintains assigned personal equipment.
- Stays familiar with the duties and responsibilities of all Criminal Investigations employees.
- Performs related work as required.

SUPERVISION EXERCISED:

Directly supervises all operations of the Training Unit

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the following:
 - Principles and practices of modern law enforcement and public safety organization as they relate to training including related rules, regulations, policies, and procedures.
 - Modern criminal justice and law enforcement practices, methods, and equipment used in Training including, but not limited to, supervisory techniques, training subordinate staff, assigning and reviewing work of

subordinates, conducting performance evaluations, and handling disciplinary actions.

- Court documents pertaining to law enforcement operations with specific emphasis on investigations.
 - Public safety concepts, principles, and practices relating to law enforcement operations.
 - Record keeping procedures (reports, files, discipline, etc.).
 - Standards by which the quality of investigative services are evaluated and the use of reports and records and their application to the administration and solution of criminal investigations.
 -
- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, individuals of varied ethnic backgrounds, other county, state, and federal authorities, and the public. Public contact is frequent.
 - Plan, organize, direct, and evaluate the work of subordinates when performing a variety of law enforcement training.
 - Prepare detailed technical and evaluative reports.
 - Visually inspect employees, personal equipment, and operations for compliance with policies and procedures relating to investigations.
 - Read and interpret applicable rules, regulations, policies and procedures.
 - React quickly and calmly in emergency situations and to determine proper courses of action.
 - Enforce laws, rules, regulations, policies, and procedures firmly, tactfully, and with respect for the rights of others.
 - Skill to do the following:
 - Manage aggressive behavior and conflict resolution.
 - Unarmed self-defense techniques.
 - Reading, understanding, and following instruction.
 - Oral and written communications.
 - Use of firearms, restraints, and security devices.
 - Operation of communication equipment.

NECESSARY AND SPECIAL REQUIREMENTS:

- At least five (5) years experience as a supervisor in a law enforcement organization, three (3) years of such experience being with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

TRAINING CORPORAL

REPORTS TO:

Training Lieutenant

NATURE OF WORK:

Responsible for conducting law enforcement and corrections training activities for the Sheriff's Office under the direct supervision of the Training Lieutenant. The employee in this position is expected to perform his or her duties according to state laws and the policies and procedures of the Sheriff's Office. Instructions to this employee are somewhat general but many aspects of the work follow standardized guidelines. However, the employee is frequently required to use independent judgment and may from time to time be required to refine existing work methods to complete tasks.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment including firearms, radio and communications equipment, police vehicles, radar, computer, fingerprinting and emergency equipment. The demands of this position can be stressful both mentally and physically, which may require running, jumping, bending, climbing, crawling, squatting, lifting, and carrying heavy objects. The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination of training activities among all Sheriff's Office employees relating to operations within the Sheriff's Office, requiring significant communications with the command staff as well as employees.

External: There is public contact through training activities mainly in coordinating with other agencies in coordinating and developing training programs and activities. The nature of the job is to train employees in the many contacts Sheriff's Office employees must make with the public to give or exchange information, resolve problems, provide service, to negotiate or settle matters, and to interrogate to obtain information, with the realization that many public contacts are skeptical, uncooperative, hostile, frightened, or emotionally unstable, requiring considerable judgment in the use of force to control certain situations.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Plans, organizes, directs, and provides supervision of a variety of training programs and activities for the patrol, traffic, criminal investigation, corrections, and records operations of the Sheriff's Office as assigned by the Training Lieutenant and as required by state law and policies and procedures.
- May supervise and direct the training of the SWAT team as stipulated in Sheriff's Office policies and procedures.
- May serve as a patrol deputy or patrol supervisor to maintain proficiency in law enforcement work.

- Reviews Sheriff's Office activities and interviews employees, supervisors, and command staff to determine training and career development needs.
- Keeps records and prepares reports.
- Appraises work of personnel and working conditions, taking necessary steps to improve law enforcement operations in cooperation and coordination with the command staff.
- Coordinates, directs, and/or performs formal and in-service training programs for personnel as directed in compliance with P.O.S.T. Commission requirements.
- Maintains equipment used in Sheriff's Office training programs.
- Assists Sheriff's Office employees in career development activities and the development of individual training programs.
- Performs other related duties as assigned.

SUPERVISION EXERCISED:

Supervises those assigned, attending or participating in training operations, and may supervise the activities of patrol deputies either as a Shift Supervisor or as a supervisor on special operations.

DESIRABLE KNOWLEDGE AND ABILITIES

- Knowledge of the following:
 - Principles and practices of modern law enforcement and corrections organization and administration.
 - Modern law enforcement practices, methods, and equipment related to crime investigations, identification and preservation of physical evidence, effective patrol and traffic operations, records, and any other matter relating to the effective and efficient operation of the Sheriff's Office.
 - Standards by which the quality of law enforcement services are evaluated and the use of records and their application to public safety administration and solution of law enforcement problems.
 - Functions of other governmental agencies as they relate to public safety coordination.
 - Geographic area of Blount County and the region.
 - State and federal laws and case law that affect the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with all members of the Sheriff's Office.
 - Plan, organize, and direct training related to law enforcement and corrections operations and functions.
 - Prepare and effectively present oral and written information relating to the training activities of the Sheriff's Office.
 - React quickly and calmly in emergency situations and to determine proper course of action.
 - Enforce laws firmly, tactfully, and with respect for the rights of others.
 - Obtain and maintain instructor certifications as required.

NECESSARY AND SPECIAL REQUIREMENTS

- Graduation from high school, or equivalent, preferably supplemented by advanced training in public safety supervision and completion of advanced training in the areas of law enforcement and corrections training.
- At least two (2) years experience with the Blount County Sheriff's Office.
- Must be certified under P.O.S.T. Commission requirements as established in the Tennessee Codes Annotated.
- Must possess a valid Tennessee Driver's License.

FINANCE DIRECTOR

REPORTS TO:

Deputy Chief of Administration

NATURE OF WORK:

Shall plan, direct, and supervise the daily activities of any and all financial matters related to the Sheriff's Office, including, but not limited to, annual budget development; requisition of all materials, supplies, services, and capital equipment; monthly, quarterly, and yearly financial reporting of all budgets, cash receipts, and grants as required; preparation and monitoring of all cash processes, inventories, supplies, and their related internal controls; furnish analysis, reconciliation, and explanation to independent public and government auditors in support of financial information; aid Deputy Chief of Administration in personnel matters including payroll preparation and position control; supervision of assisting personnel and delegated activities.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative management such as a desktop computer, calculator, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted indoors in a climate controlled environment.

WORKING RELATIONSHIPS:

Internal: Significant interaction and coordination among command staff and requires interaction with all levels of personnel involved in the financial management of the Sheriff's Office.

External: Significant contact with the general public and other county departments, especially those related to financial management. The nature of the job is that most personal contacts are to give or exchange information, resolve problems, provide a service, and to negotiate or settle matters.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Develops methods for budgeting and budget monitoring procedures, general policy development, records and records management procedures, accounting procedures, materials and supply purchases and inventory systems, and operating methods.
- Coordinates the preparation of the Sheriff's Office operating budget and requested capital improvements budget.
- Attends budget hearings, County Commission committee meetings, and other meetings relating to the operation of the Sheriff's Office to provide information on and support for Sheriff's Office programs and policies.
- Serves as a member of the command staff assuring adequate policy and procedural development of financial related concerns.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE AND ABILITIES:

- Knowledge of the following:
 - Administrative practices and procedures.
 - Research and accounting procedures.
 - Policies and principles of public and business administration.
 - Principles and practices of accounting, including financial reporting.
 - State and county laws relating to the operation of the Sheriff's Office.
 - Functions of other governmental jurisdictions and authorities as they relate to the operation of the Sheriff's Office.

- Ability to do the following:
 - Establish and maintain effective working relationships with subordinates, other county, state, and federal authorities, and the public.
 - Plan, organize, direct, and evaluate the work of subordinates performing a variety of administrative and management operations and functions.
 - Prepare and effectively present oral and written information relating to the financial activities and functions under the Deputy Chief of Administration.
 - Exhibit tact, initiative, and good judgment.

NECESSARY AND SPECIAL REQUIREMENTS:

- Possession of a degree in business.
- Must possess a valid Tennessee driver's license.



Blount County Sheriff's Office

Human Resources Manual

Appendix 5



Recruitment Plan (Revised July 27, 2022)

The Sheriff's Office will identify and employ the best candidates available, not merely eliminate the least qualified. Emphasis on quality recruitment in full compliance with current law should yield benefits in terms of a lower rate of turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services. The Chief Deputy, through the Deputy Chief of Administration (or designee), is responsible for recruiting activities through implementation of this Recruitment Plan.

Statement of Objectives

A. Equal Employment

The Sheriff's Office will strive to obtain the best-qualified applicants available for each opening as they occur without regard to sex, race, color, religion, national origin, age, disability, or other non-merit or non-job related factors.

1. Census data indicates that the population of Blount County is approximately 95% white, 4% black, and 1% Hispanic. The BCSO workforce reflects these statistics, although efforts need to be made to attract black and Hispanic employees in the future as their percentage of the county's population is expected to increase in the future.
2. A major problem facing the BCSO is the attraction of quality candidates to law enforcement and corrections positions. Our goal is to be 98% fully staffed.
3. To achieve this objective, the following will be accomplished:
 - a. Depicting women and minorities in criminal justice, corrections, and law enforcement employment roles in recruiting literature.
 - b. Conducting recruiting activities outside the Sheriff's Office jurisdiction when necessary to attract viable candidates.
 - c. Conducting periodic "career" or "informational" nights for a particular target group.
 - d. Contacting and encouraging community leaders of minority groups or other support groups of a targeted population, to assist in recruiting qualified applicants.
 - e. Placing employment adds on internet police recruiting sites and minority employment sites.
 - f. The goal of the Sheriff's Office over the next 2 years will be to increase the percentage of females in the workforce to 20%, with at least 10 females hired to work in law enforcement and corrections.

B. Preparation of Recruiting Material

1. A packet of information that includes a brochure that depicts women and minorities in employment roles, current information on pay and benefits, a clear understanding of the basic requirements for positions in law enforcement and corrections that include such information as applicants must:
 - a. Be at least 18 years of age (21 for a P.O.S.T., T.C.I., or D.C.S. certified position).
 - b. Be a citizen of the United States.
 - c. Not have been convicted of a felony or a misdemeanor involving “moral turpitude” (as the term is defined by law), and not have been released or discharged under any other than honorable conditions from any of the Armed Forces of the United States.
 - d. Have fingerprints on file with the Tennessee Bureau of Investigation.
 - e. Have passed a physical examination and drug test conducted by a licensed physician.
 - f. Have good moral character as determined by a thorough background investigation conducted by the Sheriff’s Office that includes a polygraph examination.
 - g. Hold a valid Tennessee motor vehicle operator’s license and be able to operate a motor vehicle with no mechanical adjustments to standard equipment.
 - h. Be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders, Third Edition (DSM-11) of the American Psychiatric Association (for certified deputies and corrections officers). A qualified professional in the psychiatric or psychological fields must certify meeting these criteria.
 - i. (Added 09/30/2016) Blount County Sheriff’s Office will not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who meet the following criteria:
 1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions (as defined in 42 U.S.C. 1997).
 2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
 3. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (i) (2) of this section.
2. The recruiting material should be placed in an attractive packet that may be carried by patrol deputies to distribute to those they meet who may be interested in a career with the BCSO. Employees would also carry these packets to conferences, seminars, and training exercises in other jurisdictions

where they may be distributed to those who indicate an interest in working with BCSO.

Plan of Action

- A. Digital advertisements will be run at least 30 days prior to a scheduled cut-off date for an entry-level testing program. This advertisement must, at a minimum, cover the following topics:
 - 1. A complete description of the duties, requisite skills, educational levels, and any other minimum requirements or qualifications.
 - 2. Include information that the BCSO is an equal opportunity employer. The Sheriff's Office will advertise diversity to target women and minorities.
 - 3. Make sure that the filing deadline is boldly presented, and that failure to file an application by the deadline will result in automatic disqualification for this round of testing, but would not disqualify an applicant from future testing.

- B. Announcements indicating that testing for entry level positions will include the information presented above, and will be posted at any or all of the following locations (this list may be amended at any time):
 - 1. On the BCSO web page and/or Social Media Page.
 - 2. Policeone.com web page.
 - 3. National Minority Report web page.

- C. Development of a Speakers Bureau made up of interested BCSO employees who would be willing to make presentations to community groups and organizations such as churches, community service clubs, neighborhood groups, etc.

- D. The Deputy Chief of Administration, or designee, should contact local colleges and universities to work with their placement offices in an effort to attract graduates in criminal justice programs to employment with BCSO. The Deputy Chief of Administration will designate Sheriff's Office employees to attend local job fairs, safety fairs, and career days at high schools, colleges, and universities.

- E. Those employees who volunteer or are assigned to work in conjunction with implementation of the Recruitment Plan must undergo a training program that provides knowledge and skills in the following areas:
 - 1. Clear understanding of the BCSO's recruitment needs and commitments to hiring.
 - 2. BCSO career opportunities, salaries, benefits, and training requirements.
 - 3. Federal and state employment guidelines.
 - 4. Demographics of Blount County including such information as population growth and projections, educational institutions and BCSO educational incentives, and cultural diversification of the county's population.
 - 5. Complete understanding of each step involved in the selection process from application through completion of the probationary period.
 - 6. Clear understanding of what would disqualify an applicant.

Evaluation of the Recruitment Plan

The Deputy Chief of Administration or designee will evaluate the progress made toward attainment of the goals and objectives developed for recruiting activities at least annually, and will use the results of this evaluation to revise and reissue the Recruitment Plan. This evaluation will include at least the following information:

- A. Measurement of recruitment activities against quantitative objectives.
- B. Analysis of the effectiveness or ineffectiveness of the Recruitment Plan.
- C. Recommendations for improvement, if any.

Review of job task analysis information to ensure that job announcements are in compliance with job duties and responsibilities as advertised.



Blount County Sheriff's Office

Human Resources Manual

Appendix 7



Agreement for Training Expense Reimbursement

I, _____, understand and agree that in consideration of my acceptance of employment and training from the Blount County Sheriff's Office that I will reimburse the County for all costs and expenses related to my employment subject to the following terms and conditions:

1. In the event I voluntarily resign from the Blount County Sheriff's Office during my initial probation period (at least one (1) year after date of employment), I agree to pay one hundred percent (100%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

2. In the event I voluntarily resign from the Blount County Sheriff's Office during the second year of my employment, I agree to pay fifty percent (50%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

3. In the event I voluntarily resign from the Blount County Sheriff's Office during the third year of my employment, I agree to pay twenty-five (25%) of the costs and expenses incurred by the Sheriff's Office, as determined by the Deputy Chief of Administration based on actual costs of training, equipment, and supplies expended in the training process.

I understand this agreement does not constitute an employment contract, and that this agreement does not grant me any rights or benefits from the Blount County Sheriff's Office, and does not require the Sheriff's Office to offer me a position of employment or change the status of my initial one (1) year probationary period. I understand that if I successfully complete a one (1) probationary period that this agreement does not alter or effect any other terms or conditions of my employment with the Sheriff's Office.

I understand that if it becomes necessary to enforce this contract and judgment is entered against me, I will pay all costs and expenses incurred by the Blount County Sheriff's Office including reasonable attorney fees.

Signed this _____ day of _____, 20 ____

Signature _____

Subscribed before me _____ day of _____, 20 ____

Notary Public _____

My Commission expires : _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 8



Grievance Reporting Form

It is the policy of the Sheriff's Office to provide a procedure for the mutual adjustment of misunderstandings or disagreements that arise between and among employees and their supervisors, and to assure employees their problems and complaints are considered fairly, impartially, quickly, and without reprisal.

An employee, within 30 working days of an incident or occurrence that creates an alleged grievance, and after making an effort to resolve his or her grievance with their immediate supervisor, will notify their shift Lieutenant in writing of a grievance, with copies forwarded to their Captain, Deputy Chief, and the Chief Deputy. At a minimum, include the following information will be provided in the space provided below:

1. A written statement of the incident or occurrence which gives rise to the grievance and the facts upon which it is based.
2. A written statement of the remedy or adjustment sought.

Employee: _____ Date: _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 9



Salary Plan

The Salary Plan is maintained in the office of the Finance Director and may be viewed by all employees upon request. It is also listed on PowerDMS for all employees to view.



Blount County Sheriff's Office

Human Resources Manual

Appendix 10



Worker's Compensation Panel of Physicians Request Form

This form is a standard form not generated by the Sheriff's Office and is not on the computer network. Copies of this form are available from supervisors and must be used in conjunction with an employee's injury or illness in order to receive workmen's compensation benefits.



Blount County Sheriff's Office

Human Resources Manual

Appendix 12



Request for Leave Form

This form is a standard form but is not on the computer network. Copies of this form are available from supervisors and must be used in conjunction with Chapter 3, Leaves of Absence.



Blount County Sheriff's Office

Human Resources Manual

Appendix 13



Sick Leave Request Form

This form must be turned into the employee's immediate supervisor, and a copy provided to the Payroll Clerk in the Records Office, when:

1. An employee is out due to illness or injury for 3 consecutive days (as per HR Manual, Section 3.02, Sick Leave).
2. The employee goes to an Emergency Room for any treatment, or is hospitalized for any non-work-related reason, for any length of time.

A doctor's statement indicating the extent of injury or illness, and an authorization to return to work including, if applicable, any limitations on an employee's ability to work, must be attached.

Employee's Name _____

Beginning Date of Sick Leave Request: _____

Ending Date of Sick Leave Request: _____

Date Received by Payroll Clerk: _____

If not returned to work, employee's projected date of return: _____

Comments:



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-A



Standardized Performance Evaluation Guidelines

PATROL

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - *Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

- (1 to 3) **Unsatisfactory** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) **Meets Expectations** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) **Exceeds Expectations** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work in Law Enforcement - *Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

- (1 to 3) **Unsatisfactory** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
- (4) **Meets Expectations** - Demonstrates an active interest in his or her career and in law enforcement responsibilities.
- (5 to 7) **Exceeds Expectations** - Uses off-duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

- (1 to 3) **Unsatisfactory** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.

- (4) **Meets Expectations** - Speaks with authority in a calm, clear voice and uses proper selection of words and knowledge of when and how to use them.
- (5 to 7) **Exceeds Expectations** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - *Evaluates the employee's ability to use proper level of force for the given situation.*

- (1 to 3) **Unsatisfactory** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.
- (4) **Meets Expectations** - Obtains and maintains control through use of the proper amounts and techniques of force application.
- (5 to 7) **Exceeds Expectations** – Employee displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

- (1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities such as roll call, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.
- (4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.
- (5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

- (1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to other deputies. Must be told by other deputies or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.
- (4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with trainee.
- (5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

- (1 to 3) **Unsatisfactory** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.
- (4) **Meets Expectations** - Uniform is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.
- (5 to 7) **Exceeds Expectations** - Uniform is neat and clean. Leather and shoes are shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1 to 3) **Unsatisfactory** - Abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job. Introverted, insensitive, and uncaring.

(4) **Meets Expectations** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner and is service oriented.

(5 to 7) **Exceeds Expectations** - Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with the feeling that the deputy was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) **Unsatisfactory** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) **Meets Expectations** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) **Exceeds Expectations** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) **Unsatisfactory** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a "team" player. Frowns on others.

- (4) **Meets Expectations** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.
- (5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly utilize forms necessary to job accomplishment.

- (1 to 3) **Unsatisfactory** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- (4) **Meets Expectations** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
- (5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

- (1 to 3) **Unsatisfactory** - Unable to organize information and reduce it to writing. Leaves out pertinent details in report.
- (4) **Meets Expectations** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.
- (5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

- (1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

- (1 to 3) **Unsatisfactory** - Requires an excessive amount of time to complete a report.
- (4) **Meets Expectations** - Completes reports within a reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Completes reports very quickly and accurately.

Job knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Department Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office procedures and ability to apply this knowledge under field conditions.

- (1 to 3) **Unsatisfactory** - Fails to display knowledge of Sheriff's Office policies/regulations or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied Sheriff's Office policies/regulations and complies with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of department policies/regulations, including less known and seldom used ones.

Knowledge of Criminal Statutes – Evaluates employee's knowledge of the criminal statutes and ability to apply that knowledge to field situations.

- (1 to 3) **Unsatisfactory** - Does not know the elements or basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
- (4) **Meets Expectations** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.
- (5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

Knowledge of Traffic Codes - Evaluates employee's knowledge of traffic codes and ability to apply that knowledge to field situations.

- (1 to 3) **Unsatisfactory** - Does not know the most often used sections of the Code and does not recognize offenses when committed.
- (4) **Meets Expectations** - Knows and recognizes commonly encountered traffic violations and applies appropriate Code sections.
- (5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the traffic codes and applies that knowledge to his or her daily activities.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures to field situations.

- (1 to 3) **Unsatisfactory** - Violates procedural requirements and attempts to conduct illegal searches, attempts to seize evidence illegally, and attempts to arrest unlawfully.
- (4) **Meets Expectations** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests are made within legal guidelines.
- (5 to 7) **Exceeds Expectations** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, and affecting arrests.

Court Testifying - Evaluates employee's skill for testifying in court.

- (1 to 3) **Unsatisfactory** - Fails to study case prior to presentation. Testimony is not clear, concise, and relevant. Employee is hostile to the defense attorney, district attorney, or judge.
- (4) **Meets Expectations** - Presents the facts of the case in a clear, concise, and relevant manner, and is seldom requested to explain his/her testimony. Employee is polite to court officials.
- (5 to 7) **Exceeds Expectations** - Has a full understanding of proper courtroom demeanor. Prepares cases in such a manner as to be totally familiar with the facts.

Driving Skills (Normal Conditions) - Evaluates employee's skill in the operation of the police vehicle under normal driving conditions.

- (1 to 3) **Unsatisfactory** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.
- (4) **Meets Expectations** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.
- (5 to 7) **Exceeds Expectations** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Driving Skills (Moderate and High Stress Conditions) – Evaluates employee’s skill in vehicle operations under emergency situations and in situations calling for other than usual driving skill.

- (1 to 3) **Unsatisfactory** - Involved in chargeable accidents. Uses warning lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle.
- (4) **Meets Expectations** - Maintains control of vehicle and evaluates driving conditions properly.
- (5 to 7) **Exceeds Expectations** - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

Orientation/Response Time to Calls - Evaluates employee’s awareness of surroundings, ability to find locations, and arrive at destination within an acceptable period of time.

- (1 to 3) **Unsatisfactory** - Unaware of location while on patrol. Does not properly use maps. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.
- (4) **Meets Expectations** - Is aware of location while on patrol. Properly uses maps. Can relate location to destination. Arrives within reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Remembers locations from previous visits and does not need a map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the area.

Field Performance (Non-Stress Conditions) - Evaluates the employee’s ability to perform routine, non-stress law enforcement activities.

- (1 to 3) **Unsatisfactory** - When confronted with a routine task, becomes confused and disoriented. Unable to determine course of action or takes wrong course of action. Avoids taking course of action.

- (4) **Meets Expectations** - Properly assesses routine situations, determines appropriate action, and takes action.
- (5 to 7) **Exceeds Expectations** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Field Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

- (1 to 3) **Unsatisfactory** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.
- (4) **Meets Expectations** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
- (5 to 7) **Exceeds Expectations** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Investigative Skill - Evaluates employee's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures.

- (1 to 3) **Unsatisfactory** - Conducts investigations improperly and is unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or protecting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene.
- (4) **Meets Expectations** - Follows proper investigation procedure in all but most difficult and/or unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and protects evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
- (5 to 7) **Exceeds Expectations** - Always follows proper investigation procedures, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has the skills of a Crime Scene Investigator relating to the collection and identification skills. Can collect "readable" fingerprints from any possible surface when available.

Interview/Interrogation Skills - Evaluates the employee's ability to use proper questioning techniques; to vary techniques to fit person being interviewed/interrogated; to follow proper procedures.

- (1 to 3) **Unsatisfactory** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.
- (4) **Meets Expectations** - Generally uses proper questioning techniques. Elicits most available information and records it. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda admonition.
- (5 to 7) **Exceeds Expectations** - Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of them.

Self-Initiated Field Activity - *Evaluates the employee's interest and ability to initiate law enforcement-related activity, and to act on even low-priority situations.*

- (1 to 3) **Unsatisfactory** - Does not see or avoids activity. Does not follow up on situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.
- (4) **Meets Expectations** - Recognizes and identifies law enforcement-related activity. Has a broad orientation to the job, including low-priority activity.
- (5 to 7) **Exceeds Expectations** - Seldom misses observable activity. Makes good quality arrests and/or proper dispositions from observed activity. Thinks well "on their feet".

Officer Safety (General) - *Evaluates the employee's ability to perform law enforcement tasks without injuring self or others, or exposing self or others to unnecessary danger/risk.*

- (1 to 3) **Unsatisfactory** - Fails to follow accepted safety procedures or to exercise officer safety, such as:
- Exposes weapons to suspect (baton, handgun, etc.)
 - Fails to keep gun hand free during enforcement situations.
 - Stands in front of violator's car door.
 - Fails to control suspect's movement.
 - Does not keep suspect/violator in sight.
 - Fails to use illumination when necessary or uses it improperly.
 - Fails to utilize or maintain personal safety equipment.
 - Does not anticipate potentially dangerous situations.
 - Stands too close to passing vehicular traffic.
 - Is careless with gun and other weapons.
 - Stands in front of doors when knocking.

- Makes poor choice of which weapon to use and when to use it.
 - Fails to cover other deputies.
 - Stands between police and violator's vehicle on car stop.
- (4) **Meets Expectations** - Follows accepted safety procedures. Understands and applies them.
- (5 to 7) **Exceeds Expectations** - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident.

Officer Safety (Suspects, Suspicious Persons, and Prisoners) - Evaluates the employee's ability to perform law enforcement tasks in a safe manner while dealing with suspects, suspicious persons, or prisoners.

- (1 to 3) **Unsatisfactory** - Violates deputy safety principles outlined above. Fails to "pat search," confronting people while seated in the patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.
- (4) **Meets Expectations** - Follows accepted safety procedures with suspects, suspicious persons, or prisoners.
- (5 to 7) **Exceeds Expectations** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.
- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.
- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory-** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.
- (4) **Meets Expectations-** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.
- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.
- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.
- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.
- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.
- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.
- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.
- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.
- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills (Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with

situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

- (4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.
- (5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment

(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

- (1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.
- (4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.
- (5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities

(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

- (5 to 7) **Exceeds Expectations** – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-B



Standardized Performance Evaluation Guidelines CRIMINAL INVESTIGATIONS

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of Feedback - *Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

- (1 to 3) ***Unsatisfactory*** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) ***Meets Expectations*** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) ***Exceeds Expectations*** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work in Law Enforcement - *Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

- (1 to 3) ***Unsatisfactory*** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
- (4) ***Meets Expectations*** - Demonstrates an active interest in his or her career and in law enforcement responsibilities.
- (5 to 7) ***Exceeds Expectations*** - Uses off-duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

- (1 to 3) ***Unsatisfactory*** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.

