Blount County Sheriff's Office
HR Manual Introduction

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By order of: Sheriff James L. Berrong	

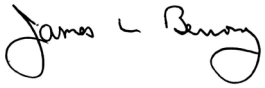
Human Resources Rules and Regulations Manual Introduction

(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 

USER'S GUIDE (Revised 05/20/2008, 01/30/2020)

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 sub-section 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 he 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.

0. 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 statue 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 he 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.

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HR Manual Table of Contents

Written Directive Subject: *HR Manual Table of Contents*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
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By order of: Sheriff James L. Berrong	

Blount County Sheriff's Office Human Resources Rules and Regulations Manual

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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.

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Human Resources Manual Chapter 1
1.01

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By order of: Sheriff James L. Berrong	

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 l2-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 a12-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.

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Human Resources Manual Chapter 1
1.02

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By order of: Sheriff James L. Berrong	

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**

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.

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1.03

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By order of: Sheriff James L. Berrong	

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.

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Human Resources Manual Chapter 1
1.04

Written Directive Subject: *Job Analysis Plan*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
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By order of: Sheriff James L. Berrong	

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.

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Human Resources Manual Chapter 1
1.05

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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

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

Written Directive Subject: *Recruitment and Selection*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *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*	*Issued:* *11/01/2002* *Last Revision: 11/06/2023* *Last Review: 03/30/2023*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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. Lateral entry personnel will be given a 1 for 2 credit for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO.

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

Written Directive Subject: *Promotion*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
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Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

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 Administrative Captain. 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

Written Directive Subject: *Transfer*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
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Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Separations*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued:* 11/01/2002 *Last Revision:* 01/30/2020 *Last Review:* 03/01/2022
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 hour's 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

Written Directive Subject: *Personnel Records*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Grievance Procedures*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.4.1, 22.4.2, 22.4.3*	*Issued: 11/01/2002* *Last Revision: 02/28/2023* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 1, Human Resources Administration*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 within10 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 in 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

Written Directive Subject: *Harassment*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.3*	*Issued: 11/01/2002* *Last Revision: 01/15/2018* *Last Review: 03/01/2022*
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By order of: Sheriff James L. Berrong	

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 compliant 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

Written Directive Subject: *Salary Plan*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.1*	*Issued: 11/01/2002* *Last Revision: 11/06/2023* *Last Review: 03/30/2023*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 2, Compensation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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. Newly hired Corrections and Patrol Deputies will be classified as a Deputy in Training for the first six months of employment while they complete the appropriate academies and training programs. The Chief Deputy and the

Sheriff will make the final determination regarding the appropriate step for newly hired employees, to include lateral entry personnel. Lateral entry is allowed at the Patrol Deputy and Corrections Deputy 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. Lateral entry personnel will be given a 1 for 2 credit for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO.

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

Written Directive Subject: *Overtime and Compensatory Time*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.1*	*Issued: 11/01/2002* *Last Revision: 05/06/2024* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 2, Compensation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 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 current extra duty 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

Written Directive Subject: *On Call Pay*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.1*	*Issued: 11/01/2002* *Last Revision: 01/14/2021* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 2, Compensation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Benefits*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.3, 33.8.4*	*Issued: 11/01/2002* *Last Revision: 07/19/2023* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 2, Compensation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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. 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

Written Directive Subject: *Worker's Compensation*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.3*	*Issued: 11/01/2002* *Last Revision: 01/15/2018* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 2, Compensation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 of 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

Written Directive Subject: *Grants of Leaves of Absence*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 3, Leave of Absence*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Leaves of Absence*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.2, 22.1.9*	*Issued: 11/01/2002* *Last Revision: 06/11/2025* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 3, Leave of Absence*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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. Vacation Leave

1. Vacation 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 vacation leave, creating total annual leave. However, 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/Vacation Hours of Leave Permitted to carry over (if not at max)
Less than 10 years	6.67	40
10 years but less than 15 years	10.00	60
15 years but less than 20 years	13.33	80
20 years but less than 25 years	16.67	100
25 years and up	20.00	120

* For employees working in Administration, or otherwise exempt from overtime.

2. Employees may carry up to one-half of their authorized vacation leave into the next year. For example, if an employee is authorized 80 hours of annual leave, but for *substantiated and approved* reasons is not able to use but 40 hours, those other 40 hours can 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, or employees already at the maximum allowed, amount must submit their request to their respective Deputy Chief at least 30 days prior to the end of the calendar year.