- (4) **Meets Expectations** - Speaks with authority in a calm, clear voice and uses proper selection of words and knowledge of when and how to use them.
- (5 to 7) **Exceeds Expectations** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - Evaluates the employee's ability to use proper level of force for the given situation.

- (1 to 3) **Unsatisfactory** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.
- (4) **Meets Expectations** - Obtains and maintains control through use of the proper amounts and techniques of force application.
- (5 to 7) **Exceeds Expectations** – Employee displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

- (1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities such as roll call, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.
- (4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.
- (5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

- (1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to other deputies. Must be told by other deputies or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

- (4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with trainee.

- (5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

- (1 to 3) **Unsatisfactory** - Shoes are dirty and clothing is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations (unless permission is given otherwise for operational necessity). Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

- (4) **Meets Expectations** - Clothing is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.

- (5 to 7) **Exceeds Expectations** - Clothing is always neat and clean, shoes are shined and clean and displays professional attitude.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids “service” aspect of job. Introverted, insensitive, and uncaring.
- (4) **Meets Expectations** - Courteous, friendly, and empathetic, communicating in a professional, unbiased manner, and is service oriented.
- (5 to 7) **Exceeds Expectations** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the Investigator was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** - Is hostile or overly sympathetic. Is prejudicial, subjective, and/or biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.
- (4) **Meets Expectations** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.
- (5 to 7) **Exceeds Expectations** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

- (1 to 3) **Unsatisfactory** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a “team” player. Frowns on others.

- (4) **Meets Expectations** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.
- (5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly utilize forms necessary to job accomplishment.

- (1 to 3) **Unsatisfactory** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- (4) **Meets Expectations** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
- (5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

- (1 to 3) **Unsatisfactory** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.
- (4) **Meets Expectations** - Completes reports, organizing information in a logical manner, with reports contain the required information and details.
- (5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

- (1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

- (1 to 3) **Unsatisfactory** - Requires an excessive amount of time to complete a report.
- (4) **Meets Expectations** - Completes reports within a reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Completes reports very quickly and accurately.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Sheriff's Office Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office procedures and ability to apply this knowledge under field conditions.

- (1 to 3) **Unsatisfactory** - Fails to display knowledge of Sheriff's Office policies/regulations or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied Sheriff's Office policies/regulations and complies with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of department policies/regulations, including less known and seldom used ones.

Knowledge of Criminal Statutes – Evaluates employee's knowledge of the criminal statutes and ability to apply that knowledge to field situations.

- (1 to 3) **Unsatisfactory** - Does not know the elements or basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.
- (4) **Meets Expectations** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Knows difference between criminal and non-criminal activity.
- (5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity.

Knowledge of Codes of Criminal Procedure – Evaluates employee’s knowledge of criminal procedures, including laws of arrest and search/seizure. Evaluates ability to apply those procedures to field situations.

- (1 to 3) **Unsatisfactory** - Violates procedural requirements and attempts to conduct illegal searches, attempts to seize evidence illegally, and attempts to arrest unlawfully.
- (4) **Meets Expectations** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests are made within legal guidelines.
- (5 to 7) **Exceeds Expectations** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, and affecting arrests.

Court Testifying - Evaluates employee’s skill for testifying in court.

- (1 to 3) **Unsatisfactory** - Fails to study case prior to presentation. Testimony is not clear, concise, and relevant and is hostile to the defense attorney, district attorney, or judge.
- (4) **Meets Expectations** - Presents the facts of the case in a clear, concise, and relevant manner, and is seldom requested to explain his or her testimony, and is polite to court officials.
- (5 to 7) **Exceeds Expectations** - Has a full understanding of proper courtroom demeanor, preparing cases in such a manner as to be totally familiar with the facts.

Driving Skills (Normal Conditions) - Evaluates employee’s skill in the operation of a law enforcement vehicle under normal driving conditions.

- (1 to 3) **Unsatisfactory** - Frequently violates traffic laws, has been involved in a chargeable accident(s), fails to maintain control of vehicle, or displays poor manipulative skills in vehicle operation.
- (4) **Meets Expectations** - Obeys traffic laws when appropriate while maintaining control of the vehicle and alertness to surrounding activity. Drives defensively.
- (5 to 7) **Exceeds Expectations** - Sets an example for lawful, courteous driving, maintaining complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Driving Skills (Moderate and High Stress Conditions) – Evaluates employee’s skill in vehicle operations under emergency situations and in situations calling for other than usual driving skill.

- (1 to 3) **Unsatisfactory** – Employee has been involved in a chargeable accident(s) under stress conditions. Improperly or unnecessarily uses warning lights and siren. Drives too fast or too slow for the situation. Loses control of the vehicle.
- (4) **Meets Expectations** - Maintains control of vehicle and evaluates driving conditions properly.
- (5 to 7) **Exceeds Expectations** - Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

Orientation/Response Time to Calls - *Evaluates employee's awareness of surroundings, ability to find locations, and arrive at destination within an acceptable period of time.*

- (1 to 3) **Unsatisfactory** - Unaware of location while on duty. Does not properly use maps. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.
- (4) **Meets Expectations** - Is aware of location while on duty. Properly uses maps. Can relate location to destination. Arrives within reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Remembers locations from previous visits and does not need a map to get to most locations. Is aware of shortcuts and uses them to save time, having a high level of orientation to the area.

Field Performance (Non-Stress Conditions) - Evaluates the employee's ability to perform routine, non-stress law enforcement activities.

- (1 to 3) **Unsatisfactory** - When confronted with a routine task, becomes confused and disoriented, unable to determine course of action or takes wrong course of action. Avoids taking course of action.
- (4) **Meets Expectations** - Properly assesses routine situations, determines appropriate action, and takes action.
- (5 to 7) **Exceeds Expectations** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Field Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

- (1 to 3) **Unsatisfactory** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.

- (4) **Meets Expectations** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
- (5 to 7) **Exceeds Expectations** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Investigative Skill - Evaluates employee's ability to conduct a proper investigation with an emphasis on crime scene investigation procedures.

- (1 to 3) **Unsatisfactory** - Conducts investigations improperly and is unable to accurately diagnose offense committed. Fails to discern readily available evidence, making frequent mistakes when identifying, collecting, or protecting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene.
- (4) **Meets Expectations** - Follows proper investigation procedure in all but most difficult and/or unusual cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and protects evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
- (5 to 7) **Exceeds Expectations** - Always follows proper investigation procedures, and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent, having the skills of a Crime Scene Technician relating to the collection and identification skills. Can collect "readable" fingerprints from any possible surface when available.

Interview/Interrogation Skills - Evaluates the employee's ability to use proper questioning techniques; to vary techniques to fit person being interviewed/interrogated; to follow proper procedures.

- (1 to 3) **Unsatisfactory** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning.
- (4) **Meets Expectations** - Generally uses proper questioning techniques. Elicits most available information and records it. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects and generally conducts a proper Miranda admonition.
- (5 to 7) **Exceeds Expectations** - Always uses proper questioning techniques. Establishes rapport with all victims/witnesses.

Controls the interrogation of even the most difficult suspects.
Conducts successful interrogations of them.

Self-Initiated Field Activity - Evaluates the employee's interest and ability to initiate law enforcement-related activity, and to act on even low-priority situations.

(1 to 3) ***Unsatisfactory*** - Does not see or avoids activity. Does not follow up on situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.

(4) ***Meets Expectations*** - Recognizes and identifies law enforcement-related activity. Has a broad orientation to the job, including low-priority activity.

(5 to 7) ***Exceeds Expectations*** - Seldom misses observable activity. Makes good quality arrests and/or proper dispositions from observed activity. Thinks well "on their feet".

Officer Safety (General) - Evaluates the employee's ability to perform law enforcement tasks without injuring self or others, or exposing self or others to unnecessary danger/risk.

(1 to 3) ***Unsatisfactory*** - Fails to follow accepted safety procedures or to exercise officer safety, such as:

- Exposes weapons to suspect (baton, handgun, etc.)
- Fails to keep gun hand free during enforcement situations.
- Stands in front of violator's car door.
- Fails to control suspect's movement.
- Does not keep suspect/violator in sight.
- Fails to use illumination when necessary or uses it improperly.
- Fails to utilize or maintain personal safety equipment.
- Does not anticipate potentially dangerous situations.
- Stands too close to passing vehicular traffic.
- Is careless with gun and other weapons.
- Stands in front of doors when knocking.
- Makes poor choice of which weapon to use and when to use it.
- Fails to cover other deputies and Investigators.
- Stands between law enforcement vehicle and violator's vehicle on car stop.

(4) ***Meets Expectations*** - Follows accepted safety procedures. Understands and applies them.

(5 to 7) ***Exceeds Expectations*** - Always works safely, foreseeing dangerous situations and preparing for them. Keeps partner informed and determines the best position for self and partner. Is not overconfident.

Officer Safety (Suspects, Suspicious Persons, and Prisoners) - Evaluates the employee's ability to perform law enforcement tasks in a safe manner while dealing with suspects, suspicious persons, or prisoners.

- (1 to 3) **Unsatisfactory** - Violates safety principles outlined above. Fails to "pat search," confronting people while seated in a vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.
- (4) **Meets Expectations** - Follows accepted safety procedures with suspects, suspicious persons, or prisoners.
- (5 to 7) **Exceeds Expectations** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical impairities.
- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.
- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory**- Unable to apply principles and behaviors

concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

- (4) **Meets Expectations-** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.
- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.
- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.
- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.
- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.
- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.
- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.
- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.

- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.

- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills

(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

- (4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

- (5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment

(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

- (1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.
- (4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.
- (5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities

(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.
- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence.

Can communicate clearly and does not appear arrogant.
Appearance reflects these qualities.

(5 to 7)

Exceeds Expectations – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-C



Standardized Performance Evaluation Guidelines COURT SERVICES

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them not to point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function Captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns. Use these dimensions and performance standards to complete the performance evaluation forms designed specifically for your function, examples of which are attached as appendices to these guidelines.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - *Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.*

- (1 to 3) **Unsatisfactory** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) **Meets Expectations** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) **Exceeds Expectations** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work - *Evaluates how the employee views career in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

- (1 to 3) **Unsatisfactory** - Sees the position only as a job or uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
- (4) **Meets Expectations** - Demonstrates an active interest in his or her duties and responsibilities.
- (5 to 7) **Exceeds Expectations** - Uses off-duty time to further professional knowledge and improve skills, maintaining high ideals in terms of professional responsibility.

Voice Command - *Evaluates the employee's ability to gain and maintain control of situations through verbal command and instruction.*

- (1 to 3) **Unsatisfactory** - Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.
- (4) **Meets Expectations** - Speaks with authority in a calm, clear voice, and uses proper selection of words and knowledge of when and how to use them.
- (5 to 7) **Exceeds Expectations** - Completely controls with voice tone, word selection, inflection, and the bearing that accompanies what is said. Restores order in even the most trying situations through the use of voice.

Physical Skill - *Evaluates the employee's ability to use proper level of force for the given situation.*

- (1 to 3) **Unsatisfactory** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraint.
- (4) **Meets Expectations** - Obtains and maintains control through use of the proper amounts and techniques of force application.
- (5 to 7) **Exceeds Expectations** – Displays an excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in good physical condition.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions.

Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

- (1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities such as the normal workday, training, court, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.
- (4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to others. Must be told by a supervisor to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary.

(5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance - Evaluates physical appearance, dress, and demeanor.

(1 to 3) **Unsatisfactory** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

(4) **Meets Expectations** - Uniform is neat and clean and worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations, shoes are shined and clean.

(5 to 7) **Exceeds Expectations** - Uniform is neat and clean. Leather and shoes are shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids “service” aspect of job and is often introverted, insensitive, and uncaring.

(4) ***Meets Expectations*** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.

(5 to 7) ***Exceeds Expectations*** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee is interested in serving them and objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

(1 to 3) ***Unsatisfactory*** – The employee is hostile or overly sympathetic being prejudicial, subjective, and biased, in his or her treatment of members in this grouping differently than members of his or her own ethnic or racial group would be treated.

(4) ***Meets Expectations*** - Is at ease with members of other ethnic/racial groups, serving their need objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) ***Exceeds Expectations*** - Understands various cultural differences, using this understanding to competently resolve situations and problems, being totally objective and communicating in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) ***Unsatisfactory*** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips and is insubordinate, argumentative, and/or sarcastic, resists instructions, and considers

him or herself superior. Belittles others and is not a “team” player, often frowning on others.

(4) **Meets Expectations** - Adheres to the chain of command and accepts his or her role in the organization, having good peer relationships and is accepted as a group member.

(5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors, understanding a superior’s responsibilities, respecting and supporting their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee’s ability to properly use forms necessary for job accomplishment.

(1 to 3) **Unsatisfactory** – The employee is unaware that a certain form must be completed and/or is unable to complete the proper form for the given situation, resulting in forms being incomplete, inaccurate, or improperly used.

(4) **Meets Expectations** - Knows commonly used forms and understands their use, completing them with reasonable accuracy and thoroughness.

(5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance, displaying a high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees’ ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) **Unsatisfactory** – The employee is unable to organize information and reduce it to writing, leaving out pertinent details in reports.

(4) **Meets Expectations** - Completes reports, organizing information in a logical manner, ensuring they contain the required information and details.

(5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that a reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee’s ability to use proper English, to follow the rules for spelling, and to write neatly.

(1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

- (1 to 3) **Unsatisfactory** - Requires an excessive amount of time to complete a report, consistently not meeting deadlines.
- (4) **Meets Expectations** - Completes reports within a reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Completes reports very quickly and accurately.

Job Knowledge

Ability to apply and use training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Court Services Standard Operating Procedures for Employee's Position - Evaluates employee's knowledge of standard operating procedures and ability to apply this knowledge under operating conditions.

- (1 to 3) **Unsatisfactory** - Continues to display a lack of knowledge of standard operating procedures or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied Sheriff's Office standard operating procedures, complying with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of Sheriff's Office standard operating procedures, including less known and seldom used ones.

Knowledge of Court Procedure – Evaluates an employee's knowledge of court procedures, including ability to apply those procedures to court operations.

- (1 to 3) **Unsatisfactory** – Employee consistently violates procedural requirements.
- (4) **Meets Expectations** – Employee consistently follows required procedure in commonly encountered situations.

(5 to 7) **Exceeds Expectations** – Employee follows required procedure in all court operations.

Driving Skills - Evaluates employee's skill in the operation of the police vehicle under normal driving conditions.

(1 to 3) **Unsatisfactory** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.

(4) **Meets Expectations** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.

(5 to 7) **Exceeds Expectations** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio and observing traffic. Is a superior defensive driver.

Knowledge of State and Local Laws - Evaluates employee's knowledge of state and local laws encountered during employment in court services, also evaluating the employee's ability to apply this knowledge under operational conditions.

(1 to 3) **Unsatisfactory** - Does not know the most often used codes and laws that apply to the duties and responsibilities in court services, and does not attempt to learn them.

(4) **Meets Expectations** - Familiar with most commonly used laws and complies with them, applying this knowledge when used in operational situations.

(5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the laws that apply to court operations, court security, and legal process, accurately applying this knowledge in day-to-day situations.

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

(1 to 3) **Unsatisfactory** - Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.

(4) **Meets Expectations** - Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.

(5 to 7) **Exceeds Expectations** - Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Self-Initiated Activity - *Evaluates the employee's interest and ability to initiate court or legal process-related activity, and to act on even low-priority situations.*

(1 to 3) **Unsatisfactory** - Does not see or avoids activity, not following up on situations. Does not have a broad orientation to the job.

(4) **Meets Expectations** - Recognizes and identifies court or legal process-related activity, having a broad orientation to the job, including low-priority activity.

(5 to 7) **Exceeds Expectations** - Seldom misses observable activity, making good dispositions from observed activity, usually thinking well "on their feet".

Operational Performance - Evaluates the employee's ability to perform routine, non-stress activities.

(1 to 3) **Unsatisfactory** - When confronted with routine tasks, becomes confused and disoriented and is unable to determine a course of action or takes a wrong course of action. Avoids taking any course of action.

(4) **Meets Expectations** - Properly assesses routine situations, determines appropriate action, and takes action.

(5 to 7) **Exceeds Expectations** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Officer Safety - Evaluates the employee's ability to perform operational tasks in a safe manner while dealing with citizens, offenders, and inmates.

(1 to 3) **Unsatisfactory** - Violates operational safety standard operating procedures by failing to "pat search," conducting poor searches, and failing to maintain a position of advantage to prevent attack or escape.

- (4) **Meets Expectations** - Follows accepted standard operating procedures relating to officer safety.
- (5 to 7) **Exceeds Expectations** - Foresees potential danger and eliminates or controls it, maintaining a position of advantage in even the most demanding situations, and is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to mental or physical incapacity.
- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.
- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make the employee sound physically and mentally and capable of handling any aspects of the job

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory**- Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.
- (4) **Meets Expectations**- Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both

professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.
- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.
- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff’s Office. Cannot or will not apply these policies to themselves or their decision making process.
- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff’s Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.
- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff’s Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee’s motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.
- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.
- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee’s involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.
- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.
- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills
(Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee’s ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff’s Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.
- (4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff’s Office and other agencies. Is able to coordinate these activities without causing conflict.
- (5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment
(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

- (1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.
- (4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.
- (5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities (Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.
- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.
- (5 to 7) **Exceeds Expectations** – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-D



Standardized Performance Evaluation Guidelines ADMINISTRATION

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in an evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective an evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time supervisors feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in administrative jobs, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact the Deputy Chief of Administration, or designee, to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - *Evaluates the way the employee accepts a supervisor's criticism and how that feedback is used to improve performance.*

- (1 to 3) **Unsatisfactory** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) **Meets Expectations** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) **Exceeds Expectations** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work - *Evaluates how the employee views position in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

- (1 to 3) **Unsatisfactory** - Sees position only as a job, uses position to boost ego, abuses authority, demonstrates little dedication to the principles of the position.
- (4) **Meets Expectations** - Demonstrates an active interest in his or her position and its duties and responsibilities.
- (5 to 7) **Exceeds Expectations** - Uses off-duty time to further position knowledge and improve skills, maintaining high ideals in terms of professional responsibility.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee’s ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee’s ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to other employees. Must be told by other employees or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary.

(5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions.

General Appearance - Evaluates physical appearance, dress, and demeanor.

- (1 to 3) **Unsatisfactory** - Clothing is consistently wrinkled and improperly worn. Hair is not properly groomed. Consistently has offensive body odor and/or bad breath.
- (4) **Meets Expectations** - Clothing is neat and clean, and appearance and demeanor is professional.
- (5 to 7) **Exceeds Expectations** - Clothing is neat and clean, and employee consistently displays positive, professional demeanor toward citizens as well as other Sheriff's Office employees.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative, overlooking or avoiding “service” aspect of job. Introverted, insensitive, and uncaring.
- (4) **Meets Expectations** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.
- (5 to 7) **Exceeds Expectations** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.
- (4) **Meets Expectations** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.
- (5 to 7) **Exceeds Expectations** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities within the Sheriff's Office.

(1 to 3) **Unsatisfactory** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a “team” player. Frowns on others.

(4) **Meets Expectations** - Adheres to the chain of command and accepts the employee's role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) **Unsatisfactory** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) **Meets Expectations** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) **Unsatisfactory** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.

(4) **Meets Expectations** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

- (1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Standard Operating Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office policies and procedures and ability to apply this knowledge in their position.

- (1 to 3) **Unsatisfactory** - Fails to display knowledge of Sheriff's Office policies and regulations, or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied Sheriff's Office policies and regulations, and complies with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of Sheriff's Office policies and regulations, including less known and seldom used ones.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures and ability to apply those procedures to records management.

- (1 to 3) **Unsatisfactory** - Consistently fails to understand and apply criminal procedures and codes used in records management
- (4) **Meets Expectations** - Follows required procedures in commonly encountered situations and consistently enters proper codes.
- (5 to 7) **Exceeds Expectations** - Follows required procedure in all cases, accurately applying policies and procedure relating to records management.

Self-Initiated Activity - Evaluates the employee's interest and ability to initiate records management-related activity, and to act on even low-priority situations.

- (1 to 3) **Unsatisfactory** - Does not see or avoids activity. Does not follow up on situations. Does not have a broad orientation to the job.
- (4) **Meets Expectations** - Recognizes and identifies records management-related activity. Has a broad orientation to the job, including low-priority activity.
- (5 to 7) **Exceeds Expectations** - Seldom misses observable activity, making good dispositions from observed activity, thinking well "on their feet".

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

- (1 to 3) **Unsatisfactory** - Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.
- (4) **Meets Expectations** - Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.
- (5 to 7) **Exceeds Expectations** - Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.
- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.
- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make

the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory-** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.
- (4) **Meets Expectations-** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.
- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.
- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.
- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.
- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.
- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.
- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.
- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.
- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills (Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult

situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

- (4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

- (5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment

(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

- (1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

- (4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

- (5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities

(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

- (5 to 7) **Exceeds Expectations** – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-E



Standardized Performance Evaluation Guidelines ADULT AND JUVENILE DETENTION CENTERS

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines being prepared for each function are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in a function's evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time the supervisors in the function feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in this function, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact your function captain or Deputy Chief who will get with the Deputy Chief of Administration or designee to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - Evaluates the way the employee accepts the supervisor's criticism and how that feedback is used to improve performance.

- (1 to 3) **Unsatisfactory** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) **Meets Expectations** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) **Exceeds Expectations** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Toward Corrections Work - Evaluates how the employee views new career in terms of personal motivation, goals, and acceptance of the responsibility of the job.

- (1 to 3) **Unsatisfactory** - Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
- (4) **Meets Expectations** - Demonstrates an active interest in his/her career and in the responsibilities of corrections.
- (5 to7) **Exceeds Expectations** - Uses off duty time to further professional knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law in the correctional setting. Maintains high ideals in terms of professional responsibility.

Attitude with Inmates and Suspects - Evaluates the employee's social and professional attitude when interacting with inmates and suspects in a correctional setting.

- (1 to 3) **Unsatisfactory** - Is hostile and arrogant when dealing with inmates and suspects. Considers him/herself superior and often makes insensitive remarks without provocation.
- (4) **Meets Expectations** - Communicates with inmates and suspects in a professional manner trying to treat all inmates the same. Often creates a good rapport during conversations with inmates and suspects.
- (5 to 7) **Exceeds Expectation** - Understands the various social, economic, and cultural differences inherent in suspects and inmates in the correctional setting. Is objective and fair in dealing with these people, leaving most inmates with the belief that he/she truly understands and cares about his/her duties and responsibilities in corrections.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - *Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.*

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee's ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

- (1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities such as roll call, training, etc. Not ready to perform required duties and responsibilities when appearing for scheduled activities.
- (4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.
- (5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee's ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

- (1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to other corrections officers. Must be told by other corrections officers or

supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

- (4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary with employee.

- (5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to safely and completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions, including proper maintenance and usage of all assigned equipment.

General Appearance – Evaluates physical appearance, dress, and demeanor.

- (1 to 3) **Unsatisfactory** - Shoes are dirty and uniform is wrinkled and improperly worn. Hair is not properly groomed and/or in violation of Sheriff's Office regulations. Personal equipment is missing or inoperative. Consistently has offensive body odor and/or bad breath.

- (4) **Meets Expectations** - Uniform is neat and clean and worn properly. Personal equipment is clean and operative. Hair within regulations, shoes are shined and clean.

- (5 to 7) **Exceeds Expectations** - Uniform is neat and clean. Shoes are highly shined and clean. Displays command bearing.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.

With Citizens: General - Evaluates the employee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** - Abrupt, belligerent, overbearing, arrogant, and uncommunicative. Overlooks or avoids "service" aspect of job. Introverted, insensitive, and uncaring.

(4) **Meets Expectations** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner and is service oriented.

(5 to 7) **Exceeds Expectations** - Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with the feeling that he/she was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own in an appropriate, efficient manner.

(1 to 3) **Unsatisfactory** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.

(4) **Meets Expectations** - Is at ease with members of other ethnic/racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.

(5 to 7) **Exceeds Expectations** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities.

(1 to 3) **Unsatisfactory** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a “team” player. Frowns on others.

(4) **Meets Expectations** - Adheres to the chain of command and accepts role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position. Peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) **Unsatisfactory** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

- (4) **Meets Expectations** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.
- (5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

- (1 to 3) **Unsatisfactory** - Unable to organize information and reduce it to writing. Leaves out pertinent details in report.
- (4) **Meets Expectations** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.
- (5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

- (1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Report Writing (Appropriate Time Used) - Evaluates the employee's efficiency relative to the amount of time taken to write a report.

- (1 to 3) **Unsatisfactory** - Requires an excessive amount of time to complete a report.
- (4) **Meets Expectations** - Completes reports within a reasonable amount of time.
- (5 to 7) **Exceeds Expectations** - Completes reports very quickly and accurately.

Job knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Adult Detention Center Policies and Procedures - Evaluates employee's knowledge of Adult Detention Center policies and standard operating procedures and ability to apply this knowledge under operating conditions.

- (1 to 3) **Unsatisfactory** - Fails to display knowledge of policies/regulations or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied policies/regulations and complies with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of policies/regulations, including less known and seldom used ones.

Knowledge of Court Procedures - Evaluates employee's working knowledge of sentencing, releasing, court orders, and various other legal paperwork encountered in the facility.

- (1 to 3) **Unsatisfactory** - Has not attempted to learn and understand the use of court paperwork. Feels that paperwork is someone else's problem. Always leaves this work for others.
- (4) **Meets Expectations** - Understands the importance of court paperwork as it relates to the facility. Recognizes and knows the meaning of most commonly encountered court issued paperwork.
- (5 to 7) **Exceeds Expectations** - Has a full understanding of most court orders and paperwork and has the ability to explain the details to others.

Knowledge of State and Local Laws - Evaluates employee's knowledge of state and local laws encountered during employment in a correctional facility. Also evaluates the employee's ability to apply this knowledge under operational conditions.

- (1 to 3) **Unsatisfactory** - Does not know the most often used codes and laws that apply to a correctional facility. Does not understand which offenses apply to various situations or arrested prisoners and suspects. Does not attempt to learn the codes.

- (4) **Meets Expectations** - Familiar with most commonly used laws and codes and complies with them. Can apply this knowledge when used in operational situations.
- (5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the penal, criminal, and civil codes and laws that apply to the correctional system and the law enforcement community. Accurately applies this knowledge in day-to-day situations.

Booking Procedures - Evaluates the employee's knowledge and performance in the intake, booking, and processing of new inmates into the facility. It also evaluates them in the release of prisoners, inmates, and suspects.

- (1 to 3) **Unsatisfactory** - Trainee is unwilling or unable to learn the basic steps and procedures used in the intake area of the facility. Spends time looking for something less difficult to do and leaves this work for others.
- (4) **Meets Expectations** - Trainee is familiar with most procedures and equipment used during the booking process. Establishes a rapport with the prisoners/suspects and gets the information needed. Works well with other corrections officers in sharing the workload.
- (5 to 7) **Exceeds Expectations** - Has outstanding knowledge of the computer system and its operation in the booking and release of inmates. Can control the movements of several inmates through the booking procedure. Can use all equipment in the booking area with few or no mistakes. Can keep up with court paperwork and its relationship with specific inmates.

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation and data entry and the trainee's progress in using the system software as it relates to facility operation and inmate tracking and records.

- (1 to 3) **Unsatisfactory** - Does not attempt to learn basic computer operation or states that he cannot learn to operate a computer. Lets others do the computer entries.
- (4) **Meets Expectations** - Has a good general knowledge of facility computer needs and applies it during his/her workday. Recognizes the requirement for timely and correct entries and does so on a daily basis

- (5 to 7) **Exceeds Expectations** - Has an outstanding working knowledge of the facilities computer systems and the need and use of the information they store. Can be placed anywhere in the facility and will be comfortable and familiar with the computer system. Can instruct others in the use of the system.

Knowledge of Jail Events and Procedures - Evaluates the employee's knowledge of scheduled and unscheduled events and procedures that are required to safely operate the correctional facility.

- (1 to 3) **Unsatisfactory** - Has not or will not learn the basic procedures that are required for daily operation. Has not learned basic paperwork and form selection needed for facility and court record keeping.
- (4) **Meets Expectations** - Is familiar with most common and daily used procedures and events that occur during a workday. Is familiar with facility record keeping and reports and uses them properly. Works well with others and shares duties and responsibilities.
- (5 to 7) **Exceeds Expectations** - Employee has put forth the effort to learn all he can about the operation of the facility. Knows when and where each scheduled event occurs and gets the job done without being told. Keeps excellent records and reports and has learned to complete the reports without assistance.

Knowledge of Inmate Events and Procedures - Evaluates the employee's knowledge of events and procedures that can or will occur when dealing with the inmates incarcerated at the facility. It will also further evaluate the employee's knowledge of policies and standard operating procedures as they pertain to daily contact with inmates.

- (1 to 3) **Unsatisfactory** - Fails to follow general safety rules that have been adopted by the facility administration. Cannot remember to perform inmate events that are scheduled to occur on a regular and/or daily basis. Fails to properly fill out, sign, and forward required and necessary forms and paperwork used by staff and inmates.
- (4) **Meets Expectations** - Follows proper safety procedures in most cases. Can get the majority of inmate events performed when working with other corrections officers. Works well with others in performing routine procedures and asks questions when not certain what is to be done next. Has a working knowledge of facility forms and paperwork.

- (5 to 7) **Exceeds Expectations** - Sets an example to others as to what a safe and conscientious correction officer should be when dealing with incarcerated inmates. Can control the situation and direct other correction officers when performing events involving inmates. Makes sure all forms, logs, and paperwork filled out by inmates, other correction officers, and him/herself are correct before filing or forwarding them to either supervisors or courts.

Operational Performance (Non-Stress Conditions) - Evaluates the employee's ability to perform routine, non-stress activities.

- (1 to 3) **Unsatisfactory** - When confronted with routine tasks, becomes confused and disoriented and is unable to determine a course of action or takes a wrong course of action. Avoids taking any course of action.
- (4) **Meets Expectations** - Properly assesses routine situations, determines appropriate action, and takes action.
- (5 to 7) **Exceeds Expectations** - Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes it.

Operational Performance (Stress Conditions) - Evaluates the employee's ability to perform in moderate to high stress situations.

- (1 to 3) **Unsatisfactory** - Becomes emotional, is panic-stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts.
- (4) **Meets Expectations** - Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.
- (5 to 7) **Exceeds Expectations** - Maintains calm and self-control in even the most extreme situations. Quickly restores control in a situation and takes command. Determines best course of action and takes it.

Interview/Interrogation Skills - Evaluates the employee's ability to use proper questioning techniques, to vary techniques to fit person being interviewed/interrogated, and follows proper procedures.

- (1 to 3) **Unsatisfactory** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of inmate.
- (4) **Meets Expectations** - Generally uses proper questioning techniques. Elicits most available information and records it.

Establishes proper rapport with most inmates. Controls the interrogation of most inmates.

- (5 to 7) **Exceeds Expectations** - Always uses proper questioning techniques. Establishes rapport with all inmates. Controls the interrogation of even the most difficult inmates. Conducts successful interrogations of them.

Officer Safety - Evaluates the employee's ability to perform operational tasks in a safe manner while dealing with inmates.

- (1 to 3) **Unsatisfactory** - Violates operational safety standard operating procedures. Fails to "pat search," conducting poor searches and fails to maintain a position of advantage to prevent attack or escape.

- (4) **Meets Expectations** - Follows accepted standard operating procedures relating to officer safety.

- (5 to 7) **Exceeds Expectations** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.

- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.

- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center designed to make the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory-** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.

- (4) **Meets Expectations-** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.

- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.

- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and

beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.

- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.

- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.

- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.

- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.
- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.
- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills (Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations

with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

(4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

(5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment

(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

(1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

(4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

(5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities

(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

- (5 to 7) **Exceeds Expectations** – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 14-F



Standardized Performance Evaluation Guidelines TRAINING

Introduction

The heart of the Performance Management System is the evaluation of employees by their supervisors based on standards and expectations that have been previously communicated. These guidelines are designed to assist supervisors (in what is admittedly a subjective process) by presenting the performance dimensions that are to be used in an evaluation program and then providing basic information on the expectations surrounding each standard that has been developed for each dimension. It is impossible to ensure that every supervisor rates his or her employees as all other supervisors rate theirs, but it is hoped these guidelines will provide the best opportunity to have as objective an evaluation process as possible. As with anything else, the quality of the output is often only as good as the quality of the input, meaning it will be up to each supervisor to work within these guidelines and not hesitate to ask questions and seek assistance whenever they have problems.

The performance dimensions, standards, and guidelines presented below may be changed at any time supervisors feel they need to be. These guidelines should always be considered a draft in progress and never considered the "final word." Jobs change, laws change, organizations change, and so on, making it essential that all supervisors, working as a team, review these guidelines during and after each rating period to ensure they are still valid.

The Rating Process

When rating employees, the goal is for everyone to score 4, or for everyone to meet the expectations of their job. It should not be easy to score a 4, and every effort should be made to avoid the easy way out by rating all of your employees the same way. There aren't many employees who do not have a few problem areas among the standards that need to be rated, and it is a disservice to them to not point out where they may not be meeting the standards set forth by your function and/or unit. If you have an employee who is failing in a certain performance standard, but you know he or she should be able to perform up to the standards, score them with a 3 for that standard and explain where they may be failing to meet the standard. Obviously if they are rated with a 1 or 2, you have recognized serious problems that must be corrected in order for the employee to continue to work in that job. The same goes for those who are exceeding expectations. Encourage these employees to continue to exceed, and if you feel you can clearly justify a higher rating, do so.

Dimensions and Performance Standards

Presented below are the dimensions that have been identified as critical to the performance of jobs in administrative jobs, and more importantly, the performance standards that have been identified within each dimension. You will need to read each of these carefully prior to rating your employees. If you feel any of these need to be changed, contact the Deputy Chief of Administration, or designee, to address the concerns.

Adaptability/Attitude

Willingness and ability to adjust to changes in tasks, assignments, and goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees.

Acceptance of feedback - *Evaluates the way the employee accepts a supervisor's criticism and how that feedback is used to improve performance.*

- (1 to 3) **Unsatisfactory** - Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism as a personal attack.
- (4) **Meets Expectations** - Accepts criticism in a positive manner and applies it to improve performance and further learning.
- (5 to 7) **Exceeds Expectations** - Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

Attitude Towards Work - *Evaluates how the employee views position in terms of personal motivation, goals, and acceptance of the responsibility of the job.*

- (1 to 3) **Unsatisfactory** - Sees position only as a job, uses position to boost ego, abuses authority, demonstrates little dedication to the principles of the position.
- (4) **Meets Expectations** - Demonstrates an active interest in his or her position and its duties and responsibilities.
- (5 to 7) **Exceeds Expectations** - Uses off-duty time to further position knowledge and improve skills, maintaining high ideals in terms of professional responsibility.

Decision Making

The ability to give proper consideration to all possible alternative courses of action and make the proper decision for the proper circumstances. The ability to make those decisions under stress and with little time to act.

Decision Making - Evaluates the employee's performance in terms of arriving at sound judgments and making proper decisions.

- (1 to 3) **Unsatisfactory** - Acts without thought or good reason. Is often indecisive and naive. Cannot recall previous solutions and apply them in like situations.
- (4) **Meets Expectations** - Able to reason to make a sound, timely decision in routine situations. Decisions made are reasonable, based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- (5 to 7) **Exceeds Expectations** - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Relates past solutions to present problems.

Problem Solving

Ability to manage complex and stressful situations with the ability to identify possible problems in a timely manner. The ability to identify and evaluate potential solutions and the positive or negative impact they could have on public and personnel safety and welfare. The ability to apply Sheriff's Office policy, state law, and federal law to all possible solutions and choose the most appropriate action.

Problem Solving- Evaluates the employee's performance in terms of ability to perceive problems or potential problems. The ability to evaluate possible solutions and choose the most appropriate for the solution.

- (1 to 3) **Unsatisfactory**- Is unable to identify problems or potential problems. If the problem is identified they cannot reason through it and come to a sound, acceptable solution.
- (4) **Meets Expectations**- Able to reason through a problem and come to an acceptable conclusion in routine situations. Readily identifies problems and applies appropriate solutions in a timely manner.
- (5 to 7) **Exceeds Expectations**- Able to reason through even the most complex situations and is able to reach the appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolution in advance.

Dependability

Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.

Punctuality – Evaluates the employee’s ability to attend to scheduled activities when required and in a manner necessary to attend to whatever duties and responsibilities that may be required.

(1 to 3) **Unsatisfactory** – Consistently fails to appear at scheduled events and activities. Not ready to perform required duties and responsibilities when appearing for scheduled activities.

(4) **Meets Expectations** – Appears at scheduled events and activities ready to perform required duties and responsibilities.

(5 to 7) **Exceeds Expectations** – Consistently appears at scheduled events and activities with equipment ready for whatever duties are required.

Self-Initiated Activity - Evaluates the employee’s ability to recognize, determine course of action, and use available resources to get the job, task, or scheduled or unscheduled activity done with minimum supervision.

(1 to 3) **Unsatisfactory** - Does not see or avoids tasks that are apparent to other employees. Must be told by other employees or supervisors to do tasks or they will not get done. Employee must be followed up on or activity may or may not get done.

(4) **Meets Expectations** - Recognizes and identifies tasks that must be performed and gets them done with minimum supervision. Usually no follow up is necessary.

(5 to 7) **Exceeds Expectations** - Is constantly aware of his or her surroundings and the tasks that have to be done to completely do the job as required. Keeps co-workers conscious of duties that are to be completed when they do not see or remember them. Work never needs to be checked or followed up on.

Professional Image

Presenting and maintaining a professional appearance through grooming, dress, and personal actions.

General Appearance - Evaluates physical appearance, dress, and demeanor.

- (1 to 3) **Unsatisfactory** - Clothing is consistently wrinkled and improperly worn. Hair is not properly groomed. Consistently has offensive body odor and/or bad breath.
- (4) **Meets Expectations** - Clothing is neat and clean, and appearance and demeanor is professional.
- (5 to 7) **Exceeds Expectations** - Clothing is neat and clean, and employee consistently displays positive, professional demeanor toward citizens as well as other Sheriff's Office employees.

Communication/Relationships

Ability to interact with citizens and other employees in an appropriate and effective manner, effectively expressing and communicating ideas in writing, orally, and through non-verbal behavior.

With Citizens - Evaluates the employee's ability to interact with citizens in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** – Employee is abrupt, belligerent, overbearing, arrogant, and uncommunicative, overlooking or avoiding “service” aspect of job. Introverted, insensitive, and uncaring.
- (4) **Meets Expectations** - Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner, and is service oriented.
- (5 to 7) **Exceeds Expectations** - Is very much at ease with citizen contacts, quickly establishing rapport and leaving people with the feeling that the employee was interested in serving them. Is objective in all contacts.

With Ethnic Groups Other than his Own - Evaluates the employee's ability to interact with members of ethnic or racial groups other than own, in an appropriate, efficient manner.

- (1 to 3) **Unsatisfactory** - Is hostile or overly sympathetic. Is prejudicial, subjective, and biased. Treats members in this grouping differently than members of own ethnic or racial group would be treated.
- (4) **Meets Expectations** - Is at ease with members of other ethnic/racial groups. Serves their need objectively and with concern. Does not feel threatened when in their presence.
- (5 to 7) **Exceeds Expectations** - Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

With Other Sheriff's Office Employees - Evaluates the employee's ability to effectively interact with other employees of various ranks and in various capacities within the Sheriff's Office.

(1 to 3) **Unsatisfactory** – Patronizes other employees and superiors, or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instructions. Considers him or herself superior. Belittles others. Is not a “team” player. Frowns on others.

(4) **Meets Expectations** - Adheres to the chain of command and accepts the employee's role in the organization. Good peer relationships and is accepted as a group member.

(5 to 7) **Exceeds Expectations** - Is at ease in contact with superiors. Understands superiors' responsibilities, respects and supports their position, and is a peer-group leader.

Use of Routine Forms (Accuracy/Completeness) - Evaluates employee's ability to properly use forms necessary for job accomplishment.

(1 to 3) **Unsatisfactory** - Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

(4) **Meets Expectations** - Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

(5 to 7) **Exceeds Expectations** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

Report Writing (Organization/Details) - Evaluates the employees' ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

(1 to 3) **Unsatisfactory** - Unable to organize information and reduce it to writing, leaving out pertinent details in report.

(4) **Meets Expectations** - Completes reports, organizing information in a logical manner. Reports contain the required information and details.

(5 to 7) **Exceeds Expectations** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that reader understands what occurred.

Report Writing (Grammar/Spelling/Neatness) - Evaluates the employee's ability to use proper English, to follow the rules for spelling, and to write neatly.

- (1 to 3) **Unsatisfactory** - Reports are illegible and contain an excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.
- (4) **Meets Expectations** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.
- (5 to 7) **Exceeds Expectations** - Reports are very neat and legible containing no spelling or grammar errors.

Job Knowledge

Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.

Knowledge of Standard Operating Policies and Procedures - Evaluates employee's knowledge of Sheriff's Office policies and procedures and ability to apply this knowledge in their position.

- (1 to 3) **Unsatisfactory** - Fails to display knowledge of Sheriff's Office policies and regulations, or violates them.
- (4) **Meets Expectations** - Familiar with most commonly applied Sheriff's Office policies and regulations, and complies with them.
- (5 to 7) **Exceeds Expectations** - Has an excellent working knowledge of Sheriff's Office policies and regulations, including less known and seldom used ones.

Knowledge of Codes of Criminal Procedure – Evaluates employee's knowledge of criminal procedures and ability to apply those procedures to records management.

- (1 to 3) **Unsatisfactory** - Consistently fails to understand and apply criminal procedures and codes used in records management
- (4) **Meets Expectations** - Follows required procedures in commonly encountered situations and consistently enters proper codes.
- (5 to 7) **Exceeds Expectations** - Follows required procedure in all cases, accurately applying policies and procedure relating to records management.

Self-Initiated Activity - Evaluates the employee's interest and ability to initiate records management-related activity, and to act on even low-priority situations.

- (1 to 3) **Unsatisfactory** - Does not see or avoids activity. Does not follow up on situations. Does not have a broad orientation to the job.
- (4) **Meets Expectations** - Recognizes and identifies records management-related activity. Has a broad orientation to the job, including low-priority activity.
- (5 to 7) **Exceeds Expectations** - Seldom misses observable activity, making good dispositions from observed activity, thinking well "on their feet".

Data Entry (Computer Skills) - Evaluates the employee's knowledge of computer operation, data entry, and the employee's progress in using the system software as it relates to court services operations and records.

- (1 to 3) **Unsatisfactory** - Does not attempt to learn basic computer operation or states that he or she cannot learn to operate a computer. Lets others do the computer entries.
- (4) **Meets Expectations** - Has a good general knowledge of court services computer needs, applying it during his or her workday, recognizing requirements for timely and correct entries on a daily basis.
- (5 to 7) **Exceeds Expectations** - Has an outstanding working knowledge of the computer systems and the need for and use of the information stored, and is comfortable and familiar with the computer system with the capability of instructing others in the use of the system.

Physical Fitness

Maintaining a level of physical preparedness that enables one to successfully perform required tasks.

- (1 to 3) **Unsatisfactory** – Consistently unable to physically perform the duties of the job due to incapacity resulting from mental or physical imparities.
- (4) **Meets Expectations** – Maintains physical fitness and is able to physically and mentally perform duties and responsibilities in a satisfactory manner.
- (5 to 7) **Exceeds Expectations** – Follows a program of physical and mental fitness using the equipment in the Sheriff's Office, or participates in a program at a local fitness center, designed to make

the employee sound physically and mentally and capable of handling any aspects of the job.

Professional Ethics

A code of moral principles and behaviors of a person with respect to what is right or wrong in dealing with internal values that shape decisions concerning social responsibility.

Professional Ethics- Evaluates the employee's professional principles and behaviors with respect to what is right and wrong while dealing with internal values that are a part of the Sheriff's Office, and shapes decisions concerning social responsibility with respect to the community.

- (1 to 3) **Unsatisfactory-** Unable to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. Experiences problems in the areas of professional life that reflects negatively on the Blount County Sheriff's Office or the law enforcement profession and / or adversely affects its relationship with the community.
- (4) **Meets Expectations-** Is able to apply principles and behaviors concerning right and wrong to the standards set forth by the policy of the Blount County Sheriff's Office and legal and social guidelines of the community. Is able to make appropriate decisions in both professional and personal life. If problems are experienced the employee is able to limit them to minor and deal with them appropriately in a timely manner.
- (5 to 7) **Exceeds Expectations-** Is able to apply principles and behaviors concerning right and wrong. Lifestyle exceeds the standards set forth by the policy of the Blount County Sheriff's Office and the legal and social guidelines of the community. The employee sets an example for their peers and / or subordinates to follow.

Care and Use of Equipment

The ability to demonstrate safe and lawful operation of assigned vehicles and equipment in accordance with state law as well as Sheriff's Office Policy and Procedures. The ability to maintain equipment in a clean, dry and serviceable condition.

Care and use of equipment – Evaluates the employee's ability to operate equipment in accordance with state law as well as policy and to maintain it in proper condition.

- (1 to 3) **Unsatisfactory** – Demonstrates inability to operate assigned vehicle or issued equipment in accordance with state law or policy and procedures of the Sheriff's Office. Does not maintain equipment in a clean, dry and serviceable condition or have needed equipment available for use at all times.

- (4) **Meets Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in accordance with state law and policy and procedures of the Sheriff's Office. Maintains equipment in a clean, dry and serviceable condition and has needed equipment available at all times.
- (5 to 7) **Exceeds Expectations** – Demonstrates ability to operate assigned vehicle and issued equipment in such a manner that is above and beyond what is expected. Exceeds standards set by state law and Sheriff's Office policy and procedure. Maintains equipment in such a way that exceeds the operability and appearance standards and ensures that all needed equipment is readily available at all times and is able to assist peers in times of need.

Knowledge of Policy and Procedures

The understanding of policy and procedures and the ability to conform to them, as well as the ability to apply them to everyday situations.

Evaluates the employee on their ability to recall and apply the policy and procedures of the Sheriff's Office to everyday situations. Also evaluates their ability to conform to these policies even though their personal preference or opinion may differ.

- (1 to 3) **Unsatisfactory** – Acts without consideration of the policy and procedures of the Sheriff's Office. Cannot or will not apply these policies to themselves or their decision making process.
- (4) **Meets Expectations** – Acts with due regard and within the perimeters of the policy and procedures of the Sheriff's Office. Conforms to all policy and procedure and is able to apply them to every day decision-making process.
- (5 to 7) **Exceeds Expectations** – Thinks ahead and considers situations that might result from certain actions taken that could cause conflict between those actions and the policy and procedures of the Sheriff's Office. Able to apply those policies to everyday situations and is able to guide and assist his/her peers in difficult situations.

Personal Development

The motivation and the desire to constantly improve personal skills, ability, and level of education.

Evaluates the employee's motivation and desire to constantly improve themselves. This occurs through the use of all available resources from on the job training to formal education, training, and involvement in special opportunities provided by the law enforcement community.

- (1 to 3) **Unsatisfactory** – Lacks motivation and desire for self-improvement. Does not participate in opportunities for training and education. Makes no effort to continue the learning process, other than mandatory requirements.
- (4) **Meets Expectations** – Possesses the desire and motivation for self-improvement. Takes advantage of opportunities to further education, knowledge, and experience.
- (5 to 7) **Exceeds Expectations** – Has a great desire for self-improvement. Seizes every possible opportunity for education and training. Makes every attempt to gain as much experience as possible in the law enforcement profession.

Community Involvement

Reflects a caring attitude for people in the community. Demonstrates caring attitude by involvement in community activities, organizations, or movements that enhances the quality of life in Blount County.

Evaluates the employee's involvement in community organizations or activities that enhance the quality of life in Blount County. Also reflects the selfless attitude of the employee and willingness to help others.

- (1 to 3) **Unsatisfactory** – Employee lacks caring attitude for others. Lacks participation in any type of community activity or organization. Refuses to give of themselves for the betterment of the community or others.
- (4) **Meets Expectations** – Employee is involved in community activities to some extent. Demonstrates a caring attitude for others and seeks to assist others when needed.
- (5 to 7) **Exceeds Expectations** – Employee is involved in different community activities. Demonstrates a desire to get more involved. Seeks out areas to work in or with and is committed to making Blount County a better place to live and work.

Managerial Skills (Supervisors Only)

The ability to provide positive reinforcement or constructive criticism, depending on the situation to all subordinates fairly and consistently. The ability to manage and utilize all available resources effectively in any given situation. The ability to coordinate actions between different agencies or functions without conflict to accomplish the task at hand.

Evaluates the employee's ability to counsel subordinates in any situation fairly. To administer discipline fairly and consistently. To manage and coordinate difficult

situations with different elements of the Sheriff's Office or other agencies without conflict and with effectiveness.

- (1 to 3) **Unsatisfactory** – Does not have the ability to encourage or constructively criticize subordinates. Is timid about dealing with situations where discipline is needed. Cannot fairly and consistently deal with problems. Is unable to manage situations with different elements involved. Unable to compromise and work together with other functions or agencies without conflict.

- (4) **Meets Expectations** – Has the ability to counsel subordinates in an encouraging manner. Has the ability to criticize in a constructive manner. Has the ability to manage complex situations involving different functions of the Sheriff's Office and other agencies. Is able to coordinate these activities without causing conflict.

- (5 to 7) **Exceeds Expectations** – Has the ability to counsel others and subordinates in an encouraging manner. Can offer criticism without being condescending. Has the ability to foresee possible conflict in situations and prevent it. Has the ability to manage and coordinate complex situations involving other functions or agencies without problems or conflicts.

Judgment

(Supervisors Only)

Ability to use discretion in evaluating a situation and making a sound decision and using appropriate implementation tactics.

Evaluates the employee's ability to evaluate a situation or set of circumstances and make a sound decision. After making the decision implementing it within the policy and procedures of the Blount County Sheriff's Office as well as state laws.

- (1 to 3) **Unsatisfactory** – Unable to make a sound decision. Makes decisions that are contrary to the policy and procedure of the Sheriff's Office and/or state law. Cannot appropriately implement a decision after it has been made.

- (4) **Meets Expectations** – Able to make a sound decision that falls within the guidelines of Sheriff's Office policy and procedure as well as state law. Is able to implement the decision appropriately.

- (5 to 7) **Exceeds Expectations** – Able to make a sound decision and foresee any problems before they occur. Able to make adjustments as needed to avoid or circumvent problems during the implementation stage.

Professional Qualities

(Supervisors Only)

Characteristics possessed that reflect confidence, experience, and knowledge. Includes all aspects of appearance, presence, and ability to communicate with others. Projects honesty, competence and loyalty.

Evaluates the employee's ability to reflect confidence, experience, knowledge in appearance and presence. Also, their ability to communicate with others and to display honesty, competence and loyalty without the appearance of arrogance.

- (1 to 3) **Unsatisfactory** – Unable to show confidence. Lacks experience and presence. Unable to communicate clearly with others. Lacks the qualities of honesty and competence. Appearance of arrogance during interaction with others.

- (4) **Meets Expectations** – Able to demonstrate confidence and experience. Has a presence that reflects honesty and competence. Can communicate clearly and does not appear arrogant. Appearance reflects these qualities.

- (5 to 7) **Exceeds Expectations** – Shows confidence and experience in all activities. Very presence reflects honesty and competence in everything accomplished. Can communicate well with others in any environment and can do so in a humble and respectful manner. Physical appearance reflects all of these qualities.



Blount County Sheriff's Office

Human Resources Manual

Appendix 16



Employee Probationary Evaluation

Employee Name: _____ Function: _____

Present Position: _____ Evaluation Period: _____

Scoring System:

Score of 1-3 – Unsatisfactory
 Score of 4 – Meets Expectations
 Score of 5-7 – Exceeds Expectations

Any score less than 4 or more than 5 requires comments from the rater.

PART I: PERFORMANCE REVIEW DIMENSIONS	SCORING
Adaptability / Attitude: Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees. Willingness to accept criticism and/or feedback.	
Decision Making: Ability to manage complex and stressful situations while giving proper consideration to all alternative courses of action	
Problem Solving: Ability to identify and evaluate possible solutions, selecting and implementing appropriate means of resolution.	
Dependability: Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.	
Professional Image: Presenting and maintaining a professional appearance through grooming dress and personal actions, including proper maintenance and usage of all assigned equipment	
Communication / Relationships: Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.	
Job Knowledge: Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.	
Physical Fitness: Maintaining a level of physical preparedness that enables one to successfully perform required tasks.	
Professional Ethics: Conducting oneself in a manner that is above reproach in all situations while on and off duty.	
Care and Use of Equipment: Demonstrated safe and lawful operation of assigned vehicles and equipment in accordance with state law and policies and procedures.	
Knowledge of Policies and Procedures: Understanding of policies and procedures and ability to conform to them, applying them to everyday situations.	
Personal Development:	
Community Involvement:	
Managerial Skills (for rating supervisors):	
Judgment (for rating supervisors):	
Professional Qualities (for rating supervisors):	

PART II : OVERALL RATING OF PERFORMANCE (AVERAGE OF SCORES): _____

Copy Given to Employee: _____

PART III: CONSRUCTIVE CRITIQUE: Use the space below to comment on any of the dimensions and supporting criteria from the first page. REMEMBER: Raters are required to comment on any rating below 4 and above 5.

PART IV EMPLOYEE COMMENTS: If the employee being rated wishes to make any comments regarding his/her score or comments by the rater, use the space provided below and/or attach a separate sheet.

Employee's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

Captain's Signature (If Applicable): _____ Date: _____

Deputy Chief's Signature _____ Date: _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 17



Employee Evaluation

Employee Name: _____ Function: _____

Present Position: _____ Evaluation Period: _____

Scoring System:

Score of 1-3 – Unsatisfactory
 Score of 4 – Meets Expectations
 Score of 5-7 – Exceeds Expectations

Any score less than 4 or more than 5 requires comments from the rater.

PART I: PERFORMANCE REVIEW DIMENSIONS	SCORING
Adaptability / Attitude: Willingness and ability to adjust to changes in tasks, assignments, and function goals and objectives as well as expressions of personal feelings that effect job performance and interactions with other employees. Willingness to accept criticism and/or feedback.	
Decision Making: Ability to manage complex and stressful situations while giving proper consideration to all alternative courses of action	
Problem Solving: Ability to identify and evaluate possible solutions, selecting and implementing appropriate means of resolution.	
Dependability: Consistently performing duties in a reliable and knowledgeable manner with minimum supervision.	
Professional Image: Presenting and maintaining a professional appearance through grooming dress and personal actions, including proper maintenance and usage of all assigned equipment	
Communication / Relationships: Ability to interact with citizens and other employees in an appropriate and effective manner, and effectively express and communicate ideas in writing, orally, and through non-verbal behavior.	
Job Knowledge: Application and use of training and on-the-job experience to effectively perform job tasks in line with guidelines established in policies and standard operating procedures.	
Physical Fitness: Maintaining a level of physical preparedness that enables one to successfully perform required tasks.	
Professional Ethics: Conducting oneself in a manner that is above reproach in all situations while on and off duty.	
Care and Use of Equipment: Demonstrated safe and lawful operation of assigned vehicles and equipment in accordance with state law and policies and procedures.	
Knowledge of Policies and Procedures: Understanding of policies and procedures and ability to conform to them, applying them to everyday situations.	
Personal Development:	
Community Involvement:	
Managerial Skills (for rating supervisors):	
Judgment (for rating supervisors):	
Professional Qualities (for rating supervisors):	

PART II : OVERALL RATING OF PERFORMANCE (AVERAGE OF SCORES): _____

Copy Given to Employee: _____

PART III: COMMENTS SUPPORTING THE OVERALL EVALUATION (The rater must include specific information regarding any evaluation rating of "Unsatisfactory" or "Exceeds Expectations")

(Attach additional sheets if required)

PART IV FUTURE PLANS/ACTIONS: (Discuss specific personal development or other actions dictated by the evaluation)

(Attach additional sheets if required)

PART V: EMPLOYEE COMMENTS:

(Attach additional sheets if required)

Employee's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

Captain's Signature (If Applicable): _____ Date: _____

Deputy Chief's Signature (If other than the rater) _____ Date: _____

Chief Deputy's Signature: _____ Date: _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 18



Record of Employee Counseling

Supervisors, within their capabilities, will counsel employees concerning job-related matters, recognizing that many things may impact on an employee's job and performance such as family and other personal matters. Counseling may include recognizing unacceptable behaviors or actions, determining reasons for a particular behavior, or creating ways to correct or improve performance or to solve a problem

Employee Name: _____ Date: _____

Rank: _____ Function: _____

Statement of Problem (Add Additional Pages if Necessary):

Action Taken by Supervisor (Add Additional Pages if Necessary):

Employee Comments (Add Additional Pages if Necessary):

Signature of Supervisor

Signature of Employee



Blount County Sheriff's Office

Human Resources Manual

Appendix 19



Disciplinary Complaint Against Employee

The Sheriff's Office depends on the personal integrity of all employees, and discipline is a process of imposing sanctions that will train or develop employees that involves positive reward, training, counseling, and punitive action, with a commitment to the Codes of Ethics and Conduct.

Employee Name: _____ Function: _____

Rank: _____ Supervisor Filing Complaint: _____

Alleged Incident:

Date: _____ Time: _____ Location: _____

Type of Complaint:

Violation of Code of Conduct (please specify and include reference number(s): _____

Violation of Policies and Procedures (please specify and include reference number(s): _____

Class of Violation (Minor or Serious): _____

Signature of Supervisor Filing Complaint Date

Administrative Hearing (If a Serious Violation):

Date: _____ Time: _____ Location: _____

Hearing Officer: _____

Determination of Hearing:

- Exonerated:** The incident occurred, but the actions of the employee were lawful and proper.
- Sustained:** The allegation is supported by sufficient evidence to believe the incident occurred and is in violation of the Sheriff's Office Code of Conduct and/or policies and procedures.
- Policy Failure:** The allegation is supported, but the employee was in compliance with an inadequate policy.
- Not Sustained:** The Hearing disclosed insufficient evidence to either support or disprove the allegation.
- Unfounded:** The Hearing disclosed that the alleged incident never occurred and, therefore, is false.

Signature of Hearing Officer Date



Blount County Sheriff's Office

Human Resources Manual

Appendix 20



Statement of Disciplinary Action

Name: _____

Date: _____

The following actions may be taken against an employee for disciplinary purposes:

Oral Reprimand: Violation of any order, policy, or procedure may result in an oral reprimand. Supervisors may issue oral reprimands without the prior approval of their Captain, a Deputy Chief, or the Chief Deputy. A supervisor who issues an oral reprimand will maintain a written record of the reprimand, and the basic reason for it, for a period of 1 year. Supervisors must inform the employee being disciplined that the action is a formal oral reprimand.

Written Reprimand: A written reprimand may be issued as the result of an administrative hearing or by a supervisor, and are maintained in the employee's personnel file for a period of up to 3 years. Supervisors may issue a written reprimand in situations where an oral reprimand has not resulted in the expected improvement, or where more severe action is warranted. Supervisors may issue a written reprimand without prior approval of their Captain, Deputy Chief, or the Chief Deputy, but must forward a copy of the reprimand through the chain of command to the Chief Deputy.

Suspension from Duty: Supervisors may immediately suspend from duty any employee, with pay, who reports to work unfit for service as defined in the Code of Conduct. Such suspension will be immediately reported to their Captain and/or a Deputy Chief and to the Chief Deputy by 0900 the next business day. The Chief Deputy will confirm and authorize such suspensions in writing and will exercise the disciplinary procedures deemed appropriate. Any suspension from duty without pay will be approved only after an administrative hearing as established in the administrative review process discussed below. According to federal law, employees who are exempt from overtime will not be suspended without pay for periods of less than one full workday. Non-exempt employees may be suspended without pay on an hourly basis.

Demotion in Rank: Done on the recommendation of the Chief Deputy, with concurrence by the Sheriff, and is accomplished only as the result of an administrative hearing.

Dismissal: This action is subject to the findings of an administrative hearing, and is the most severe form of internal discipline that can only be accomplished after review and concurrence by the Sheriff.

As of the date noted above, the following disciplinary action(s) against you are taken based on the information provided in the Disciplinary Complaint Against Employee Form, specific violations of the Code of Conduct and/or Sheriff's Office policies and procedures, and imposed either by a Hearing Officer as a result of an Administrative Hearing, or decision of a supervisor if a minor violation.

You have the right to seek a review of this Disciplinary Action through Level 2 of the Administrative Review Process (5.05 BCSO HR Rules and Regulations Manual). Your request for such a review must be made in writing and filed with the Chief Deputy on a Request for Review of Disciplinary Action Form (see Appendix 21 of the HR Manual) within 5 working days after receipt of this form. The Chief Deputy may provide specific information as to the preparation of a request.

Signature of Chief Deputy (or Supervisor if a minor infraction)

Date



Blount County Sheriff's Office

Human Resources Manual

Appendix 21



Request for Review of Disciplinary Action

Review of disciplinary actions will be processed through the administrative review process presented in Section 5.05 of the HR Manual and must be submitted to the Chief Deputy within 5 working days after the effective date of the Statement of Disciplinary Action for the review to be conducted. Requests for review that are submitted after this time will not be considered.

Employees may contest either the conclusion of fact on which a disciplinary action is based, or the specific penalty prescribed.

I, _____, do hereby request a review of the disciplinary action taken against me effective _____. The nature of the disciplinary action was:

My grounds for attacking, objecting to, or challenging the validity of the disciplinary action (the entire scope of the disciplinary action or only a designated part thereof) is:

The relief requested is:

Employee's Signature

Date

Response of Chief Deputy:

Signature of Chief Deputy

Date



Blount County Sheriff's Office

Human Resources Manual

Appendix 22



CONFIDENTIAL

Line-of-Duty Death Information

Name: _____
Last First Middle

The information that you provide on this form will be used ONLY in the event of your serious injury or death in the line of duty. Please take the time to fill it out accurately because the data will be of extreme comfort to your family and the Sheriff's Office in fulfilling your wishes.

Your Address _____

City _____

State _____ Zip Code _____

Your home phone number _____

FAMILY INFORMATION

Spouse's Name _____

Address and telephone,

if different from above _____

Spouse's employer, work

address, and telephone _____

Names and dates _____ DOB: _____
of birth of your
children _____ DOB: _____
_____ DOB: _____
_____ DOB: _____
_____ DOB: _____
_____ DOB: _____

If you are divorced, please provide information about your ex-spouse.

Name _____
Address _____
City _____
State _____ Zip Code _____
Phone Home (____) _____ Work (____) _____

Do you want a police representative to contact your ex-spouse? () Yes () No

Please list the name, address, and telephone numbers of your children who live outside the family home and key relatives (parents, siblings, in-laws, etc.) below:

<u>Name</u>	<u>Address</u>	<u>Phone (H&W)</u>	<u>Relationship</u>
-------------	----------------	------------------------	---------------------

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

NOTIFICATIONS

Please list the persons you would like to be contacted by a police representative in case of serious injury or death in the line of duty. Begin with the first person you would like notified.

<u>Name</u>	<u>Address</u>	<u>Phone(H&W)</u>	<u>Relationship</u>
1. _____	_____	_____	_____

2. _____

Is there anyone you would like to accompany the police representative when the notification is made to your immediate family? If someone other than a Sheriff's Office representative, please include address and telephone number.

1. _____

2. _____

Is there anyone you would like to be contacted to assist your family, or to assist with funeral arrangements, or related matters who is not listed above? This person should be knowledgeable concerning your life insurance representatives, location of your will, etc.

<u>Name</u>	<u>Address</u>	<u>Phone (H&W)</u>	<u>Relationship</u>
-------------	----------------	------------------------	---------------------

1. _____

2. _____

ADDITIONAL INFORMATION

Please list any preferences you may have regarding funeral arrangements:

Funeral Home _____

Church or Synagogue _____

Cemetery _____

Are you a veteran of the U.S. Armed Services? Yes () No ()

If you are entitled to a military funeral as determined by the Department of Veterans Affairs, do you wish to have one? Yes () No ()

Do you wish a law enforcement funeral? Yes () No ()

Please list memberships in law enforcement, religious, or community organizations that may provide assistance to your family.

_____	_____
_____	_____
_____	_____

Do you have a will? Yes () No ()

If yes, where is it located? _____

Please list any insurance policies you may have.

Company

Policy #

Location of Policy

1. _____

2. _____

3. _____

Are there any special requests or directions you would like followed upon your death?

Signature _____ Date _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 23



SECONDARY EMPLOYMENT REQUEST FORM

This request must be submitted and approved prior to accepting any secondary employment, and must be renewed annually thereafter. Changes in secondary employment status must be reported immediately to the Chief Deputy. Please read Section 6.02 of the Blount County Sheriff's Office Human Resources Rules and Regulations Manual prior to completing this request.

Name of Employee: _____ Date: _____
 Job Title: _____ Function: _____

Type of Secondary Employment Requested: Off-Duty _____ Extra-Duty _____

Name of Secondary Employer: _____

Address of Secondary Employer: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

Name of Secondary Employer Supervisor: _____

Employment Beginning Date: _____ Time: _____

Employment Ending Date: _____ Time: _____

In Uniform: _____ Plain Clothes: _____

Type of work to be performed (please be specific): _____

Does the Secondary Employer agree to provide the employee with Worker's Compensation benefits during time employed? Yes _____ No _____ (If "No", the employee must understand that the Blount County Sheriff's Office will not be held responsible for any Worker's Compensation claim incurred while employed with Secondary Employer.)

Secondary Employer Representative: _____ Date: _____

I, _____ agree that the Secondary Employer may release my employment record to the Blount County Sheriff's Office. I also understand that failure to comply with departmental policy relating to secondary employment may result in disciplinary action.

Employee's Signature _____ Date _____

Request Approval: Captain: _____

Deputy Chief: _____

Final Approval: Chief Deputy: _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 24



How to File Complaints Against Deputies and Other Employees of the Blount County Sheriff's Office

The Sheriff's Office depends on the integrity and discipline of all employees, individually and collectively. Public image is determined by professional response to allegations of misconduct against it or its employees. The Sheriff's Office must have the capability to competently and professionally investigate allegations of wrong doing by employees, and to address complaints impacting its response to community needs.

Citizens, offenders, and inmates with legitimate grievances regarding perceived or actual misconduct, will be received courteously and handled efficiently. Employees will assist and cooperate in the processing of complaints consistent with procedures.

There are 2 classes of complaints:
minor and serious.

Minor – Relates to a violation(s) of policies and procedures and/or sections of the Code of Conduct that indicate a violation is minor in nature, and can usually be handled by a supervisor. Such complaints may relate to minor misunderstandings or disagreements that may easily be resolved.

Serious – Relates to a violation(s) of policies and procedures and/or sections of the Code of Conduct that indicate a violation is major in nature, and initially cannot be handled by a supervisor.



How to File a Complaint With the Blount County Sheriff's Office

Office Hours

Monday – Friday

8:00 a.m. to 4:30 p.m.

Phone 273-5000



Blount County Sheriff's Office

Human Resources Manual

Appendix 25



Citizen Complaint or Commendation Form

Complaint _____ Commendation _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: () _____ - _____ Cell Phone: () _____ - _____

Place of employment: _____ Work Phone: () _____ - _____

Date of Birth: ____/____/____ Social Security Number: ____-____-____ Race: _____

Height: ____' ____" Weight: _____ Hair Color: _____ Eye Color: _____ DL#: _____

Name of BCSO Employee: _____

Date of Incident _____ Approximate time of Incident _____

Location of Incident: _____

Witness(s) Name(s)	Address	Phone
_____	_____	() _____ - _____
_____	_____	() _____ - _____
_____	_____	() _____ - _____

Describe Details of Incident on Next Page (Use Additional Pages If Necessary)

I, the above named, certify that the above statement is true, accurate, and complete to the best of my knowledge. I understand that under the rules and regulations of the Blount County Sheriff's Office, the employee against whom this complaint (if filing a complaint) is filed may be summoned to appear in an Administrative Hearing or be subject to an Internal Affairs Investigation. By signing this complaint (if filing a complaint), I hereby agree to appear at a called Administrative Hearing, and/or be interviewed by an Internal Affairs Investigator, and testify under oath concerning all matters relevant to this complaint (if filing a complaint). I also understand that a copy of this complaint (if filing a complaint) will be forwarded to the employee. If a hearing is held, the employee and his or her attorney have a right to be present and to cross-examine me concerning any testimony that I may give. Please be advised that if you make any false statement in this complaint (if filing a complaint), you may be prosecuted for filing a false police report (TCA Section 39-16-502) and may be subject to civil liability.

Signature

Date

Signature of Supervisor

Date



Blount County Sheriff's Office

Human Resources Manual

Appendix 27



Tuition Reimbursement Form

Employee Name: _____

Function: _____ Job Title: _____

Supervisor: _____

Name of School/Organization: _____

Title of Course: _____ Cost of Course: \$ _____

Title of Course: _____ Cost of Course: \$ _____

Total Cost: \$ _____

Dates of course from: _____ to: _____

Reason for taking
course: _____

The supervisor and Deputy Chief must sign this form before an employee may enroll in any course work for tuition reimbursement.

If you are eligible for benefits from other sources you are required to apply those benefits to your cost of prior to being reimbursed by Blount County Sheriff's Office.

Note: You are required to submit verification of course completion including grade(s) before payment will be made.

Signatures for Approval:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Deputy Chief: _____ Date: _____

Deputy Chief of Admin: _____ Date: _____



Blount County Sheriff's Office

Human Resources Manual

Appendix 28



Sick Leave Bank Guidelines/Procedures

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury or disability.

All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

1. Worked for one (1) continuous year.
2. Have a minimum of six (6) accumulated sick leave days.
3. Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the month of November with the effective date of January 1st. Donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed.

Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize accumulated vacation or sick leave per the following schedule, before receiving leave from the Sick Leave Bank:

Vacation- Member's available time must be reduced to forty hours

Sick leave- Member's available leave must be reduced to three days

After utilizing the Member's available vacation and sick leave as indicated above, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is

physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is **required** as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members on account of elective and or cosmetic surgery, or illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- (a) Resignation or termination of employment with Blount County Government;
- (b) Cancellation of participation which is effective on January 1st next;
- (c) Refusal to honor such assessment as may be required by the Trustees;
- (d) Retirement;
- (e) Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- (f) Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes.

The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank.

In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.



Blount County Sheriff's Office

Human Resources Manual

Appendix 29



Youth Program Mission Statement

The Blount County Sheriff's Office, in maintaining the highest of standards, advocates youth partnerships with the Sheriff's Office, school system and community through educational programs that reinforce the significant relationship between youth, leadership, and community improvement.

Goals

1. To assure youth have a network of support through interaction with officers and community leaders.
2. To have youth to take the initiative needed to take positive and active roles in their communities.
3. To increase awareness and address social issues that affects youth as well as adults in schools and communities.
4. To increase self-esteem.
5. To build skills in leadership, teamwork, problem solving, and conflict resolution.



Blount County Sheriff's Office

Human Resources Manual

Appendix 30



(Added to Policy 09/11/2018)

Prepared by the

Office of the Chief Clerk

of the Senate

Revised November 4, 2014

CONSTITUTION OF THE STATE OF TENNESSEE

Preamble and Declaration of Rights

Whereas, The people of the territory of the United States south of the river Ohio, having the right of admission into the general government as a member state thereof, consistent with the Constitution of the United States, and the act of cession of the state of North Carolina, recognizing the ordinance for the government of the territory of the United States north west of the Ohio River, by their delegates and representatives in convention assembled, did on the sixth day of February, in the year of our Lord one thousand seven hundred and ninety-six, ordain and establish a Constitution, or form of government, and mutually agreed with each other to form themselves into a free and independent state by the name of the state of Tennessee, and,

Whereas, The General Assembly of the said state of Tennessee, (pursuant to the third section of the tenth article of the Constitution,) by an act passed on the Twenty-seventh day of November, in the year of our Lord one thousand eight hundred and thirty-three, entitled, "An Act" to provide for the calling of a convention, passed in obedience to the declared will of the voters of the state, as expressed at the general election of August, in the year of our Lord one thousand eight hundred and thirty-three, did authorize and provide for the election by the people of delegates and representatives, to meet at Nashville, in Davidson County, on the third Monday in May, in the year of our Lord one thousand eight hundred and thirty-four, for the purpose of revising and amending, or changing, the Constitution, and said convention did accordingly meet and form a Constitution which was submitted to the people, and was ratified by them, on the first Friday in March, in the year of our Lord one thousand eight hundred and thirty-five, and,

Whereas, The General Assembly of said state of Tennessee, under and in virtue of the first section of the first article of the Declaration of Rights, contained in and forming a part of the existing Constitution of the state, by an act passed on the fifteenth day of November, in the year of our Lord one thousand eight hundred and sixty-nine, did provide for the calling of a convention by the people of the state, to meet at Nashville, on the

second Monday in January, in the year of our Lord one thousand eight hundred and seventy, and for the election of delegates for the purpose of amending or revising the present Constitution, or forming and making a new Constitution; and,

Whereas, The people of the state, in the mode provided by said Act, have called said convention, and elected delegates to represent them therein; now therefore,

We, the delegates and representatives of the people of the state of Tennessee, duly elected, and in convention assembled, in pursuance of said act of Assembly have ordained and established the following Constitution and form of government for this state, which we recommend to the people of Tennessee for their ratification: That is to say

ARTICLE I.

Declaration of Rights.

Section 1. That all power is inherent in the people, and all free governments are founded on their authority, and instituted for their peace, safety, and happiness; for the advancement of those ends they have at all times, an unalienable and indefeasible right to alter, reform, or abolish the government in such manner as they may think proper.

Section 2. That government being instituted for the common benefit, the doctrine of nonresistance against arbitrary power and oppression is absurd, slavish, and destructive of the good and happiness of mankind.

Section 3. That all men have a natural and indefeasible right to worship Almighty God according to the dictates of their own conscience; that no man can of right be compelled to attend, erect, or support any place of worship, or to maintain any minister against his consent; that no human authority can, in any case whatever, control or interfere with the rights of conscience; and that no preference shall ever be given, by law, to any religious establishment or mode of worship.

Section 4. That no political or religious test, other than an oath to support the Constitution of the United States and of this state, shall ever be required as a qualification to any office or public trust under this state.

Section 5. The elections shall be free and equal, and the right of suffrage, as hereinafter declared, shall never be denied to any person entitled thereto, except upon a conviction by a jury of some infamous crime, previously ascertained and declared by law, and judgment thereon by court of competent jurisdiction.

Section 6. That the right of trial by jury shall remain inviolate, and no religious or political test shall ever be required as a qualification for jurors.

Section 7. That the people shall be secure in their persons, houses, papers and possessions, from unreasonable searches and seizures; and that general warrants, whereby an officer may be commanded to search suspected places, without evidence of the fact committed, or to seize any person or persons not named, whose offences are not particularly described and supported by evidence, are dangerous to liberty and ought not be granted.

Section 8. That no man shall be taken or imprisoned, or disseized of his freehold, liberties or privileges, or outlawed, or exiled, or in any manner destroyed or deprived of his life, liberty or property, but by the judgment of his peers, or the law of the land.

Section 9. That in all criminal prosecutions, the accused hath the right to be heard by himself and his counsel; to demand the nature and cause of the accusation against him, and to have a copy thereof, to meet the witnesses face to face, to have compulsory process for obtaining witnesses in his favor, and in prosecutions by indictment or presentment, a speedy public trial, by an impartial jury of the county in which the crime shall have been committed, and shall not be compelled to give evidence against himself.

Section 10. That no person shall, for the same offence, be twice put in jeopardy of life or limb.

Section 11. That laws made for the punishment of acts committed previous to the existence of such laws, and by them only declared criminal, are contrary to the principles of a free government; wherefore no ex post facto law shall be made.

Section 12. That no conviction shall work corruption of blood or forfeiture of estate. The estate of such persons as shall destroy their own lives shall descend or vest as in case of natural death. If any person be killed by casualty, there shall be no forfeiture in consequence thereof.

Section 13. That no person arrested and confined in jail shall be treated with unnecessary rigor.

Section 14. That no person shall be put to answer any criminal charge but by presentment, indictment or impeachment.

Section 15. That all prisoners shall be bailable by sufficient sureties, unless for capital offences, when the proof is evident, or the presumption great. And the privilege of the writ of Habeas Corpus shall not be suspended, unless when in case of rebellion or invasion, the General Assembly shall declare the public safety requires it.

Section 16. That excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

Section 17. That all courts shall be open; and every man, for an injury done him in his lands, goods, person or reputation, shall have remedy by due course of law, and right and justice administered without sale, denial, or delay. Suits may be brought against the state in such manner and in such courts as the Legislature may by law direct.

Section 18. The Legislature shall pass no law authorizing imprisonment for debt in civil cases.

Section 19. That the printing press shall be free to every person to examine the proceedings of the Legislature; or of any branch or officer of the government, and no law shall ever be made to restrain the right thereof. The free communication of thoughts and opinions, is one of the invaluable rights of man and every citizen may freely speak, write, and print on any subject, being responsible for the abuse of that liberty. But in prosecutions for the publication of papers investigating the official conduct of officers, or men in public capacity, the truth thereof may be given in evidence; and in all indictments for libel, the jury

shall have a right to determine the law and the facts, under the direction of the court, as in other criminal cases.

Section 20. That no retrospective law, or law impairing the obligations of contracts, shall be made.

Section 21. That no man's particular services shall be demanded, or property taken, or applied to public use, without the consent of his representatives, or without just compensation being made therefore.

Section 22. That perpetuities and monopolies are contrary to the genius of a free state, and shall not be allowed.

Section 23. That the citizens have a right, in a peaceable manner, to assemble together for their common good, to instruct their representatives, and to apply to those invested with the powers of government for redress of grievances, or other proper purposes, by address of remonstrance.

Section 24. That the sure and certain defense of a free people, is a well regulated militia; and, as standing armies in time of peace are dangerous to freedom, they ought to be avoided as far as the circumstances and safety of the community will admit; and that in all cases the military shall be kept in strict subordination to the civil authority.

Section 25. That no citizen of this state, except such as are employed in the army of the United States, or militia in actual service, shall be subjected to punishment under the martial or military law. That martial law, in the sense of the unrestricted power of military officers, or others, to dispose of the persons, liberties or property of the citizen, is inconsistent with the principles of free government, and is not confided to any department of the government of this state.

Section 26. That the citizens of this state have a right to keep and to bear arms for their common defense; but the Legislature shall have power, by law, to regulate the wearing of arms with a view to prevent crime.

Section 27. That no soldier shall, in time of peace, be quartered in any house without the consent of the owner; nor in time of war, but in a manner prescribed by law.

Section 28. That no citizen of this state be compelled to bear arms, provided he will pay an equivalent, to be ascertained by law.

Section 29. That an equal participation in the free navigation of the Mississippi, is one of the inherent rights of the citizens of this state; it cannot, therefore, be conceded to any prince, potentate, power, person or persons whatever.

Section 30. That no hereditary emoluments, privileges, or honors, shall ever be granted or conferred in this state.

Section 31. That the limits and boundaries of this state be ascertained, it is declared they are as hereafter mentioned, that is to say: Beginning on the extreme height of the Stone Mountain, at the place where the line of Virginia intersects it, in latitude thirty-six degrees and thirty minutes north; running thence along the extreme height of the said mountain, to the place where Watauga river breaks through it; thence a direct course to the top of the Yellow Mountain, where Bright's road crosses the same; thence along the ridge of said

mountain, between the waters of Doe river and the waters of Rock creek, to the place where the road crosses the Iron Mountain; from thence along the extreme height of said mountain, to the place where Nolichucky river runs through the same; thence to the top of the Bald Mountain; thence along the extreme height of said mountain to the Painted Rock on French Broad river; thence along the highest ridge of said mountain, to the place where it is called the Great Iron or Smoky Mountain; thence along the extreme height of said mountain to the place where it is called Unicoi or Unaka Mountain, between the Indian towns of Cowee and Old Chota; thence along the main ridge of the said mountain to the southern boundary of this state, as described in the act of cession of North Carolina to the United States of America; and that all the territory, lands and waters lying west of said line, as before mentioned, and contained within the chartered limits of the state of North Carolina, are within the boundaries and limits of this state, over which the people have the right of exercising sovereignty, and the right of soil, so far as is consistent with the Constitution of the United States, recognizing the Articles of Confederation, the Bill of Rights and Constitution of North Carolina, the cession act of the said state, and the ordinance of Congress for the government of the territory north west of Ohio; Provided, nothing herein contained shall extend to affect the claim or claims of individuals to any part of the soil which is recognized to them by the aforesaid cession act; And provided also, that the limits and jurisdiction of this state shall extend to any other land and territory now acquired, or that may hereafter be acquired, by compact or agreement with other states, or otherwise, although such land and territory are not included within the boundaries herein before designated.

Section 32. That the erection of safe prisons, the inspection of prisons, and the humane treatment of prisoners, shall be provided for.

Section 33. That slavery and involuntary servitude, except as a punishment for crime, whereof the party shall have been duly convicted, are forever prohibited in this state.

Section 34. The General Assembly shall make no law recognizing the right of property in man.

Section 35. To preserve and protect the rights of victims of crime to justice and due process, victims shall be entitled to the following basic rights:

(a) The right to confer with the prosecution.

(b) The right to be free from intimidation, harassment and abuse throughout the criminal justice system.

(c) The right to be present at all proceedings where the defendant has the right to be present.

(d) The right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly.

(e) The right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person.

(f) The right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence.

(g) The right to restitution from the offender.

(h) The right to be informed of each of the rights established for victims.

The General Assembly has the authority to enact substantive and procedural laws to define, implement, preserve and protect the rights guaranteed to victims by this section.

Section 36. Nothing in this Constitution secures or protects a right to abortion or requires the funding of an abortion. The people retain the right through their elected state representatives and state senators to enact, amend, or repeal statutes regarding abortion, including, but not limited to, circumstances of pregnancy resulting from rape or incest or when necessary to save the life of the mother.

ARTICLE II.

Distribution of Powers.

Section 1. The powers of the government shall be divided into three distinct departments: legislative, executive, and judicial.

Section 2. No person or persons belonging to one of these departments shall exercise any of the powers properly belonging to either of the others, except in the cases herein directed or permitted. Legislative Department.

Section 3. The legislative authority of this state shall be vested in a General Assembly, which shall consist of a Senate and House of Representatives, both dependent on the people. Representatives shall hold office for two years and Senators for four years from the day of the general election, except that the Speaker of the Senate and the Speaker of the House of Representatives, each shall hold his office as Speaker for two years or until his successor is elected and qualified, provided however, that in the first general election after adoption of this amendment senators elected in districts designated by even numbers shall be elected for four years and those elected in districts designated by odd numbers shall be elected for two years. In a county having more than one senatorial district, the districts shall be numbered consecutively.

Section 4. The apportionment of senators and representatives shall be substantially according to population. After each decennial census made by the Bureau of Census of the United States is available the General Assembly shall establish senatorial and representative districts. Nothing in this Section nor in this Article II shall deny to the General Assembly the right at any time to apportion one House of the General Assembly using geography, political subdivisions, substantially equal population and other criteria as factors; provided such apportionment when effective shall comply with the Constitution of the United States as then amended or authoritatively interpreted. If the Constitution of the United States shall require that legislative apportionment not based entirely on population be approved by vote of the electorate, the General Assembly shall provide for such vote in the apportionment act.

Section 5. The number of representatives shall be ninety-nine and shall be apportioned by the General Assembly among the several counties or districts as shall be provided by law. Counties having two or more representatives shall be divided into separate districts. In a

district composed of two or more counties, each county shall adjoin at least one other county of such district; and no county shall be divided in forming such a district.

Section 5a. Each district shall be represented by a qualified voter of that district.

Section 6. The number of senators shall be apportioned by the General Assembly among the several counties or districts substantially according to population, and shall not exceed one-third the number of representatives. Counties having two or more senators shall be divided into separate districts. In a district composed of two or more counties, each county shall adjoin at least one other county of such district; and no county shall be divided in forming such a district.

Section 6a. Each district shall be represented by a qualified voter of that district.

Section 7. The first election for senators and representatives shall be held on the second Tuesday in November, one thousand eight hundred and seventy; and forever thereafter, elections for members of the General Assembly shall be held once in two years, on the first Tuesday after the first Monday in November. Said elections shall terminate the same day.

Section 8. Legislative Sessions—Governor's Inauguration—The General Assembly shall meet in organizational session on the second Tuesday in January next succeeding the election of the members of the House of Representatives, at which session, if in order, the governor shall be inaugurated. The General Assembly shall remain in session for organizational purposes not longer than fifteen consecutive calendar days, during which session no legislation shall be passed on third and final consideration. Thereafter, the General Assembly shall meet on the first Tuesday next following the conclusion of the organizational session unless the General Assembly by joint resolution of both houses sets an earlier date. The General Assembly may by joint resolution recess or adjourn until such time or times as it shall determine. It shall be convened at other times by the governor as provided in Article III, Section 9, or by the presiding officers of both Houses at the written request of two-thirds of the members of each House.

Section 9. No person shall be a representative unless he shall be a citizen of the United States, of the age of twenty-one years, and shall have been a citizen of this state for three years, and a resident in the county he represents one year, immediately preceding the election.

Section 10. No person shall be a senator unless he shall be a citizen of the United States, of the age of thirty years, and shall have resided three years in this state, and one year in the county or district, immediately preceding the election. No senator or representative shall, during the time for which he was elected, be eligible to any office or place of trust, the appointment to which is vested in the executive or the General Assembly, except to the office of trustee of a literary institution.

Section 11. The Senate and House of Representatives, when assembled, shall each choose a speaker and its other officers; be judges of the qualifications and election of its members, and sit upon its own adjournments from day to day. Not less than two-thirds of all the members to which each house shall be entitled shall constitute a quorum to do business; but a smaller number may adjourn from day to day, and may be authorized, by law, to compel the attendance of absent members.

Section 12. Each House may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two-thirds, expel a member, but not a second time for the same offense; and shall have all other powers necessary for a branch of the Legislature of a free state.

Section 13. Senators and representatives shall, in all cases, except treason, felony, or breach of the peace, be privileged from arrest during the session of the General Assembly, and in going to and returning from the same; and for any speech or debate in either House, they shall not be questioned in any other place.

Section 14. Each House may punish, by imprisonment, during its session, any person not a member, who shall be guilty of disrespect to the House, by any disorderly or any contemptuous behavior in its presence.

Section 15. Vacancies. When the seat of any member of either House becomes vacant, the vacancy shall be filled as follows: (a) When twelve months or more remain prior to the next general election for legislators, a successor shall be elected by the qualified voters of the district represented, and such successor shall serve the remainder of the original term. The election shall be held within such time as provided by law. The legislative body of the replaced legislator's county of residence at the time of his or her election may elect an interim successor to serve until the election. (b) When less than twelve months remain prior to the next general election for legislators, a successor shall be elected by the legislative body of the replaced legislator's county of residence at the time of his or her election. The term of any Senator so elected shall expire at the next general election for legislators, at which election a successor shall be elected. (c) Only a qualified voter of the district represented shall be eligible to succeed to the vacant seat.

Section 16. Neither House shall, during its session, adjourn without the consent of the other for more than three days, nor to any other place than that in which the two Houses shall be sitting.

Section 17. Bills may originate in either House; but may be amended, altered or rejected by the other. No bill shall become law which embraces more than one subject, that subject to be expressed in the title. All acts which repeal, revive or amend former laws, shall recite in their caption, or otherwise, the title or substance of the law repealed, revived or amended.

Section 18. A bill shall become law when it has been considered and passed on three different days in each House and on third and final consideration has received the assent of a majority of all the members to which each House is entitled under this Constitution, when the respective speakers have signed the bill with the date of such signing appearing in the journal, and when the bill has been approved by the governor or otherwise passed under the provisions of this Constitution.

Section 19. After a bill has been rejected, no bill containing the same substance shall be passed into a law during the same session.

Section 20. The style of the laws of this state shall be, "Be it enacted by the General Assembly of the State of Tennessee." No law of a general nature shall take effect until forty days after its passage unless the same or the caption thereof shall state that the public welfare requires that it should take effect sooner.

Section 21. Each House shall keep a journal of its proceedings, and publish it, except such parts as the welfare of the state may require to be kept secret; the ayes and noes shall be taken in each House upon the final passage of every bill of a general character, and bills making appropriations of public moneys; and the ayes and noes of the members on any question, shall, at the request of any five of them, be entered on the journal.

Section 22. The doors of each House and of committees of the whole shall be kept open, unless when the business shall be such as ought to be kept secret.

Section 23. Each member of the General Assembly shall receive an annual salary of \$1,800.00 per year payable in equal monthly installments from the date of his election, and in addition, such other allowances for expenses in attending sessions or committee meetings as may be provided by law. The senators, when sitting as a Court of Impeachment, shall receive the same allowances for expenses as have been provided by law for the members of the General Assembly. The compensation and expenses of the members of the General Assembly may from time to time be reduced or increased by laws enacted by the General Assembly; however, no increase or decrease in the amount thereof shall take effect until the next general election for representatives to the General Assembly. Provided, further, that the first General Assembly meeting after adoption of this amendment shall be allowed to set its own expenses. However, no member shall be paid expenses, nor travel allowances for more than ninety Legislative days of a regular session, excluding the organizational session, nor for more than thirty Legislative days of any extraordinary session.

This amendment shall take effect immediately upon adoption so that any member of the General Assembly elected at a general election wherein this amendment is approved shall be entitled to the compensation set herein.

Section 24. Appropriation of public moneys. No public money shall be expended except pursuant to appropriations made by law. Expenditures for any fiscal year shall not exceed the state's revenues and reserves, including the proceeds of any debt obligation, for that year. No debt obligation, except as shall be repaid within the fiscal year of issuance, shall be authorized for the current operation of any state service or program, nor shall the proceeds of any debt obligation be expended for a purpose other than that for which it was authorized.

In no year shall the rate of growth of appropriations from state tax revenues exceed the estimated rate of growth of the state's economy as determined by law. No appropriation in excess of this limitation shall be made unless the General Assembly shall, by law containing no other subject matter, set forth the dollar amount and the rate by which the limit will be exceeded.

Any law requiring the expenditure of state funds shall be null and void unless, during the session in which the act receives final passage, an appropriation is made for the estimated first year's funding.

No law of general application shall impose increased expenditure requirements on cities or counties unless the General Assembly shall provide that the state share in the cost.

An accurate financial statement of the state's fiscal condition shall be published annually.

Section 25. No person who heretofore hath been, or may hereafter be, a collector or holder of public moneys, shall have a seat in either House of the General Assembly, or hold any other office under the state government, until such person shall have accounted for, and paid into the Treasury, all sums for which he may be accountable or liable.

Section 26. No judge of any court of law or equity, secretary of state, attorney general, register, clerk of any Court of Record, or person holding any office under the authority of the United States, shall have a seat in the General Assembly; nor shall any person in this state hold more than one lucrative office at the same time; provided, that no appointment in the Militia, or to the Office of Justice of the Peace, shall be considered a lucrative office, or operative as a disqualification to a seat in either House of the General Assembly.

Section 27. Any member of either House of the General Assembly shall have liberty to dissent from and protest against, any act or resolve which he may think injurious to the public or to any individual, and to have the reasons for his dissent entered on the journals.

Section 28. In accordance with the following provisions, all property real, personal or mixed shall be subject to taxation, but the Legislature may except such as may be held by the state, by counties, cities or towns, and used exclusively for public or corporation purposes, and such as may be held and used for purposes purely religious, charitable, scientific, literary or educational, and shall except the direct product of the soil in the hands of the producer, and his immediate vendee, and the entire amount of money deposited in an individual's personal or family checking or savings accounts. For purposes of taxation, property shall be classified into three classes, to wit: Real Property, Tangible Personal Property and Intangible Personal Property.

Real property shall be classified into four (4) subclassifications and assessed as follows:

- (a) Public Utility Property, to be assessed at fifty-five (55%) percent of its value;
- (b) Industrial and Commercial Property, to be assessed at forty (40%) percent of its value;
- (c) Residential Property, to be assessed at twenty-five (25%) percent of its value, provided that residential property containing two (2) or more rental units is hereby defined as industrial and commercial property; and
- (d) Farm Property, to be assessed at twenty-five (25%) percent of its value.

House trailers, mobile homes, and all other similar movable structures used for commercial, industrial, or residential purposes shall be assessed as real property as an improvement to the land where located.

The Legislature shall provide, in such a manner as it deems appropriate, tax relief to elderly, low-income taxpayers through payments by the state to reimburse all or part of the taxes paid by such persons on owner-occupied residential property, but such reimbursement shall not be an obligation imposed, directly or indirectly, upon counties, cities or towns.

By general law, the legislature may authorize the following program of tax relief:

- (a) The legislative body of any county or municipality may provide by resolution or ordinance that:

(1) Any taxpayer who is sixty-five (65) years of age or older and who owns residential property as the taxpayer's principal place of residence shall pay taxes on such property in an amount not to exceed the maximum amount of tax on such property imposed at the time the ordinance or resolution is adopted;

(2) Any taxpayer who reaches the age of sixty-five (65) after the time the ordinance or resolution is adopted, who owns residential property as the taxpayer's principal place of residence, shall thereafter pay taxes on such property in an amount not to exceed the maximum amount of tax on such property imposed in the tax year in which such taxpayer reaches age sixty-five (65); and

(3) Any taxpayer who is sixty-five (65) years of age or older, who purchases residential property as the taxpayer's principal place of residence after the taxpayer's sixtieth birthday, shall pay taxes in an amount not to exceed the maximum amount of tax imposed on such property in the tax year in which such property is purchased.

(b) Whenever the full market value of such property is increased as a result of improvements to such property after the time the ordinance or resolution is adopted, then the assessed value of such property shall be adjusted to include such increased value and the taxes shall also be increased proportionally with the value.

(c) Any taxpayer or taxpayers who own residential property as their principal place of residence whose total or combined annual income or wealth exceeds an amount to be determined by the General Assembly shall not be eligible to receive the tax relief provided in subsection (a) or (b).

The Legislature may provide tax relief to home owners totally and permanently disabled, irrespective of age, as provided herein for the elderly.

Tangible personal property shall be classified into three (3) subclassifications and assessed as follows:

(a) Public Utility Property, to be assessed at fifty-five (55%) percent of its value;

(b) Industrial and Commercial Property, to be assessed at thirty (30%) percent of its value; and

(c) All other Tangible Personal Property, to be assessed at five (5%) percent of its value; provided, however, that the Legislature shall exempt seven thousand five hundred (\$7,500) dollars worth of such tangible personal property which shall cover personal household goods and furnishings, wearing apparel and other such tangible property in the hands of a taxpayer.

The Legislature shall have power to classify intangible personal property into subclassifications and to establish a ratio of assessment to value in each class or subclass, and shall provide fair and equitable methods of apportionment of the value of same to this state for purposes of taxation. Banks, insurance companies, loan and investment companies, savings and loan associations, and all similar financial institutions, shall be assessed and taxed in such manner as the Legislature shall direct; provided that for the year 1973, or until such time as the Legislature may provide otherwise, the ratio of assessment to value of property presently taxed shall remain the same as provided by law for the year 1972; provided further that the taxes imposed upon such financial institutions,

and paid by them, shall be in lieu of all taxes on the redeemable or cash value of all of their outstanding shares of capital stock, policies of insurance, customer savings and checking accounts, certificates of deposit, and certificates of investment, by whatever name called, including other intangible corporate property of such financial institutions.

The ratio of assessment to value of property in each class or subclass shall be equal and uniform throughout the state, the value and definition of property in each class or subclass to be ascertained in such manner as the Legislature shall direct. Each respective taxing authority shall apply the same tax rate to all property within its jurisdiction.

The Legislature shall have power to tax merchants, peddlers, and privileges, in such manner as they may from time to time direct, and the Legislature may levy a gross receipts tax on merchants and businesses in lieu of ad valorem taxes on the inventories of merchandise held by such merchants and businesses for sale or exchange. The portion of a merchant's capital used in the purchase of merchandise sold by him to nonresidents and sent beyond the state, shall not be taxed at a rate higher than the ad valorem tax on property. The Legislature shall have power to levy a tax upon incomes derived from stocks and bonds that are not taxed ad valorem. Notwithstanding the authority to tax privileges or any other authority set forth in this Constitution, the Legislature shall not levy, authorize or otherwise permit any state or local tax upon payroll or earned personal income or any state or local tax measured by payroll or earned personal income; however, nothing contained herein shall be construed as prohibiting any tax in effect on January 1, 2011, or adjustment of the rate of such tax.

This amendment shall take effect on the first day of January, 1973.

Section 29. The General Assembly shall have power to authorize the several counties and incorporated towns in this state, to impose taxes for county and corporation purposes respectively, in such manner as shall be prescribed by law; and all property shall be taxed according to its value, upon the principles established in regard to state taxation. But the credit of no county, city or town shall be given or loaned to or in aid of any person, company, association or corporation, except upon an election to be first held by the qualified voters of such county, city or town, and the assent of three-fourths of the votes cast at said election. Nor shall any county, city or town become a stockholder with others in any company, association or corporation except upon a like election, and the assent of a like majority. But the counties of Grainger, Hawkins, Hancock, Union, Campbell, Scott, Morgan, Grundy, Sumner, Smith, Fentress, Van Buren, and the new county herein authorized to be established out of fractions of Sumner, Macon and Smith Counties, White, Putnam, Overton, Jackson, Cumberland, Anderson, Henderson, Wayne, Cocke, Coffee, Macon, Marshall, and Roane shall be excepted out of the provisions of this section so far that the assent of a majority of the qualified voters of either of said counties voting on the question shall be sufficient when the credit of such county is given or loaned to any person, association or corporation; provided, that the exception of the counties above named shall not be in force beyond the year one thousand eight hundred and eighty; and after that period they shall be subject to the three-fourths majority applicable to the other counties of the state.

Section 30. No article manufactured of the produce of this state, shall be taxed otherwise than to pay inspection fees.

Section 31. The credit of this state shall not be hereafter loaned or given to or in aid of any person, association, company, corporation or municipality; nor shall the state become the owner in whole or in part of any bank or a stockholder with others in any association, company, corporation or municipality.

Section 32. No convention or General Assembly of this state shall act upon any amendment of the Constitution of the United States proposed by Congress to the several states; unless such convention or General Assembly shall have been elected after such amendment is submitted.

Section 33. No bonds of the state shall be issued to any rail road company which at the time of its application for the same shall be in default in paying the interest upon the state bonds previously loaned to it or that shall hereafter and before such application sell or absolutely dispose of any state bonds loaned to it for less than par.

ARTICLE III.

Executive Department.

Section 1. The supreme executive power of this state shall be vested in a governor.

Section 2. The governor shall be chosen by the electors of the members of the General Assembly, at the time and places where they shall respectively vote for the members thereof. The returns of every election for governor shall be sealed up, and transmitted to the seat of government, by the returning officers, directed to the speaker of the Senate, who shall open and publish them in the presence of a majority of the members of each House of the General Assembly. The person having the highest number of votes shall be governor; but if two or more shall be equal and highest in votes, one of them shall be chosen governor by joint vote of both Houses of the General Assembly. Contested elections for governor shall be determined by both Houses of the General Assembly, in such manner as shall be prescribed by law.

Section 3. He shall be at least thirty years of age, shall be a citizen of the United States, and shall have been a citizen of this state seven years next before his election.

Section 4. The governor shall be elected to hold office for four years and until a successor is elected and qualified. A person may be eligible to succeed in office for additional four year terms, provided that no person presently serving or elected hereafter shall be eligible for election to more than two terms consecutively, including an election to a partial term.

One succeeding to the office vacated during the first eighteen calendar months of the term shall hold office until a successor is elected for the remainder of the term at the next election of members of the General Assembly and qualified pursuant to this Constitution. One succeeding to the office vacated after the first eighteen calendar months of the term shall continue to hold office for the remainder of the full term.

Section 5. He shall be commander-in-chief of the Army and Navy of this state, and of the Militia, except when they shall be called into the service of the United States. But the Militia shall not be called into service except in case of rebellion or invasion, and then only when the General Assembly shall declare, by law, that the public safety requires it.

Section 6. He shall have power to grant reprieves and pardons, after conviction, except in cases of impeachment.

Section 7. He shall, at stated times, receive a compensation for his services, which shall not be increased or diminished during the period for which he shall have been elected.

Section 8. He may require information in writing, from the officers in the executive department, upon any subject relating to the duties of their respective offices.

Section 9. He may, on extraordinary occasions, convene the General Assembly by proclamation, in which he shall state specifically the purposes for which they are to convene; but they shall enter on no legislative business except that for which they were specifically called together.

Section 10. He shall take care that the laws be faithfully executed.

Section 11. He shall, from time to time, give to the General Assembly information of the state of the government, and recommend for their consideration such measures as he shall judge expedient.

Section 12. In case of the removal of the governor from office, or of his death, or resignation, the powers and duties of the office shall devolve on the speaker of the Senate; and in case of the death, removal from office, or resignation of the speaker of the Senate, the powers and duties of the office shall devolve on the speaker of the House of Representatives.

Section 13. No member of Congress, or person holding any office under the United States, or this state, shall execute the office of governor.

Section 14. When any officer, the right of whose appointment is by this Constitution vested in the General Assembly, shall, during the recess, die, or the office, by the expiration of the term, or by other means, become vacant, the governor shall have the power to fill such vacancy by granting a temporary commission, which shall expire at the end of the next session of the Legislature.

Section 15. There shall be a seal of this state, which shall be kept by the governor, and used by him officially, and shall be called the Great Seal of the State of Tennessee.

Section 16. All grants and commissions shall be in the name and by the authority of the state of Tennessee, be sealed with the State Seal, and signed by the governor.

Section 17. A secretary of state shall be appointed by joint vote of the General Assembly, and commissioned during the term of four years; he shall keep a fair register of all the official acts and proceedings of the governor; and shall, when required lay the same, and all papers, minutes and vouchers relative thereto, before the General Assembly; and shall perform such other duties as shall be enjoined by law.

Section 18. Every bill which may pass both Houses of the General Assembly shall, before it becomes a law, be presented to the governor for his signature. If he approve, he shall sign it, and the same shall become a law; but if he refuse to sign it, he shall return it with his objections thereto, in writing, to the House in which it originated; and said House shall cause said objections to be entered at large upon its journal, and proceed to reconsider the bill. If after such reconsideration, a majority of all the members elected to that House shall

agree to pass the bill, notwithstanding the objections of the executive, it shall be sent, with said objections, to the other House, by which it shall be likewise reconsidered. If approved by a majority of the whole number elected to that House, it shall become a law. The votes of both Houses shall be determined by yeas and nays, and the names of all the members voting for or against the bill shall be entered upon the journals of their respective Houses.

If the governor shall fail to return any bill with his objections in writing within ten calendar days (Sundays excepted) after it shall have been presented to him, the same shall become a law without his signature. If the General Assembly by its adjournment prevents the return of any bill within said ten-day period, the bill shall become a law, unless disapproved by the governor and filed by him with his objections in writing in the office of the secretary of state within said ten-day period.

Every joint resolution or order (except on question of adjournment and proposals of specific amendments to the Constitution) shall likewise be presented to the governor for his signature, and on being disapproved by him shall in like manner, be returned with his objections; and the same before it shall take effect shall be repassed by a majority of all the members elected to both houses in the manner and according to the rules prescribed in case of a bill.

The governor may reduce or disapprove the sum of money appropriated by any one or more items or parts of items in any bill appropriating money, while approving other portions of the bill. The portions so approved shall become law, and the items or parts of items disapproved or reduced shall be void to the extent that they have been disapproved or reduced unless repassed as hereinafter provided. The governor, within ten calendar days (Sundays excepted) after the bill shall have been presented to him, shall report the items or parts of items disapproved or reduced with his objections in writing to the House in which the bill originated, or if the General Assembly shall have adjourned, to the office of the secretary of state. Any such items or parts of items so disapproved or reduced shall be restored to the bill in the original amount and become law if repassed by the General Assembly according to the rules and limitations prescribed for the passage of other bills over the executive veto.

ARTICLE IV.

Elections.

Section 1. Every person, being eighteen years of age, being a citizen of the United States, being a resident of the state for a period of time as prescribed by the General Assembly, and being duly registered in the county of residence for a period of time prior to the day of any election as prescribed by the General Assembly, shall be entitled to vote in all federal, state, and local elections held in the county or district in which such person resides. All such requirements shall be equal and uniform across the state, and there shall be no other qualification attached to the right of suffrage.

The General Assembly shall have power to enact laws requiring voters to vote in the election precincts in which they may reside, and laws to secure the freedom of elections and the purity of the ballot box.

All male citizens of this state shall be subject to the performance of military duty, as may be prescribed by law.

Section 2. Laws may be passed excluding from the right of suffrage persons who may be convicted of infamous crimes.

Section 3. Electors shall, in all cases, except treason, felony, or breach of the peace, be privileged from arrest or summons, during their attendance at elections and in going to and returning from them.

Section 4. In all elections to be made by the General Assembly, the members thereof shall vote viva voce, and their votes shall be entered on the journal. All other elections shall be by ballot.

ARTICLE V.

Impeachments.

Section 1. The House of Representatives shall have the sole power of impeachment.

Section 2. All impeachments shall be tried by the Senate. When sitting for that purpose the senators shall be upon oath or affirmation, and the chief justice of the Supreme Court, or if he be on trial, the senior associate judge, shall preside over them. No person shall be convicted without the concurrence of two-thirds of the senators sworn to try the officer impeached.

Section 3. The House of Representatives shall elect from their own body three members, whose duty it shall be to prosecute impeachments. No impeachment shall be tried until the Legislature shall have adjourned sine die, when the Senate shall proceed to try such impeachment.

Section 4. The governor, judges of the Supreme Court, judges of the inferior courts, chancellors, attorneys for the state, treasurer, comptroller, and secretary of state, shall be liable to impeachment, whenever they may, in the opinion of the House of Representatives, commit any crime in their official capacity which may require disqualification but judgment shall only extend to removal from office, and disqualification to fill any office thereafter. The party shall, nevertheless, be liable to indictment, trial, judgment and punishment according to law. The Legislature now has, and shall continue to have, power to relieve from the penalties imposed, any person disqualified from holding office by the judgment of a Court of Impeachment.

Section 5. Justices of the peace, and other civil officers not herein before mentioned, for crimes or misdemeanors in office, shall be liable to indictment in such courts as the Legislature may direct; and upon conviction, shall be removed from office by said court, as if found guilty on impeachment; and shall be subject to such other punishment as may be prescribed by law.

ARTICLE VI.

Judicial Department.

Section 1. The judicial power of this state shall be vested in one Supreme Court and in such Circuit, Chancery and other Inferior Courts as the Legislature shall from time to time,

ordain and establish; in the judges thereof, and in justices of the peace. The Legislature may also vest such jurisdiction in Corporation Courts as may be deemed necessary. Courts to be holden by justices of the peace may also be established.

Section 2. The Supreme Court shall consist of five judges, of whom not more than two shall reside in any one of the grand divisions of the state. The judges shall designate one of their own number who shall preside as chief justice. The concurrence of three of the judges shall in every case be necessary to a decision. The jurisdiction of this court shall be appellate only, under such restrictions and regulations as may from time to time be prescribed by law; but it may possess such other jurisdiction as is now conferred by law on the present Supreme Court. Said court shall be held at Knoxville, Nashville and Jackson.

Section 3. Judges of the Supreme Court or any intermediate appellate court shall be appointed for a full term or to fill a vacancy by and at the discretion of the governor; shall be confirmed by the Legislature; and thereafter, shall be elected in a retention election by the qualified voters of the state. Confirmation by default occurs if the Legislature fails to reject an appointee within sixty calendar days of either the date of appointment, if made during the annual legislative session, or the convening date of the next annual legislative session, if made out of session. The Legislature is authorized to prescribe such provisions as may be necessary to carry out Sections two and three of this article. Every judge of the Supreme Court shall be thirty-five years of age, and shall before his election, have been a resident of the state for five years. His term of service shall be eight years.

Section 4. The Judges of the Circuit and Chancery Courts, and of other Inferior Courts, shall be elected by the qualified voters of the district or circuit to which they are to be assigned. Every judge of such courts shall be thirty years of age, and shall before his election, have been a resident of the state for five years, and of the circuit or district one year. His term of service shall be eight years.

Section 5. An attorney general and reporter for the state, shall be appointed by the judges of the Supreme Court and shall hold his office for a term of eight years. An attorney for the state for any circuit or district, for which a judge having criminal jurisdiction shall be provided by law, shall be elected by the qualified voters of such circuit or district, and shall hold his office for a term of eight years, and shall have been a resident of the state five years, and of the circuit or district one year. In all cases where the attorney for any district fails or refuses to attend and prosecute according to law, the court shall have power to appoint an attorney pro tempore.

Section 6. Judges and attorneys for the state may be removed from office by a concurrent vote of both Houses of the General Assembly, each House voting separately; but two-thirds of the members to which each House may be entitled must concur in such vote. The vote shall be determined by ayes and noes, and the names of the members voting for or against the judge or attorney for the state together with the cause or causes of removal, shall be entered on the journals of each House respectively. The judge or attorney for the state, against whom the Legislature may be about to proceed, shall receive notice thereof accompanied with a copy of the causes alleged for his removal, at least ten days before the day on which either House of the General Assembly shall act thereupon.

Section 7. The judges of the Supreme or Inferior Courts, shall, at stated times, receive a compensation for their services, to be ascertained by law, which shall not be increased or diminished during the time for which they are elected. They shall not be allowed any fees or

perquisites of office nor hold any other office of trust or profit under this state or the United States.

Section 8. The jurisdiction of the Circuit, Chancery and other Inferior Courts, shall be as now established by law, until changed by the Legislature.

Section 9. The judges shall not charge juries with respect to matters of fact, but may state the testimony and declare the law.

Section 10. The judges or justices of the Inferior Courts of Law and Equity, shall have power in all civil cases, to issue writs of certiorari to remove any cause or the transcript of the record thereof, from any inferior jurisdiction, into such court of law, on sufficient cause, supported by oath or affirmation.

Section 11. No judge of the Supreme or Inferior Courts shall preside on the trial of any cause in the event of which he may be interested, or where either of the parties shall be connected with him by affinity of consanguinity, within such degrees as may be prescribed by law, or in which he may have been of counsel, or in which he may have presided in any Inferior Court, except by consent of all the parties. In case all or any of the judges of the Supreme Court shall thus be disqualified from presiding on the trial of any cause or causes, the court or the judges thereof, shall certify the same to the governor of the state, and he shall forthwith specially commission the requisite number of men, of law knowledge, for the trial and determination thereof. The Legislature may by general laws make provision that special judges may be appointed, to hold any courts the judge of which shall be unable or fail to attend or sit; or to hear any cause in which the judge may be incompetent.

Section 12. All writs and other process shall run in the name of the state of Tennessee and bear test and be signed by the respective clerks. Indictments shall conclude, "against the peace and dignity of the state."

Section 13. Judges of the Supreme Court shall appoint their clerks who shall hold their offices for six years. Chancellors shall appoint their clerks and masters, who shall hold their offices for six years. Clerks of the Inferior Courts holden in the respective counties or districts, shall be elected by the qualified voters thereof for the term of four years. Any clerk may be removed from office for malfeasance, incompetency or neglect of duty, in such manner as may be prescribed by law.

Section 14. No fine shall be laid on any citizen of this state that shall exceed fifty dollars, unless it shall be assessed by a jury of his peers, who shall assess the fine at the time they find the fact, if they think the fine should be more than fifty dollars.

ARTICLE VII.

State and County Officers.

Section 1. The qualified voters of each county shall elect for terms of four years a legislative body, a county executive, a sheriff, a trustee, a register, a county clerk and an assessor of property. Their qualifications and duties shall be prescribed by the General Assembly. Any officer shall be removed from malfeasance or neglect of duty as prescribed by the General Assembly.

The legislative body shall be composed of representatives from districts in the county as drawn by the county legislative body pursuant to statutes enacted by the General Assembly. Districts shall be reapportioned at least every ten years based upon the most recent federal census. The legislative body shall not exceed twenty-five members, and no more than three representatives shall be elected from a district. Any county organized under the consolidated government provisions of Article XI, Section 9, of this Constitution shall be exempt from having a county executive and a county legislative body as described in this paragraph.

The General Assembly may provide alternate forms of county government including the right to charter and the manner by which a referendum may be called. The new form of government shall replace the existing form if approved by a majority of the voters in the referendum.

No officeholder's current term shall be diminished by the ratification of this article.

Section 2. Vacancies in county offices shall be filled by the county legislative body, and any person so appointed shall serve until a successor is elected at the next election occurring after the vacancy is qualified.

Section 3. There shall be a treasurer or treasurers and a comptroller of the treasury appointed for the state, by the joint vote of both houses of the General Assembly who shall hold their offices for two years.

Section 4. The election of officers, and the filling of all vacancies not otherwise directed or provided by this Constitution, shall be made in such manner as the Legislature shall direct.

Section 5. Elections for judicial and other civil officers shall be held on the first Thursday in August, one thousand eight hundred and seventy, and forever thereafter on the first Thursday in August next preceding the expiration of their respective terms of service. The term of each officer so elected shall be computed from the first day of September next succeeding his election. The term of office of the governor and other executive officers shall be computed from the fifteenth of January next after the election of the governor. No appointment or election to fill a vacancy shall be made for a period extending beyond the unexpired term. Every officer shall hold his office until his successor is elected or appointed, and qualified. No special election shall be held to fill a vacancy in the office of judge or district attorney, but at the time herein fixed for the biennial election of civil officers, and such vacancy shall be filled at the next biennial election recurring more than thirty days after the vacancy occurs.

ARTICLE VIII.

Militia.

Section 1. All militia officers shall be elected by persons subject to military duty, within the bounds of their several companies, battalions, regiments, brigades and divisions, under such rules and regulations as the Legislature may from time to time direct and establish.

Section 2. The governor shall appoint the adjutant-general and his other staff officers; the major-generals, brigadier-generals, and commanding officers of regiments, shall respectively appoint their staff officers.

Section 3. The Legislature shall pass laws exempting citizens belonging to any sect or denomination of religion, the tenets of which are known to be opposed to the bearing of arms, from attending private and general musters.

ARTICLE IX.

Disqualifications.

Section 1. Whereas ministers of the Gospel are by their profession, dedicated to God and the care of souls, and ought not to be diverted from the great duties of their functions; therefore, no minister of the Gospel, or priest of any denomination whatever, shall be eligible to a seat in either House of the Legislature.

Section 2. No person who denies the being of God, or a future state of rewards and punishments, shall hold any office in the civil department of this state.

Section 3. Any person who shall, after the adoption of this Constitution, fight a duel, or knowingly be the bearer of a challenge to fight a duel, or send or accept a challenge for that purpose, or be an aider or abettor in fighting a duel, shall be deprived of the right to hold any office of honor or profit in this state, and shall be punished otherwise, in such manner as the Legislature may prescribe.

ARTICLE X.

Oaths, Bribery of Electors, New Counties.

Section 1. Every person who shall be chosen or appointed to any office of trust or profit under this Constitution, or any law made in pursuance thereof, shall, before entering on the duties thereof, take an oath to support the Constitution of this state, and of the United States, and an oath of office.

Section 2. Each member of the Senate and House of Representatives, shall before they proceed to business take an oath or affirmation to support the Constitution of this state, and of the United States and also the following oath: I _____ do solemnly swear (or affirm) that as a member of this General Assembly, I will, in all appointments, vote without favor, affection, partiality, or prejudice; and that I will not propose or assent to any bill, vote or resolution, which shall appear to me injurious to the people, or consent to any act or thing, whatever, that shall have a tendency to lessen or abridge their rights and privileges, as declared by the Constitution of this state.

Section 3. Any elector who shall receive any gift or reward for his vote, in meat, drink, money or otherwise, shall suffer such punishment as the laws shall direct. And any person who shall directly or indirectly give, promise or bestow any such reward to be elected, shall thereby be rendered incapable, for six years, to serve in the office for which he was elected, and be subject to such further punishment as the Legislature shall direct.

Section 4. New counties may be established by the Legislature to consist of not less than two hundred and seventy-five square miles, and which shall contain a population of seven hundred qualified voters; no line of such county shall approach the court house of any old

county from which it may be taken nearer than eleven miles, nor shall such old county be reduced to less than five hundred square miles. But the following exceptions are made to the foregoing provisions viz: New counties may be established by the present or any succeeding Legislature out of the following territory to wit: Out of that portion of Obion County which lies west of the low water mark of Reel Foot Lake: Out of fractions of Sumner, Macon and Smith counties; but no line of such new county shall approach the court house of Sumner or of Smith counties nearer than ten miles, nor include any part of Macon County lying within nine and a half miles of the court house of said county nor shall more than twenty square miles of Macon County nor any part of Sumner County lying due west of the western boundary of Macon County, be taken in formation of said new county: Out of fractions of Grainger and Jefferson counties but no line of such new county shall include any part of Grainger County north of the Holston River; nor shall any line thereof approach the court house of Jefferson County nearer than eleven miles. Such new county may include any other territory which is not excluded by any general provision of this Constitution: Out of fractions of Jackson and Overton counties but no line of such new county shall approach the court house of Jackson or Overton counties nearer than ten miles, nor shall such county contain less than four hundred qualified voters, nor shall the area of either of the old counties be reduced below four hundred and fifty square miles: Out of fractions of Roane, Monroe, and Blount counties, around the town of Loudon; but no line of such new county shall ever approach the towns of Maryville, Kingston, or Madisonville, nearer than eleven miles, except that on the south side of the Tennessee River, said lines may approach as near as ten miles to the court house of Roane County.

The counties of Lewis, Cheatham, and Sequatchie, as now established by Legislative enactments are hereby declared to be constitutional counties. No part of Bledsoe County shall be taken to form a new county or a part thereof or be attached to any adjoining county. That portion of Marion County included within the following boundaries, beginning on the Grundy and Marion county line at the Nickajack trace and running about six hundred yards west of Ben Poseys, to where the Tennessee Coal Rail Road crosses the line, running thence southeast through the Pocket near William Summers crossing the Battle Creek Gulf at the corner of Thomas Wootons field, thence running across the Little Gizzard Gulf at Raven Point, thence in a direct line to the bridge crossing the Big Fiery Gizzard, thence in a direct line to the mouth of Holy Water Creek, thence up said Creek to the Grundy County line, and thence with said line to the beginning; is hereby detached from Marion County, and attached to the county of Grundy. No part of a county shall be taken off to form a new county or a part thereof without the consent of two-thirds of the qualified voters in such part taken off; and where an old county is reduced for the purpose of forming a new one, the seat of justice in said old county shall not be removed without the concurrence of two-thirds in both branches of the Legislature, nor shall the seat of justice of any county be removed without the concurrence of two-thirds of the qualified voters of the county. But the foregoing provision requiring a two-thirds majority of the voters of a county to remove its county seat shall not apply to the counties of Obion and Cocke. The fractions taken from old counties to form new counties or taken from one county and added to another shall continue liable for their pro rata of all debts contracted by their respective counties prior to the separation, and be entitled to their proportion of any stocks or credits belonging to such old counties.

Section 5. The citizens who may be included in any new county shall vote with the county or counties from which they may have been stricken off, for members of Congress, for governor and for members of the General Assembly until the next apportionment of members to the General Assembly after the establishment of such new county.

ARTICLE XI.

Miscellaneous Provisions.

Section 1. All laws and ordinances now in force and use in this state, not inconsistent with this Constitution, shall continue in force and use until they shall expire, be altered or repealed by the Legislature; but ordinances contained in any former Constitution or schedule thereto are hereby abrogated.

Section 2. Nothing contained in this Constitution shall impair the validity of any debts or contracts, or affect any rights of property or any suits, actions, rights of action or other proceedings in Courts of Justice.

Section 3. Any amendment or amendments to this Constitution may be proposed in the Senate or House of Representatives, and if the same shall be agreed to by a majority of all the members elected to each of the two houses, such proposed amendment or amendments shall be entered on their journals with the yeas and nays thereon, and referred to the General Assembly then next to be chosen; and shall be published six months previous to the time of making such choice; and if in the General Assembly then next chosen as aforesaid, such proposed amendment or amendments shall be agreed to by two-thirds of all the members elected to each house, then it shall be the duty of the General Assembly to submit such proposed amendment or amendments to the people at the next general election in which a governor is to be chosen. And if the people shall approve and ratify such amendment or amendments by a majority of all the citizens of the state voting for governor, voting in their favor, such amendment or amendments shall become a part of this Constitution. When any amendment or amendments to the Constitution shall be proposed in pursuance of the foregoing provisions the same shall at each of said sessions be read three times on three several days in each house.

The Legislature shall have the right by law to submit to the people, at any general election, the question of calling a convention to alter, reform, or abolish this Constitution, or to alter, reform or abolish any specified part or parts of it; and when, upon such submission, a majority of all the voters voting upon the proposal submitted shall approve the proposal to call a convention, the delegates to such convention shall be chosen at the next general election and the convention shall assemble for the consideration of such proposals as shall have received a favorable vote in said election, in such mode and manner as shall be prescribed. No change in, or amendment to, this Constitution proposed by such convention shall become effective, unless within the limitations of the call of the convention, and unless approved and ratified by a majority of the qualified voters voting separately on such change or amendment at an election to be held in such manner and on such date as may be fixed by the convention. No such convention shall be held oftener than once in six years.

Section 4. The Legislature shall have no power to grant divorces; but may authorize the Courts of Justice to grant them for such causes as may be specified by law; but such laws shall be general and uniform in their operation throughout the state.

Section 5. The Legislature shall have no power to authorize lotteries for any purpose, and shall pass laws to prohibit the sale of lottery tickets in this state, except that the legislature may authorize a state lottery if the net proceeds of the lottery's revenues are allocated to provide financial assistance to citizens of this state to enable such citizens to attend post-secondary educational institutions located within this state. The excess after such allocations from such net proceeds from the lottery would be appropriated to:

Blount County Sheriff's Office Human Resources Rules and Regulations Manual Appendix 30

(Reviewed 01/30/2020)

(1) Capital outlay projects for K-12 educational facilities; and

(2) Early learning programs and after school programs.

Such appropriation of funds to support improvements and enhancements for educational programs and purposes and such net proceeds shall be used to supplement, not supplant, non-lottery educational resources for education programs and purposes.

All other forms of lottery not authorized herein are expressly prohibited unless authorized by a two-thirds vote of all members elected to each house of the general assembly for an annual event operated for the benefit of a 501(c)(3) or a 501(c)(19) organization, as defined by the 2000 United States Tax Code, located in this state.

A state lottery means a lottery of the type such as in operation in Georgia, Kentucky and Virginia in 2000, and the amendment to Article XI, Section 5 of the Constitution of the State of Tennessee provided for herein does not authorize games of chance associated with casinos, including, but not limited to, slot machines, roulette wheels, and the like.

The state lottery authorized in this section shall be implemented and administered uniformly throughout the state in such manner as the legislature, by general law, deems appropriate.

Section 6. The Legislature shall have no power to change the names of persons, or to pass acts adopting or legitimatizing persons, but shall, by general laws, confer this power on the courts.

Section 7. The General Assembly shall define and regulate interest, and set maximum effective rates thereof.

If no applicable statute is hereafter enacted, the effective rate of interest collected shall not exceed ten (10%) percent per annum.

All provisions of existing statutes regulating rates of interest and other charges on loans shall remain in full force and effect until July 1, 1980, unless earlier amended or repealed.

Section 8. The Legislature shall have no power to suspend any general law for the benefit of any particular individual, nor to pass any law for the benefit of individuals inconsistent with the general laws of the land; nor to pass any law granting to any individual or individuals, rights, privileges, immunities [immunities], or exemptions other than such as may be, by the same law extended to any member of the community, who may be able to bring himself within the provisions of such law. No corporation shall be created or its powers increased or diminished by special laws but the General Assembly shall provide by general laws for the organization of all corporations, hereafter created, which laws may, at any time, be altered or repealed, and no such alteration or repeal shall interfere with or divest rights which have become vested.

Section 9. The Legislature shall have the right to vest such powers in the Courts of Justice, with regard to private and local affairs, as may be expedient.

The General Assembly shall have no power to pass a special, local or private act having the effect of removing the incumbent from any municipal or county office or abridging the term or altering the salary prior to the end of the term for which such public

officer was selected, and any act of the General Assembly private or local in form or effect applicable to a particular county or municipality either in its governmental or its proprietary capacity shall be void and of no effect unless the act by its terms either requires the approval of a two-thirds vote of the local legislative body of the municipality or county, or requires approval in an election by a majority of those voting in said election in the municipality or county affected.

Any municipality may by ordinance submit to its qualified voters in a general or special election the question: "Shall this municipality adopt home rule?"

In the event of an affirmative vote by a majority of the qualified voters voting thereon, and until the repeal thereof by the same procedure, such municipality shall be a home rule municipality, and the General Assembly shall act with respect to such home rule municipality only by laws which are general in terms and effect.

Any municipality after adopting home rule may continue to operate under its existing charter, or amend the same, or adopt and thereafter amend a new charter to provide for its governmental and proprietary powers, duties and functions, and for the form, structure, personnel and organization of its government, provided that no charter provision except with respect to compensation of municipal personnel shall be effective if inconsistent with any general act of the General Assembly and provided further that the power of taxation of such municipality shall not be enlarged or increased except by general act of the General Assembly. The General Assembly shall by general law provide the exclusive methods by which municipalities may be created, merged, consolidated and dissolved and by which municipal boundaries may be altered.

A charter or amendment may be proposed by ordinance of any home rule municipality, by a charter commission provided for by act of the General Assembly and elected by the qualified voters of a home rule municipality voting thereon or, in the absence of such act of the General Assembly, by a charter commission of seven (7) members, chosen at large not more often than once in two (2) years, in a municipal election pursuant to petition for such election signed by qualified voters of a home rule municipality not less in number than ten (10%) percent of those voting in the then most recent general municipal election.

It shall be the duty of the legislative body of such municipality to publish any proposal so made and to submit the same to its qualified voters at the first general state election which shall be held at least sixty (60) days after such publication and such proposal shall become effective sixty (60) days after approval by a majority of the qualified voters voting thereon.

The General Assembly shall not authorize any municipality to tax incomes, estates, or inheritances, or to impose any other tax not authorized by Sections 28 or 29 of Article II of this Constitution. Nothing herein shall be construed as invalidating the provisions of any municipal charter in existence at the time of the adoption of this amendment. The General Assembly may provide for the consolidation of any or all of the governmental and corporate functions now or hereafter vested in municipal corporations with the governmental and corporate functions now or hereafter vested in the counties in which such municipal corporations are located; provided, such consolidations shall not become effective until submitted to the qualified voters residing within the municipal corporation and in the county

outside thereof, and approved by a majority of those voting within the municipal corporation and by a majority of those voting in the county outside the municipal corporation.

Section 10. A well regulated system of internal improvement is calculated to develop the resources of the state, and promote the happiness and prosperity of her citizens, therefore it ought to be encouraged by the General Assembly.

Section 11. There shall be a homestead exemption from execution in an amount of five thousand dollars or such greater amount as the General Assembly may establish. The General Assembly shall also establish personal property exemptions. The definition and application of the homestead and personal property exemptions and the manner in which they may be waived shall be as prescribed by law.

Section 12. The state of Tennessee recognizes the inherent value of education and encourages its support. The General Assembly shall provide for the maintenance, support and eligibility standards of a system of free public schools. The General Assembly may establish and support such post-secondary educational institutions, including public institutions of higher learning, as it determines.

Section 13. The General Assembly shall have the power to enact laws for the protection and preservation of game and fish, within the state, and such laws may be enacted for and applied and enforced in particular counties or geographical districts, designated by the General Assembly. The citizens of this state shall have the personal right to hunt and fish, subject to reasonable regulations and restrictions prescribed by law. The recognition of this right does not abrogate any private or public property rights, nor does it limit the state's power to regulate commercial activity. Traditional manners and means may be used to take non-threatened species.

Section 14. [Repealed.]

Section 15. No person shall in time of peace be required to perform any service to the public on any day set apart by his religion as a day of rest.

Section 16. The declaration of rights hereto prefixed is declared to be a part of the Constitution of the state, and shall never be violated on any pretense whatever. And to guard against transgression of the high powers we have delegated, we declare that everything in the bill of rights contained, is excepted out of the general powers of the government, and shall forever remain inviolate.

Section 17. No county office created by the Legislature shall be filled otherwise than by the people or the County Court.

Section 18. The historical institution and legal contract solemnizing the relationship of one man and one woman shall be the only legally recognized marital contract in this state. Any policy or law or judicial interpretation, purporting to define marriage as anything other than the historical institution and legal contract between one man and one woman, is contrary to the public policy of this state and shall be void and unenforceable in Tennessee. If another state or foreign jurisdiction issues a license for persons to marry and if such marriage is prohibited in this state by the provisions of this section, then the marriage shall be void and unenforceable in this state.

Schedule.

Section 1. That no inconvenience may arise from a change of the Constitution, it is declared that the governor of the state, the members of the General Assembly and all officers elected at or after the general election of March one thousand eight hundred and seventy, shall hold their offices for the terms prescribed in this Constitution.

Officers appointed by the courts shall be filled by appointment, to be made and to take effect during the first term of the court held by judges elected under this Constitution.

All other officers shall vacate their places thirty days after the day fixed for the election of their successors under this Constitution.

The secretary of state, comptroller and treasurer shall hold their offices until the first session of the present General Assembly occurring after the ratification of this Constitution and until their successors are elected and qualified.

The officers then elected shall hold their offices until the fifteenth day of January one thousand eight hundred and seventy-three.

Section 2. At the first election of judges under this Constitution there shall be elected six judges of the Supreme Court, two from each grand division of the state, who shall hold their offices for the term herein prescribed.

In the event any vacancy shall occur in the office of either of said judges at any time after the first day of January one thousand eight hundred seventy-three; it shall remain unfilled and the court shall from that time be constituted of five judges. While the court shall consist of six judges they may sit in two sections, and may hear and determine causes in each at the same time, but not in different grand divisions at the same time.

When so sitting the concurrence of two judges shall be necessary to a decision.

The attorney general and reporter for the state shall be appointed after the election and qualification of the judges of the Supreme Court herein provided for.

Section 3. Every judge and every officer of the executive department of this state, and every sheriff holding over under this Constitution, shall, within twenty days after the ratification of this Constitution is proclaimed, take an oath to support the same, and the failure of any officer to take such oath shall vacate his office.

Section 4. The time which has elapsed from the sixth day of May one thousand eight hundred and sixty-one until the first day of January one thousand eight hundred and sixty-seven shall not be computed, in any cases affected by the statutes of limitation, nor shall any writ of error be affected by such lapse of time.



Blount County Sheriff's Office

Human Resources Manual

Appendix 31



(Added to Policy 09/11/2018)

The Constitution of the United States

Preamble

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article. I. - The Legislative Branch

Section 1 - The Legislature

All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2 - The House

The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

(Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons.) **(The previous sentence in parentheses was modified by the 14th**

Amendment, section 2.) The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to choose three, Massachusetts eight, Rhode Island and Providence Plantations one, Connecticut five, New York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five and Georgia three.

When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

The House of Representatives shall choose their Speaker and other Officers; and shall have the sole Power of Impeachment.

Section 3 - The Senate

The Senate of the United States shall be composed of two Senators from each State, *(chosen by the Legislature thereof,)* **(The preceding words in parentheses superseded by 17th Amendment, section 1.)** for six Years; and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Classes. The Seats of the Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that one third may be chosen every second Year; *(and if Vacancies happen by Resignation, or otherwise, during the Recess of the Legislature of any State, the Executive thereof may make temporary Appointments until the next Meeting of the Legislature, which shall then fill such Vacancies.)* **(The preceding words in parentheses were superseded by the 17th Amendment, section 2.)**

No person shall be a Senator who shall not have attained to the Age of thirty Years, and been nine Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State for which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but shall have no Vote, unless they be equally divided.

The Senate shall choose their other Officers, and also a President pro tempore, in the absence of the Vice President, or when he shall exercise the Office of President of the United States.

The Senate shall have the sole Power to try all Impeachments. When sitting for that Purpose, they shall be on Oath or Affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no Person shall be convicted without the Concurrence of two thirds of the Members present.

Judgment in Cases of Impeachment shall not extend further than to removal from Office, and disqualification to hold and enjoy any Office of honor, Trust or Profit under the United States: but the Party convicted shall nevertheless be liable and subject to Indictment, Trial, Judgment and Punishment, according to Law.

Section 4 - Elections, Meetings

The Times, Places and Manner of holding Elections for Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law make or alter such Regulations, except as to the Place of Choosing Senators. The Congress shall assemble at least once in every Year, and such Meeting shall *(be on the first Monday in December,)* **(The preceding words in parentheses were superseded by the 20th Amendment, section 2.)** unless they shall by Law appoint a different Day.

Section 5 - Membership, Rules, Journals, Adjournment

Each House shall be the Judge of the Elections, Returns and Qualifications of its own Members, and a Majority of each shall constitute a Quorum to do Business; but a smaller

number may adjourn from day to day, and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide.

Each House may determine the Rules of its Proceedings, punish its Members for disorderly Behavior, and, with the Concurrence of two-thirds, expel a Member.

Each House shall keep a Journal of its Proceedings, and from time to time publish the same, excepting such Parts as may in their Judgment require Secrecy; and the Yeas and Nays of the Members of either House on any question shall, at the Desire of one fifth of those Present, be entered on the Journal.

Neither House, during the Session of Congress, shall, without the Consent of the other, adjourn for more than three days, nor to any other Place than that in which the two Houses shall be sitting.

Section 6 - Compensation

(The Senators and Representatives shall receive a Compensation for their Services, to be ascertained by Law, and paid out of the Treasury of the United States.) **(The preceding words in parentheses were modified by the 27th Amendment.)** They shall in all Cases, except Treason, Felony and Breach of the Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place.

No Senator or Representative shall, during the Time for which he was elected, be appointed to any civil Office under the Authority of the United States which shall have been created, or the Emoluments whereof shall have been increased during such time; and no Person holding any Office under the United States, shall be a Member of either House during his Continuance in Office.

Section 7 - Revenue Bills, Legislative Process, Presidential Veto

All bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills.

Every Bill which shall have passed the House of Representatives and the Senate, shall, before it become a Law, be presented to the President of the United States; If he approve he shall sign it, but if not he shall return it, with his Objections to that House in which it shall have originated, who shall enter the Objections at large on their Journal, and proceed to reconsider it. If after such Reconsideration two thirds of that House shall agree to pass the Bill, it shall be sent, together with the Objections, to the other House, by which it shall likewise be reconsidered, and if approved by two thirds of that House, it shall become a Law. But in all such Cases the Votes of both Houses shall be determined by Yeas and Nays, and the Names of the Persons voting for and against the Bill shall be entered on the Journal of each House respectively. If any Bill shall not be returned by the President within ten Days (Sundays excepted) after it shall have been presented to him, the Same shall be a Law, in like Manner as if he had signed it, unless the Congress by their Adjournment prevent its Return, in which Case it shall not be a Law.

Every Order, Resolution, or Vote to which the Concurrence of the Senate and House of Representatives may be necessary (except on a question of Adjournment) shall be presented to the President of the United States; and before the Same shall take Effect,

shall be approved by him, or being disapproved by him, shall be repassed by two thirds of the Senate and House of Representatives, according to the Rules and Limitations prescribed in the Case of a Bill.

Section 8 - Powers of Congress

The Congress shall have Power To lay and collect Taxes, Duties, Imposts and Excises, to pay the Debts and provide for the common Defense and general Welfare of the United States; but all Duties, Imposts and Excises shall be uniform throughout the United States;

To borrow money on the credit of the United States;

To regulate Commerce with foreign Nations, and among the several States, and with the Indian Tribes;

To establish an uniform Rule of Naturalization, and uniform Laws on the subject of Bankruptcies throughout the United States;

To coin Money, regulate the Value thereof, and of foreign Coin, and fix the Standard of Weights and Measures;

To provide for the Punishment of counterfeiting the Securities and current Coin of the United States;

To establish Post Offices and Post Roads;

To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries;

To constitute Tribunals inferior to the supreme Court;

To define and punish Piracies and Felonies committed on the high Seas, and Offenses against the Law of Nations;

To declare War, grant Letters of Marque and Reprisal, and make Rules concerning Captures on Land and Water;

To raise and support Armies, but no Appropriation of Money to that Use shall be for a longer Term than two Years;

To provide and maintain a Navy;

To make Rules for the Government and Regulation of the land and naval Forces;

To provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and repel Invasions;

To provide for organizing, arming, and disciplining the Militia, and for governing such Part of them as may be employed in the Service of the United States, reserving to the States respectively, the Appointment of the Officers, and the Authority of training the Militia according to the discipline prescribed by Congress;

To exercise exclusive Legislation in all Cases whatsoever, over such District (not exceeding ten Miles square) as may, by Cession of particular States, and the acceptance of Congress, become the Seat of the Government of the United States, and to exercise like

Authority over all Places purchased by the Consent of the Legislature of the State in which the Same shall be, for the Erection of Forts, Magazines, Arsenals, dock-Yards, and other needful Buildings; And

To make all Laws which shall be necessary and proper for carrying into Execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.

Section 9 - Limits on Congress

The Migration or Importation of such Persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the Year one thousand eight hundred and eight, but a tax or duty may be imposed on such Importation, not exceeding ten dollars for each Person.

The privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it.

No Bill of Attainder or ex post facto Law shall be passed.

(No capitation, or other direct, Tax shall be laid, unless in Proportion to the Census or Enumeration herein before directed to be taken.) **(Section in parentheses clarified by the 16th Amendment.)**

No Tax or Duty shall be laid on Articles exported from any State.

No Preference shall be given by any Regulation of Commerce or Revenue to the Ports of one State over those of another: nor shall Vessels bound to, or from, one State, be obliged to enter, clear, or pay Duties in another.

No Money shall be drawn from the Treasury, but in Consequence of Appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.

No Title of Nobility shall be granted by the United States: And no Person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince or foreign State.

Section 10 - Powers prohibited of States

No State shall enter into any Treaty, Alliance, or Confederation; grant Letters of Marque and Reprisal; coin Money; emit Bills of Credit; make any Thing but gold and silver Coin a Tender in Payment of Debts; pass any Bill of Attainder, ex post facto Law, or Law impairing the Obligation of Contracts, or grant any Title of Nobility.

No State shall, without the Consent of the Congress, lay any Imposts or Duties on Imports or Exports, except what may be absolutely necessary for executing its inspection Laws: and the net Produce of all Duties and Imposts, laid by any State on Imports or Exports, shall be for the Use of the Treasury of the United States; and all such Laws shall be subject to the Revision and Control of the Congress.

No State shall, without the Consent of Congress, lay any duty of Tonnage, keep Troops, or Ships of War in time of Peace, enter into any Agreement or Compact with another State, or

with a foreign Power, or engage in War, unless actually invaded, or in such imminent Danger as will not admit of delay.

Article. II. - The Executive Branch

Section 1 - The President

The executive Power shall be vested in a President of the United States of America. He shall hold his Office during the Term of four Years, and, together with the Vice-President chosen for the same Term, be elected, as follows:

Each State shall appoint, in such Manner as the Legislature thereof may direct, a Number of Electors, equal to the whole Number of Senators and Representatives to which the State may be entitled in the Congress: but no Senator or Representative, or Person holding an Office of Trust or Profit under the United States, shall be appointed an Elector.

(The Electors shall meet in their respective States, and vote by Ballot for two persons, of whom one at least shall not lie an Inhabitant of the same State with themselves. And they shall make a List of all the Persons voted for, and of the Number of Votes for each; which List they shall sign and certify, and transmit sealed to the Seat of the Government of the United States, directed to the President of the Senate. The President of the Senate shall, in the Presence of the Senate and House of Representatives, open all the Certificates, and the Votes shall then be counted. The Person having the greatest Number of Votes shall be the President, if such Number be a Majority of the whole Number of Electors appointed; and if there be more than one who have such Majority, and have an equal Number of Votes, then the House of Representatives shall immediately choose by Ballot one of them for President; and if no Person have a Majority, then from the five highest on the List the said House shall in like Manner choose the President. But in choosing the President, the Votes shall be taken by States, the Representation from each State having one Vote; a quorum for this Purpose shall consist of a Member or Members from two-thirds of the States, and a Majority of all the States shall be necessary to a Choice. In every Case, after the Choice of the President, the Person having the greatest Number of Votes of the Electors shall be the Vice President. But if there should remain two or more who have equal Votes, the Senate shall choose from them by Ballot the Vice-President.) **(This clause in parentheses was superseded by the 12th Amendment.)**

The Congress may determine the Time of choosing the Electors, and the Day on which they shall give their Votes; which Day shall be the same throughout the United States.

No person except a natural born Citizen, or a Citizen of the United States, at the time of the Adoption of this Constitution, shall be eligible to the Office of President; neither shall any Person be eligible to that Office who shall not have attained to the Age of thirty-five Years, and been fourteen Years a Resident within the United States.

(In Case of the Removal of the President from Office, or of his Death, Resignation, or Inability to discharge the Powers and Duties of the said Office, the same shall devolve on the Vice President, and the Congress may by Law provide for the Case of Removal, Death, Resignation or Inability, both of the President and Vice President, declaring what Officer shall then act as President, and such Officer shall act accordingly, until the Disability be removed, or a President shall be elected.) **(This clause in parentheses has been modified by the 20th and 25th Amendments.)**

The President shall, at stated Times, receive for his Services, a Compensation, which shall neither be increased nor diminished during the Period for which he shall have been elected, and he shall not receive within that Period any other Emolument from the United States, or any of them.

Before he enter on the Execution of his Office, he shall take the following Oath or Affirmation:

"I do solemnly swear (or affirm) that I will faithfully execute the Office of President of the United States, and will to the best of my Ability, preserve, protect and defend the Constitution of the United States."

Section 2 - Civilian Power over Military, Cabinet, Pardon Power, Appointments

The President shall be Commander in Chief of the Army and Navy of the United States, and of the Militia of the several States, when called into the actual Service of the United States; he may require the Opinion, in writing, of the principal Officer in each of the executive Departments, upon any subject relating to the Duties of their respective Offices, and he shall have Power to Grant Reprieves and Pardons for Offenses against the United States, except in Cases of Impeachment.

He shall have Power, by and with the Advice and Consent of the Senate, to make Treaties, provided two thirds of the Senators present concur; and he shall nominate, and by and with the Advice and Consent of the Senate, shall appoint Ambassadors, other public Ministers and Consuls, Judges of the supreme Court, and all other Officers of the United States, whose Appointments are not herein otherwise provided for, and which shall be established by Law: but the Congress may by Law vest the Appointment of such inferior Officers, as they think proper, in the President alone, in the Courts of Law, or in the Heads of Departments.

The President shall have Power to fill up all Vacancies that may happen during the Recess of the Senate, by granting Commissions which shall expire at the End of their next Session.

Section 3 - State of the Union, Convening Congress

He shall from time to time give to the Congress Information of the State of the Union, and recommend to their Consideration such Measures as he shall judge necessary and expedient; he may, on extraordinary Occasions, convene both Houses, or either of them, and in Case of Disagreement between them, with Respect to the Time of Adjournment, he may adjourn them to such Time as he shall think proper; he shall receive Ambassadors and other public Ministers; he shall take Care that the Laws be faithfully executed, and shall Commission all the Officers of the United States.

Section 4 - Disqualification

The President, Vice President and all civil Officers of the United States, shall be removed from Office on Impeachment for, and Conviction of, Treason, Bribery, or other high Crimes and Misdemeanors.

Article III. - The Judicial Branch

Section 1 - Judicial powers

The judicial Power of the United States, shall be vested in one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish. The Judges, both of the supreme and inferior Courts, shall hold their Offices during good Behavior, and shall, at stated Times, receive for their Services a Compensation which shall not be diminished during their Continuance in Office.

Section 2 - Trial by Jury, Original Jurisdiction, Jury Trials

(The judicial Power shall extend to all Cases, in Law and Equity, arising under this Constitution, the Laws of the United States, and Treaties made, or which shall be made, under their Authority; to all Cases affecting Ambassadors, other public Ministers and Consuls; to all Cases of admiralty and maritime Jurisdiction; to Controversies to which the United States shall be a Party; to Controversies between two or more States; between a State and Citizens of another State; between Citizens of different States; between Citizens of the same State claiming Lands under Grants of different States, and between a State, or the Citizens thereof, and foreign States, Citizens or Subjects.) (This section in parentheses is modified by the 11th Amendment.)

In all Cases affecting Ambassadors, other public Ministers and Consuls, and those in which a State shall be Party, the supreme Court shall have original Jurisdiction. In all the other Cases before mentioned, the supreme Court shall have appellate Jurisdiction, both as to Law and Fact, with such Exceptions, and under such Regulations as the Congress shall make.

The Trial of all Crimes, except in Cases of Impeachment, shall be by Jury; and such Trial shall be held in the State where the said Crimes shall have been committed; but when not committed within any State, the Trial shall be at such Place or Places as the Congress may by Law have directed.

Section 3 - Treason

Treason against the United States, shall consist only in levying War against them, or in adhering to their Enemies, giving them Aid and Comfort. No Person shall be convicted of Treason unless on the Testimony of two Witnesses to the same overt Act, or on Confession in open Court.

The Congress shall have power to declare the Punishment of Treason, but no Attainder of Treason shall work Corruption of Blood, or Forfeiture except during the Life of the Person attainted.

Article. IV. - The States

Section 1 - Each State to Honor all others

Full Faith and Credit shall be given in each State to the public Acts, Records, and judicial Proceedings of every other State. And the Congress may by general Laws prescribe the Manner in which such Acts, Records and Proceedings shall be proved, and the Effect thereof.

Section 2 - State citizens, Extradition

The Citizens of each State shall be entitled to all Privileges and Immunities of Citizens in the several States.

A Person charged in any State with Treason, Felony, or other Crime, who shall flee from Justice, and be found in another State, shall on demand of the executive Authority of the State from which he fled, be delivered up, to be removed to the State having Jurisdiction of the Crime.

(No Person held to Service or Labour in one State, under the Laws thereof, escaping into another, shall, in Consequence of any Law or Regulation therein, be discharged from such Service or Labour, But shall be delivered up on Claim of the Party to whom such Service or Labour may be due.) (This clause in parentheses is superseded by the 13th Amendment.)

Section 3 - New States

New States may be admitted by the Congress into this Union; but no new States shall be formed or erected within the Jurisdiction of any other State; nor any State be formed by the Junction of two or more States, or parts of States, without the Consent of the Legislatures of the States concerned as well as of the Congress.

The Congress shall have Power to dispose of and make all needful Rules and Regulations respecting the Territory or other Property belonging to the United States; and nothing in this Constitution shall be so construed as to Prejudice any Claims of the United States, or of any particular State.

Section 4 - Republican government

The United States shall guarantee to every State in this Union a Republican Form of Government, and shall protect each of them against Invasion; and on Application of the Legislature, or of the Executive (when the Legislature cannot be convened) against domestic Violence.

Article. V. - Amendment

The Congress, whenever two thirds of both Houses shall deem it necessary, shall propose Amendments to this Constitution, or, on the Application of the Legislatures of two thirds of the several States, shall call a Convention for proposing Amendments, which, in either Case, shall be valid to all Intents and Purposes, as part of this Constitution, when ratified by the Legislatures of three fourths of the several States, or by Conventions in three fourths thereof, as the one or the other Mode of Ratification may be proposed by the Congress; Provided that no Amendment which may be made prior to the Year One thousand eight hundred and eight shall in any Manner affect the first and fourth Clauses in the Ninth Section of the first Article; and that no State, without its Consent, shall be deprived of its equal Suffrage in the Senate.

Article. VI. - Debts, Supremacy, Oaths

All Debts contracted and Engagements entered into, before the Adoption of this Constitution, shall be as valid against the United States under this Constitution, as under the Confederation.

This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land; and the Judges in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.

The Senators and Representatives before mentioned, and the Members of the several State Legislatures, and all executive and judicial Officers, both of the United States and of the several States, shall be bound by Oath or Affirmation, to support this Constitution; but no religious Test shall ever be required as a Qualification to any Office or public Trust under the United States.

Article. VII. - Ratification

The Ratification of the Conventions of nine States, shall be sufficient for the Establishment of this Constitution between the States so ratifying the Same.

Done in Convention by the Unanimous Consent of the States present the Seventeenth Day of September in the Year of our Lord one thousand seven hundred and Eighty seven and of the Independence of the United States of America the Twelfth. In Witness whereof We have hereunto subscribed our Names.

Go Washington - President and deputy from Virginia

New Hampshire - John Langdon, Nicholas Gilman

Massachusetts - Nathaniel Gorham, Rufus King

Connecticut - Wm Saml Johnson, Roger Sherman

New York - Alexander Hamilton

New Jersey - Wil Livingston, David Brearley, Wm Paterson, Jona. Dayton

Pennsylvania - B Franklin, Thomas Mifflin, Robt Morris, Geo. Clymer, Thos FitzSimons, Jared Ingersoll, James Wilson, Gouv Morris

Delaware - Geo. Read, Gunning Bedford jun, John Dickinson, Richard Bassett, Jaco. Broom

Maryland - James McHenry, Dan of St Tho Jenifer, Danl Carroll

Virginia - John Blair, James Madison Jr.

North Carolina - Wm Blount, Richd Dobbs Spaight, Hu Williamson

South Carolina - J. Rutledge, Charles Cotesworth Pinckney, Charles Pinckney, Pierce Butler

Georgia - William Few, Abr Baldwin

Attest: William Jackson, Secretary

The Amendments

The following are the Amendments to the Constitution. The first ten Amendments collectively are commonly known as the Bill of Rights.

Amendment 1 - Freedom of Religion, Press, Expression. Ratified 12/15/1791.

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Amendment 2 - Right to Bear Arms. Ratified 12/15/1791.

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

Amendment 3 - Quartering of Soldiers. Ratified 12/15/1791.

No Soldier shall, in time of peace be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

Amendment 4 - Search and Seizure. Ratified 12/15/1791.

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment 5 - Trial and Punishment, Compensation for Takings. Ratified 12/15/1791.

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Amendment 6 - Right to Speedy Trial, Confrontation of Witnesses. Ratified 12/15/1791.

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.

Amendment 7 - Trial by Jury in Civil Cases. Ratified 12/15/1791.

In Suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any Court of the United States, than according to the rules of the common law.

Amendment 8 - Cruel and Unusual Punishment. Ratified 12/15/1791.

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

Amendment 9 - Construction of Constitution. Ratified 12/15/1791.

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

Amendment 10 - Powers of the States and People. Ratified 12/15/1791.

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

Amendment 11 - Judicial Limits. Ratified 2/7/1795.

The Judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by Citizens of another State, or by Citizens or Subjects of any Foreign State.

Amendment 12 - Choosing the President, Vice-President. Ratified 6/15/1804.

The Electors shall meet in their respective states, and vote by ballot for President and Vice-President, one of whom, at least, shall not be an inhabitant of the same state with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice-President, and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice-President and of the number of votes for each, which lists they shall sign and certify, and transmit sealed to the seat of the government of the United States, directed to the President of the Senate; The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates and the votes shall then be counted; The person having the greatest Number of votes for President, shall be the President, if such number be a majority of the whole number of Electors appointed; and if no person have such majority, then from the persons having the highest numbers not exceeding three on the list of those voted for as President, the House of Representatives shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by states, the representation from each state having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the states, and a majority of all the states shall be necessary to a choice. And if the House of Representatives shall not choose a President whenever the right of choice shall devolve upon them, before the fourth day of March next following, then the Vice-President shall act as President, as in the case of the death or other constitutional disability of the President. The person having the greatest number of votes as Vice-President, shall be the Vice President, if such number be a majority of the whole number of Electors appointed, and if no person have a majority, then from the two highest numbers on the list, the Senate shall choose the Vice-President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators, and a majority of the

whole number shall be necessary to a choice. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice-President of the United States.

Amendment 13 - Slavery Abolished. Ratified 12/6/1865.

1. Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.
2. Congress shall have power to enforce this article by appropriate legislation.

Amendment 14 - Citizenship Rights. Ratified 7/9/1868.

1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.
2. Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for President and Vice-President of the United States, Representatives in Congress, the Executive and Judicial officers of a State, or the members of the Legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion, or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.
3. No person shall be a Senator or Representative in Congress, or elector of President and Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.
4. The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations and claims shall be held illegal and void.
5. The Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

Amendment 15 - Race No Bar to Vote. Ratified 2/3/1870.

1. The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude.

2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment 16 - Status of Income Tax Clarified. Ratified 2/3/1913.

The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several States, and without regard to any census or enumeration.

Amendment 17 - Senators Elected by Popular Vote. Ratified 4/8/1913.

The Senate of the United States shall be composed of two Senators from each State, elected by the people thereof, for six years; and each Senator shall have one vote. The electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State legislatures.

When vacancies happen in the representation of any State in the Senate, the executive authority of such State shall issue writs of election to fill such vacancies: Provided, That the legislature of any State may empower the executive thereof to make temporary appointments until the people fill the vacancies by election as the legislature may direct.

This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

Amendment 18 - Liquor Abolished. Ratified 1/16/1919. Repealed by Amendment 21, 12/5/1933.

1. After one year from the ratification of this article the manufacture, sale, or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

2. The Congress and the several States shall have concurrent power to enforce this article by appropriate legislation.

3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of the several States, as provided in the Constitution, within seven years from the date of the submission hereof to the States by the Congress.

Amendment 19 - Women's Suffrage. Ratified 8/18/1920.

The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex.

Congress shall have power to enforce this article by appropriate legislation.

Amendment 20 - Presidential, Congressional Terms. Ratified 1/23/1933.

1. The terms of the President and Vice President shall end at noon on the 20th day of January, and the terms of Senators and Representatives at noon on the 3d day of January, of the years in which such terms would have ended if this article had not been ratified; and the terms of their successors shall then begin.

2. The Congress shall assemble at least once in every year, and such meeting shall begin at noon on the 3d day of January, unless they shall by law appoint a different day.

3. If, at the time fixed for the beginning of the term of the President, the President elect shall have died, the Vice President elect shall become President. If a President shall not have been chosen before the time fixed for the beginning of his term, or if the President elect shall have failed to qualify, then the Vice President elect shall act as President until a President shall have qualified; and the Congress may by law provide for the case wherein neither a President elect nor a Vice President elect shall have qualified, declaring who shall then act as President, or the manner in which one who is to act shall be selected, and such person shall act accordingly until a President or Vice President shall have qualified.

4. The Congress may by law provide for the case of the death of any of the persons from whom the House of Representatives may choose a President whenever the right of choice shall have devolved upon them, and for the case of the death of any of the persons from whom the Senate may choose a Vice President whenever the right of choice shall have devolved upon them.

5. Sections 1 and 2 shall take effect on the 15th day of October following the ratification of this article.

6. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several States within seven years from the date of its submission.

Amendment 21 - Amendment 18 Repealed. Ratified 12/5/1933.

1. The eighteenth article of amendment to the Constitution of the United States is hereby repealed.

2. The transportation or importation into any State, Territory, or possession of the United States for delivery or use therein of intoxicating liquors, in violation of the laws thereof, is hereby prohibited.

3. The article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by conventions in the several States, as provided in the Constitution, within seven years from the date of the submission hereof to the States by the Congress.

Amendment 22 - Presidential Term Limits. Ratified 2/27/1951.

1. No person shall be elected to the office of the President more than twice, and no person who has held the office of President, or acted as President, for more than two years of a term to which some other person was elected President shall be elected to the office of the President more than once. But this Article shall not apply to any person holding the office of President, when this Article was proposed by the Congress, and shall not prevent any person who may be holding the office of President, or acting as President, during the term within which this Article becomes operative from holding the office of President or acting as President during the remainder of such term.

2. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several States within seven years from the date of its submission to the States by the Congress.

Amendment 23 - Presidential Vote for District of Columbia. Ratified 3/29/1961.

1. The District constituting the seat of Government of the United States shall appoint in such manner as the Congress may direct: A number of electors of President and Vice President equal to the whole number of Senators and Representatives in Congress to which the District would be entitled if it were a State, but in no event more than the least populous State; they shall be in addition to those appointed by the States, but they shall be considered, for the purposes of the election of President and Vice President, to be electors appointed by a State; and they shall meet in the District and perform such duties as provided by the twelfth article of amendment.

2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment 24 - Poll Tax Barred. Ratified 1/23/1964.

1. The right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any State by reason of failure to pay any poll tax or other tax.

2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment 25 - Presidential Disability and Succession. Ratified 2/10/1967.

1. In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.

2. Whenever there is a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of both Houses of Congress.

3. Whenever the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Vice President as Acting President.

4. Whenever the Vice President and a majority of either the principal officers of the executive departments or of such other body as Congress may by law provide, transmit to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office, the Vice President shall immediately assume the powers and duties of the office as Acting President.

Thereafter, when the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that no inability exists, he shall resume the powers and duties of his office unless the Vice President and a majority of either the principal officers of the executive department or of such other body as Congress may by law provide, transmit within four days to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office. Thereupon Congress shall decide the issue, assembling within forty eight hours for that purpose if not in session. If the Congress, within twenty one days after receipt of the latter written declaration, or, if Congress is not in session, within twenty one days after Congress is required to assemble, determines by two thirds vote of both Houses that the President is unable to discharge the

powers and duties of his office, the Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of his office.

Amendment 26 - Voting Age Set to 18 Years. Ratified 7/1/1971.

1. The right of citizens of the United States, who are eighteen years of age or older, to vote shall not be denied or abridged by the United States or by any State on account of age.
2. The Congress shall have power to enforce this article by appropriate legislation.

Amendment 27 - Limiting Congressional Pay Increases. Ratified 5/7/1992.

No law, varying the compensation for the services of the Senators and Representatives, shall take effect, until an election of Representatives shall have intervened.



Blount County Sheriff's Office

SUCCESSION PLAN (JULY 1, 2018)



Blount County Sheriff's Office Succession Plan

Law enforcement agencies have an increased challenge in providing career counseling and guidance to their employees. It is imperative that agencies develop programs that will not only aid employees in the endeavor, but also help to improve employee attitudes towards the workplace and improve employee retention rates. Employees that leave prior to retirement impact the Blount County Sheriff's Office in two clear ways. First, we lose the benefit of their agency experience in the community. Second, the financial impact of recruiting, hiring, and training new employees can be a tremendous financial and operational expense. Excessive turnover can also impact the ability to provide quality services to the community. Even for those employees that remain in the agency, it is in the interest of the agency and the employees to prepare, develop, and advance the best candidates to specialty assignments and promotional opportunities.

One way to accomplish this goal is through the development and implementation of a Succession Plan. The need for such a plan is identified as an "other than mandatory" standard (15.1.4) from the revised CALEA standards. We have now completed the process of developing a formal plan to identify the experiences, training and behaviors that are required and desirable for employees seeking assignment to full-time specialty assignments and promotional opportunities.

Currently, certified deputies, depending on their rank, can compete for specialty assignments as Investigators (Criminal, Narcotics, and Corrections) Crime Scene Investigators, Sex Offender Investigator, Property and Evidence Custodian, School Resource Officers, Traffic Safety Officers, Canine Handlers, and Training Officers. This is in addition to the baseline assignments as a Patrol Deputy, Court Services Deputy, and Corrections Deputy. Promotional opportunities for certified deputies currently begin with promotion to Corporal and/or Sergeant. Above Sergeant, the ranks are Lieutenant and Captain (depending on the Function). The positions of Deputy Chief and Chief Deputy are appointments by the Sheriff. Non-certified promotional opportunities include Records Office Manager, Assistant Records Office Manager.

There are a variety of specialty assignments that are part-time assignments and are not included in the Succession Plan at this time. These assignments include a variety of instructor assignments and assignments to the SWAT Team, Crisis Negotiation Team, Bicycle Patrol, BSORT, and Crime Scene Search Officer and similar type assignments that are in addition to the deputies' full-time assignment to a particular Function.

The Blount County Sheriff's Office Succession Plan is designed to identify individual requirements and expected qualities for all full-time specialty assignments, as well as the promotional positions within the Blount County Sheriff's Office. This will allow employees with current individual ambitions of specialty assignments and/or promotional opportunities to begin planning and preparing now to prepare themselves for future positions. Supervisors should serve as a guide to the employees assigned to their functions, to assist them in preparation and mentorship by identifying skills and abilities of the employees who they are assigned to supervise.

For example, a patrol deputy with aspirations of being an Investigator should be encouraged by the supervisor to go more in depth with follow-ups and interviews with cases she/he is assigned. This could further lead the supervisor to search for training schools for things such as Interview and Interrogation to better prepare the deputy for the possibility of future assignments. Further Example is a deputy with aspirations of being a supervisor. If the deputy has the potential and it is noticed by the immediate supervisor, the supervisor may seek out a frontline leadership school to better prepare the employee for future advancement within the sheriff's office. The Succession Plan ultimately starts when deputies graduate from the Blount County Sheriff's Office Regional Training Academy. Upon graduation, academy personnel advise the Patrol Captain in writing of certifications obtained during the academy. This allows for the Patrol Captain to keep track of what certifications each deputy still needs in the future. Each Function within the Sheriff's Office will maintain their own training requirements for assigned personnel.

During the semi-annual employee evaluation period, supervisors are encouraged to spend extra time with the employees and listen to their future career ambitions. Supervisors should then notate these ambitions (supervisory ambitions or specialty assignment) on the evaluations of the employees. This allows the supervisor to schedule future training for the employees to mirror with the individual ambitions of the employees. The evaluation period is also the time that the supervisor should note what training and/or certifications the employee maintained during the 6 month evaluation period, as well as what training and/or certifications the supervisor plans to schedule in the next evaluation period for the employee.

There are only a few positions currently within the Sheriff's Office that require a college degree. This however, should not stop employees from seeking out a college education with the assistance of the Tuition Reimbursement Plan within the benefit section of the Blount County Sheriff's Office Human Resources Manual.

Summary of Changes to the BCSO 2023 Employee Handbook

- Minor "wording" changes made to reflect accreditation mandates within 1.04 Job Analysis and 1.05 Allocation and Distribution of Personnel regarding workload assessments from 3 years to 4 years.
- 1.07 Promotions when the sheriff's office decided to create its own promotional exam to save from having to buy the tests.
- Minor wording changes were also made to 1.11 Grievance Procedures to reflect accreditation mandates.
- 2.04 Benefits was revised regarding insurance starting the 1st day of the month following 30 days of employment.
- 2.04 Benefits was revised to remove the pre-existing condition clause
- Minor "wording" changes to 2.04 Liability Protection to reflect accreditation mandates.



Blount County Government

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes - Final

Human Resources Committee

Commissioner Jared Anderson, Chairperson
Commissioner John Giles, Vice Chair
Commissioner Richard Carver
Commissioner Tom Stinnett
Commissioner David Wells
Highway Superintendent Jeff Headrick
Mayor Ed Mitchell
Register of Deeds Phyllis Crisp
Schools Director David Murrell
Schools Rep. Courtney Whitehead
Sheriff James L. Berrong
Trustee Scott Graves

Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

Live stream via <https://zoom.us/join>

Zoom Meeting ID: 830 1308 5909

ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Highway Superintendent Headrick, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- Abstain:** 0

B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

C. APPROVAL OF MINUTES1. [Human Resources Committee Minutes 6/6/2023](#)

Attachments: [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

D. REPORTS (INFORMATION ONLY).1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

Attachments: [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

Attachments: [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

Attachments: [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

Attachments: [Quantum Plan Performance Review Q1 2023](#)

E. DISCUSSION AND POSSIBLE ACTION.

1. [Medical Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

2. [Dental Premium Rate Structure Effective January 1, 2024](#)

Attachments: [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

3. [Amendments to the Blount County, TN Employee Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)
[Exhibit A - BCG Handbook.pdf](#)
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

No: 0

Absent: 1 - Berrong

Abstain: 0

4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)

Attachments: [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

Attachments: [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 10 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Whitehead, and Wells

No: 0

Absent: 2 - Berrong, and Stinnett

Abstain: 0

F. ANNOUNCEMENTS AND STATEMENTS.

No announcements or statements were made.

G. ADJOURNMENT.

The Chairman declared the meeting adjourned.



Legislation Details (With Text)

File #: RES 23-330 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 7/26/2023 **In control:** Board of Commissioners
On agenda: 8/17/2023 **Final action:**
Title: Resolution No. 23-08-018, A Resolution to Amend the Zoning Resolution of Blount County, Tennessee by Modifying Article 7 to Add a New Section Which Further Defines and Regulates Cluster Development.

Sponsors:

Indexes:

Code sections:

Attachments: [23-08-018 RESOLUTION 7.20 cluster development - FINAL](#)
[RESOLUTION 7.20 cluster - DRAFT](#)
[Cluster7.20draft_to CC_052523](#)
[NOTICE OF ZONING PUBLIC HEARING 2023-AUG-08](#)

Date	Ver.	Action By	Action	Result
8/8/2023	1	Board of Commissioners		
8/8/2023	1	Commission Workshop		

Resolution No. 23-08-018, A Resolution to Amend the Zoning Resolution of Blount County, Tennessee by Modifying Article 7 to Add a New Section Which Further Defines and Regulates Cluster Development.

RESOLUTION No. 23-08-018

Sponsored by Commissioners David Wells and Nick Bright

A RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE BY MODIFYING ARTICLE 7 TO ADD A NEW SECTION WHICH FURTHER DEFINES AND REGULATES CLUSTER DEVELOPMENT.

BE IT RESOLVED, by the Board of Commissioners of Blount County Tennessee, in session assembled this 17th day of August 2023:

WHEREAS, the Legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

WHEREAS, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, *et seq.*, OF THE TENNESSEE CODE ANNOTATED**, and

WHEREAS, the Blount County Regional Planning Commission has determined that a more specific definition and more specific parameters are needed within the Zoning Ordinance to define when and how cluster development will be applied; and

WHEREAS, the Blount County Regional Planning Commission has now, through work in several regular and called sessions, developed and refined the same; and

WHEREAS, the Blount County Regional Planning Commission met in regular session on April 27, 2023, and voted to recommend that the County Commission approve the following amendment to the zoning regulations; and

WHEREAS, the Alcoa Regional Planning Commission also met in regular session on March 16, 2023, and voted to recommend that the County Commission approve the following amendment to the zoning regulations; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE, to adopt the following:

(Note: Additions are *italicized and underlined*. Deletions are ~~struck through~~.)

That Article 7 be amended by adding Section 7.20 as follows:

7.20 Cluster Development. *The purpose of these provisions for cluster development, also called open space development or conservation development, is to achieve balance between growth and preservation of open space in rural and suburban settings by clustering homes on a smaller*

proportion of land than a traditional subdivision. The additional land, which would normally be allocated to individual lots across the entire subdivision, becomes protected as common space.

Depending on the site, the common space may protect wetlands, floodways, steep-grade slopes, farmland, wildlife habitat, woodlands, archaeological, historic or cultural resources, or groundwater resources. Beyond achieving site-specific goals of open space preservation, cluster development attempts to connect open space areas from one development to the next, creating an interconnected network of farmland and conservation land. Where conventional development patterns may fragment open space into disconnected parcels, limiting the amount of suitable wildlife habitat and doing little to create a visual sense of contiguous open space, cluster development places dwellings in areas hidden from existing roads, in order to preserve view corridors and the countryside aesthetic.

Cluster Development is allowed in any district where a standard subdivision would be allowed, subject to review and approval by the Planning Commission. In this regard, the following shall apply:

A. The minimum size of a cluster development shall be ten (10) acres under unified ownership prior to development.

B. The density, lot size, and setback requirements of the district shall apply to any cluster development, provided that such requirements may be varied under the following conditions and limitations:

- (1) The overall density and/or lot yield of the development does not exceed that otherwise allowed within the district (Calculation. The maximum number of lots is determined by dividing the area of the tract of land, less any land encumbered by development hindrances, by the minimum lot size specified in the underlying zoning); and
- (2) No subdivided lot is less than one-half the minimum applicable lot size by use within the district; and
- (3) Building setbacks and dimensions shall be proportionally reduced from underlying zoning district standards in accordance with individual lot area. However, no dimension or setback of the subdivided lot may be less than one-half of the minimum dimension or setback otherwise prescribed for the lot; and
- (4) The building envelope with setbacks for each house is to be identified on the final plat of each phase prepared for development; and
- (5) Setbacks on the perimeter of the cluster development are maintained at the greater of district minimum or twenty (20) feet with no variation.

C. Open Space Requirements. For purposes of this section, open space shall:

- (1) Comprise a minimum of forty (40) percent of the gross project area; and

- (2) Be designated so that a minimum of twenty-five (25) percent of the proposed open space is contiguous and, where possible, adjoins open space or other protected areas outside the project area; and
- (3) Be designated so that, where possible, a majority of the lots directly abut open space to provide residents with direct views and access; and
- (4) Be accessible by safe and convenient pedestrian access from all adjoining lots (except in the case of farmland or other resources areas vulnerable to trampling damage or human disturbance); and
- (5) Be calculated as follows:
 - a. **Primary open space.** Primary open space is land set aside that is free of development hindrances and is otherwise suitable for inclusion in calculations toward lot area of a standard subdivision. For purposes of this section, the dedication of primary open space is credited at a 1:1 ratio toward calculation of the minimum open space requirement. For example, one (1) acre of otherwise developable land would count as one (1) acre toward the minimum forty (40) percent of the gross project acreage.
 - b. **Secondary open space.** Secondary open space is defined as any area otherwise hindered for development, including but not limited to, drainage easements and/or stormwater detention or retention areas, areas within a sink hole, floodplains, access easements, setbacks required from wells, setbacks required from water bodies, areas greater than thirty (30) percent slope, areas geologically constrained by rock outcrop, or any area deemed as a development hindrance in assessing lot area required for septic capability by the Director of the Blount County Environmental Department based upon field inspection. The dedication of secondary open space is credited at a 0.5:1 ratio toward calculation of the minimum requirement. For example, a one (1) acre stormwater pond would count as 0.5 acres toward the minimum forty (40) percent of the gross project acreage; and
- (6) Maintained in perpetuity by a property owners' association and be held in undivided shared ownership by the owners of each lot within the development in accordance with the provisions for such in the Blount County Subdivision Regulations.

D. Buffering requirements. Landscaped buffers shall be provided in accordance with this section to help shield adjacent properties from potential adverse external effects of the cluster development and, in turn, to help shield the cluster development from possible negative impacts of adjacent land uses. The preservation of existing vegetation shall be the highest priority before taking new plantings into consideration.

- (1) Cluster developments shall have constructed and maintained a buffer along the entire perimeter of the development to include evergreen species with an ultimate height of at least twelve (12) feet, a planted height of at least four (4) feet, and a depth of at least eight (8) feet. The buffer shall be, at a minimum,

forty (40) feet wide along rights of way (i.e. frontages) and twenty-five (25) feet wide along the side(s) and rear.

- (2) The buffer may also include elements such as walls, opaque fencing, landscaped earthen berms, other existing or planted vegetation, or any appropriate combination of these elements which will create the desired spatial separation between land uses.
- (3) Plantings shall be sufficiently close together to form an opaque screen within three (3) years after planting.
- (4) Streets, driveways, and utilities may cross the buffer, but should do so as nearly as practicable to perpendicular.
- (5) Buffers along existing or proposed county roads may be modified and/or restricted at the discretion of the Highway Superintendent to assure that there is no interference with any required site distances, no encroachment into any public rights of way, and/or to minimize the potential for ongoing public and/or utility maintenance difficulties.
- (6) This required buffer shall be calculated as primary open space pursuant to Section C.(5)a above and, as such, should be accessible by safe and convenient pedestrian access. To that end, buffers may include passive recreational amenities such as walking trails.
- (7) The owner of the property shall be responsible for protecting and maintaining new and existing buffer plantings in a healthy growing condition, for replacing them when necessary, and for keeping the area free of refuse and debris. The proposed methods for protection shall be reviewed and approved as part of the preconstruction process and shall be maintained until all site work is complete.
- (8) All buffers required as part of this section shall be owned and maintained consistent with Section C.(6) above.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

RESOLUTION No. 2023-xxx

Sponsored by Commissioners _____ and _____

A RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE BY MODIFYING ARTICLE 7 TO ADD A NEW SECTION WHICH FURTHER DEFINES AND REGULATES CLUSTER DEVELOPMENT.

BE IT RESOLVED, by the Board of Commissioners of Blount County Tennessee, in session assembled this _____ day of _____, 2023:

WHEREAS, the Legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

WHEREAS, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, *et seq.*, OF THE TENNESSEE CODE ANNOTATED**, and

WHEREAS, the Blount County Regional Planning Commission has determined that a more specific definition and more specific parameters are needed within the Zoning Ordinance to define when and how cluster development will be applied; and

WHEREAS, the Blount County Regional Planning Commission has now, through work in several regular and called sessions, developed and refined the same; and

WHEREAS, the Blount County Regional Planning Commission met in regular session on April 27, 2023, and voted to recommend that the County Commission approve the following amendment to the zoning regulations; and

WHEREAS, the Alcoa Regional Planning Commission also met in regular session on _____, and voted to recommend that the County Commission _____ the following amendment to the zoning regulations; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE, to adopt the following:

(Note: Additions are *italicized and underlined*. Deletions are ~~struck through~~.)

That Article 7 be amended by adding Section 7.20 as follows:

7.20 Cluster Development. *The purpose of these provisions for cluster development, also called open space development or conservation development, is to achieve balance between growth and preservation of open space in rural and suburban settings by clustering homes on a smaller*

proportion of land than a traditional subdivision. The additional land, which would normally be allocated to individual lots across the entire subdivision, becomes protected as common space.

Depending on the site, the common space may protect wetlands, floodways, steep-grade slopes, farmland, wildlife habitat, woodlands, archaeological, historic or cultural resources, or groundwater resources. Beyond achieving site-specific goals of open space preservation, cluster development attempts to connect open space areas from one development to the next, creating an interconnected network of farmland and conservation land. Where conventional development patterns may fragment open space into disconnected parcels, limiting the amount of suitable wildlife habitat and doing little to create a visual sense of contiguous open space, cluster development places dwellings in areas hidden from existing roads, in order to preserve view corridors and the countryside aesthetic.

Cluster Development is allowed in any district where a standard subdivision would be allowed, subject to review and approval by the Planning Commission. In this regard, the following shall apply:

A. The minimum size of a cluster development shall be ten (10) acres under unified ownership prior to development.

B. The density, lot size, and setback requirements of the district shall apply to any cluster development, provided that such requirements may be varied under the following conditions and limitations:

- (1) The overall density and/or lot yield of the development does not exceed that otherwise allowed within the district (Calculation. The maximum number of lots is determined by dividing the area of the tract of land, less any land encumbered by development hindrances, by the minimum lot size specified in the underlying zoning); and
- (2) No subdivided lot is less than one-half the minimum applicable lot size by use within the district; and
- (3) Building setbacks and dimensions shall be proportionally reduced from underlying zoning district standards in accordance with individual lot area. However, no dimension or setback of the subdivided lot may be less than one-half of the minimum dimension or setback otherwise prescribed for the lot; and
- (4) The building envelope with setbacks for each house is to be identified on the final plat of each phase prepared for development; and
- (5) Setbacks on the perimeter of the cluster development are maintained at the greater of district minimum or twenty (20) feet with no variation.

C. Open Space Requirements. For purposes of this section, open space shall:

- (1) Comprise a minimum of forty (40) percent of the gross project area; and

- (2) Be designated so that a minimum of twenty-five (25) percent of the proposed open space is contiguous and, where possible, adjoins open space or other protected areas outside the project area; and
- (3) Be designated so that, where possible, a majority of the lots directly abut open space to provide residents with direct views and access; and
- (4) Be accessible by safe and convenient pedestrian access from all adjoining lots (except in the case of farmland or other resources areas vulnerable to trampling damage or human disturbance); and
- (5) Be calculated as follows:
 - a. **Primary open space.** Primary open space is land set aside that is free of development hindrances and is otherwise suitable for inclusion in calculations toward lot area of a standard subdivision. For purposes of this section, the dedication of primary open space is credited at a 1:1 ratio toward calculation of the minimum open space requirement. For example, one (1) acre of otherwise developable land would count as one (1) acre toward the minimum forty (40) percent of the gross project acreage.
 - b. **Secondary open space.** Secondary open space is defined as any area otherwise hindered for development, including but not limited to, drainage easements and/or stormwater detention or retention areas, areas within a sink hole, floodplains, access easements, setbacks required from wells, setbacks required from water bodies, areas greater than thirty (30) percent slope, areas geologically constrained by rock outcrop, or any area deemed as a development hindrance in assessing lot area required for septic capability by the Director of the Blount County Environmental Department based upon field inspection. The dedication of secondary open space is credited at a 0.5:1 ratio toward calculation of the minimum requirement. For example, a one (1) acre stormwater pond would count as 0.5 acres toward the minimum forty (40) percent of the gross project acreage; and
- (6) Maintained in perpetuity by a property owners' association and be held in undivided shared ownership by the owners of each lot within the development in accordance with the provisions for such in the Blount County Subdivision Regulations.

D. Buffering requirements. Landscaped buffers shall be provided in accordance with this section to help shield adjacent properties from potential adverse external effects of the cluster development and, in turn, to help shield the cluster development from possible negative impacts of adjacent land uses. The preservation of existing vegetation shall be the highest priority before taking new plantings into consideration.

- (1) Cluster developments shall have constructed and maintained a buffer along the entire perimeter of the development to include evergreen species with an ultimate height of at least twelve (12) feet, a planted height of at least four (4) feet, and a depth of at least eight (8) feet. The buffer shall be, at a minimum,

forty (40) feet wide along rights of way (i.e. frontages) and twenty-five (25) feet wide along the side(s) and rear.

- (2) The buffer may also include elements such as walls, opaque fencing, landscaped earthen berms, other existing or planted vegetation, or any appropriate combination of these elements which will create the desired spatial separation between land uses.
- (3) Plantings shall be sufficiently close together to form an opaque screen within three (3) years after planting.
- (4) Streets, driveways, and utilities may cross the buffer, but should do so as nearly as practicable to perpendicular.
- (5) Buffers along existing or proposed county roads may be modified and/or restricted at the discretion of the Highway Superintendent to assure that there is no interference with any required site distances, no encroachment into any public rights of way, and/or to minimize the potential for ongoing public and/or utility maintenance difficulties.
- (6) This required buffer shall be calculated as primary open space pursuant to Section C.(5)a above and, as such, should be accessible by safe and convenient pedestrian access. To that end, buffers may include passive recreational amenities such as walking trails.
- (7) The owner of the property shall be responsible for protecting and maintaining new and existing buffer plantings in a healthy growing condition, for replacing them when necessary, and for keeping the area free of refuse and debris. The proposed methods for protection shall be reviewed and approved as part of the preconstruction process and shall be maintained until all site work is complete.
- (8) All buffers required as part of this section shall be owned and maintained consistent with Section C.(6) above.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

Blount County

Planning and Development Services

1221 McArthur Road


Maryville, TN 37804

Phone: 865-681-9301 Fax: 865-681-9502



MEMORANDUM

TO: Blount County Board of Commissioners

FROM: Thomas A. Lloyd, AICP 
Director
Blount County Planning & Development Services

DATE: May 25, 2023

SUBJECT: Call for a public hearing on a draft resolution from Blount County Regional Planning Commission to add a new section to the zoning regulations, further defining and regulating cluster development.

Attachments

- (1) Draft Resolution
- (2) Report of action from 4/27/23
- (3) Resolution from Alcoa Regional Planning Commission (adopted 5/18/23)

Discussion: The County Commission recently adopted Resolution 23-05-014 which amended the Zoning Regulations by removing the definition of cluster development in Article 13 for a period of six (6) months, pending the development of new parameters and definitions for cluster development, and approval of the same by both of the Regional Planning Commissions. That Resolution also stipulates that the new cluster development regulations shall be brought back to the County Commission for public hearing and further action.

The Blount County Regional Planning Commission agrees that more specificity is needed within the Zoning Ordinance to define when and how cluster development will be applied, while acknowledging that such types of development are a possible means to achieve some balance between growth and preservation of open space in rural and suburban settings by clustering homes on a smaller proportion of land than a traditional subdivision while protecting the balance as common open space. Through several sessions, the Planning Commission drafted the proposed changes as contained in the attached resolution.

At their 4/27/2023 meeting, the Blount County Planning Commission considered this draft Resolution and voted 8-1 to forward the County Commission with a recommendation for approval.

At their 5/18/2023 meeting, the Alcoa Regional Planning Commission similarly considered and recommended for approval.

Amendments to the Zoning Regulations: Amendments to the Zoning Regulations require approval from the Legislative Body (County Commission), but also require a recommendation from the “Regional Planning Commission of the region in which the territory covered by the ordinance is located”. Since the Alcoa Regional Planning Commission’s region extends beyond the city’s corporate limits into area over which the County’s zoning is applicable, then review and recommendation will be required from both the Blount County and the Alcoa Regional Planning Commissions prior to consideration by the County Commission. As noted above, both Regional Planning Commissions have considered the proposed and have provided favorable recommendations. The County Commission must now call for and hold a public hearing with due notice prior to taking action on this amendment.

RESOLUTION No. 2023-xxx

Sponsored by Commissioners _____ and _____

A RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE BY MODIFYING ARTICLE 7 TO ADD A NEW SECTION WHICH FURTHER DEFINES AND REGULATES CLUSTER DEVELOPMENT.

BE IT RESOLVED, by the Board of Commissioners of Blount County Tennessee, in session assembled this _____ day of _____, 2023:

WHEREAS, the Legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

WHEREAS, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, *et seq.*, OF THE TENNESSEE CODE ANNOTATED**, and

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WHEREAS, the Blount County Regional Planning Commission has now, through work in several regular and called sessions, developed and refined the same; and

WHEREAS, the Blount County Regional Planning Commission met in regular session on April 27, 2023, and voted to recommend that the County Commission approve the following amendment to the zoning regulations; and

WHEREAS, the Alcoa Regional Planning Commission also met in regular session on _____, and voted to recommend that the County Commission _____ the following amendment to the zoning regulations; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE, **to adopt the following:**

(Note: Additions are *italicized and underlined*. Deletions are ~~struck through~~.)

That Article 7 be amended by adding Section 7.20 as follows:

7.20 Cluster Development. *The purpose of these provisions for cluster development, also called open space development or conservation development, is to achieve balance between growth and preservation of open space in rural and suburban settings by clustering homes on a smaller*

proportion of land than a traditional subdivision. The additional land, which would normally be allocated to individual lots across the entire subdivision, becomes protected as common space.

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- (4) Be accessible by safe and convenient pedestrian access from all adjoining lots (except in the case of farmland or other resources areas vulnerable to trampling damage or human disturbance); and
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- (6) Maintained in perpetuity by a property owners' association and be held in undivided shared ownership by the owners of each lot within the development in accordance with the provisions for such in the Blount County Subdivision Regulations.

D. Buffering requirements. Landscaped buffers shall be provided in accordance with this section to help shield adjacent properties from potential adverse external effects of the cluster development and, in turn, to help shield the cluster development from possible negative impacts of adjacent land uses. The preservation of existing vegetation shall be the highest priority before taking new plantings into consideration.

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forty (40) feet wide along rights of way (i.e. frontages) and twenty-five (25) feet wide along the side(s) and rear.

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- (8) All buffers required as part of this section shall be owned and maintained consistent with Section C.(6) above.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Blount County Government Meeting Minutes - Draft Planning Commission

359 Court Street
Maryville, TN 37804-5906

Blount County Courthouse, Room 430
Thursday, April 27, 2023 5:30 PM

Live stream via <https://zoom.us/join>

Zoom Meeting Id:
879 3687 7995

*The following are not approved minutes, but only a report of action

[...]

XI. Unfinished Business:

Continued discussion of possible changes to cluster development standards.

A motion was made by Commissioner Bright, seconded by Commissioner Walker, to forward to the County Commission and the City of Alcoa changes to the cluster development standards with recommendation for approval. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 8 - Bledsoe, Bright, Giles, Hodge, Stucky, Tipton, Walker, Wells

No: 1 - McClellan

Abstain: 0

A RESOLUTION RECOMMENDING, TO THE BLOUNT COUNTY COMMISSION, APPROVAL OF AN AMENDMENT TO THE BLOUNT COUNTY ZONING RESOLUTION (ARTICLE 7, SECTION 7.20, CLUSTER DEVELOPMENT)

WHEREAS, the Alcoa Municipal/Regional Planning Commission did meet in regular session on May 18, 2023, in accordance with the provisions of TCA Section 13-7-104, certifying that the regional planning commission, the Alcoa Municipal/Regional Planning Commission, did first approve, disapprove, or suggest to the county legislative body any change or departure from its zoning regulations, text or maps;

WHEREAS, such regulations are to be designed and enacted for the purpose of promoting the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of the state and of its counties; and,

WHEREAS, such regulations (and any amendments thereto) are not to be designed and enacted to encumber the City of Alcoa's growth within its Planning Region and Urban Growth Boundary, as part of the carrying out of the City's Future Land Use Plan/Map and Subdivision Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Alcoa Municipal/Regional Planning Commission that the planning commission recommends:

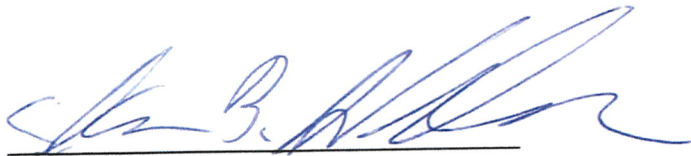
SECTION 1. That the Blount County Zoning Regulations be amended pursuant to the language contained in Exhibit A, being an amendment to Article 7, Section 7.20, Cluster Development, defining and regulating cluster development, with exception as per SECTION 2 below;

SECTION 2. That the Alcoa Municipal/Regional Planning Commission does not support Cluster Developments in areas where sanitary sewer is not available;

SECTION 3. That the Alcoa Municipal/Regional Planning Commission, as also previously recommended by PC Resolutions 2022-21, 2023-06, 2023-13, 2023-23, adopted May 19, 2022, September 15, 2023, January 19, 2023 and March 16, 2023, continues to recommend that the Blount County Planning Commission study best practices for successfully developing cluster subdivisions and planned unit developments for consideration of any recommended amendments to existing provisions, in addition also to the further study of appropriate lot sizes and densities for both Suburbanizing and Rural 1 Districts, and once completed put forth recommendations to the Blount County Commission for the adoption of an amended version, where applicable, as such developments, in the case of cluster subdivisions and planned unit developments (if correctly executed) do take a comprehensive approach to land development and provide an opportunity for greater diversity of housing types and price ranges, open space preservation, and recreational amenities, with increased lot sizes and reduced densities felt to have the potential of being a negative contributor to sprawl, and;

SECTION 4. That the Secretary of the Alcoa Municipal/Regional Planning Commission certifies a copy of this resolution to the Blount County Commission.

ADOPTED this 18th day of May, 2023.



Chairman, Alcoa Municipal/Regional
Planning Commission

ATTEST:



Secretary, Alcoa Municipal/Regional
Planning Commission

NOTICE OF PUBLIC HEARING. In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee will hold public hearing on August 8, 2023 at 6:00 PM at the Blount County Courthouse, Room 430 for the following proposed amendment to the Zoning Resolution of Blount County, Tennessee:

A RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE BY MODIFYING ARTICLE 7 TO ADD A NEW SECTION WHICH FURTHER DEFINES AND REGULATES CLUSTER DEVELOPMENT.

Copy of resolution may be reviewed at the offices of the County Commission in the Blount County Courthouse.

APPROVED:

Jared Anderson
Commission Chairman

Ed Mitchell
County Mayor

ATTEST:

Gaye Hasty
County Clerk