   (update effective 7/1/2025)
   The MAXIMUM vacation anyone should have at any point in time should be equivalent to their annual allotment based on YOS, plus UP TO half of that same allotment from prior year(s).

Years of Service	**Maximum Vacation hours at any point in time**	**Vacation Hours Accrued**	**Annual Hours of Vacation Permitted to carry over annually *(not to be stacked year over year and MUST be supervisor approved)**
Less than 10 years	120	80	40
10 years but less than 15 years	180	120	60
15 years but less than 20 years	240	160	80
20 years but less than 25 years	300	200	100
25 years and up	360	240	120

   Employees with vacation hours over these maximums as of the start date of this update will not lose their current accruals, but will not be allowed to carry over any accrued/unused time going forward unless it is warranted due to lack of staffing or other substantiated/valid reason and MUST be approved by a supervisor, as well as Deputy Chief over their respective function. Otherwise, it will be a “use it or lose it” situation. If there is a “buydown” in a budget year, those who had hours over the maximum prior to the update will be required to “cash in” an amount to be determined by available funds.

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 below.

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.

Years of Service	Personal Hours Permitted Annually*
Less than 10 years	24
10 years but less than 15 years	32
15 years but less than 20 years	40
20 years but less than 25 years	48
25 years and up	56

Blount County Sheriff's Office
Human Resources Manual Chapter 3
3.03

Written Directive Subject: *Family and Medical Leave*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 3, Leave of Absence*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 to12 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

Written Directive Subject: *Performance Management*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *34.1.6, 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 4, Performance Evaluation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 their12-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 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

Written Directive Subject: *Personnel Early Warning System*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *35.1.9*	*Issued: 11/01/2002* *Last Revision: 01/15/2018* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 4, Performance Evaluation*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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5.00

Written Directive Subject: *Disciplinary Procedures*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.4*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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5.01

Written Directive Subject: *Remedial Training*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.4*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
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By order of: Sheriff James L. Berrong	

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.

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5.02

Written Directive Subject: *Counseling*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.4*	*Issued:* *11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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5.03

Written Directive Subject: *Punitive Disciplinary Actions*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.4, 26.1.5*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *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.

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5.04

Written Directive Subject: *Levels of Violations*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.6*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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5.05

Written Directive Subject: *Administrative Review Process*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.4.1, 25.1.6*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 5, Disciplinary Procedures*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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5.06

Written Directive Subject: *Records*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.7, 26.1.8*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
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By order of: Sheriff James L. Berrong	

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.

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5.07

Written Directive Subject: *Crash Review Process*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued:* *05/31/2005* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
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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

Written Directive Subject: *Line-of-Duty Death or Serious Injury*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.2.4*	*Issued: 11/01/2002* *Last Revision: 11/30/2023* *Last Review: 03/30/2023*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 incidents following a serious injury or death of an employee while in the performance of work-related duties:

A. Line-of-Duty Death Information Form

All personnel will complete a Line-of-Duty Death Information Form (Appendix 22) that will be maintained in the office of the Administrative Captain. 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:
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

Written Directive Subject: *Secondary Employment*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.2.4, 22.2.5*	*Issued: 11/01/2002* *Last Revision: 02/25/2025* *Last Review: 03/30/2023*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

PowerDETAILS - Software utilized for the management of the majority of secondary employment details. Employees interested in secondary employment jobs that are posted within this system, shall have a login id and password to view and select the jobs posted in the system. Of note, any job posted within the PowerDETAILS system ***MAY NOT BE COVERED BY BLOUNT COUNTY'S WORKER'S COMPENSATION INSURANCE***. All BCSO associated events will fall under normal duties in regards to workers compensation.

Special Events Coordinator - Chosen by the Chief Deputy and is responsible for coordinating, scheduling and approving secondary employment.

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. Employees shall not exceed 18 total hours of work (secondary and normal duty) within a 24 hour period (excluding on-call emergency re-call), without supervisor approval.
3. 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.
4. Secondary employment will not bring discredit to the Sheriff's Office as determined by the Sheriff and Chief Deputy.
5. 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.
6. 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. Through the Chief Deputy, the Special Events Coordinator 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. The Special Events Coordinator will have responsibility for coordinating secondary employment within the PowerDETAILS system.
2. In order to participate in secondary employment that is not listed within the PowerDETAILS system, 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

Written Directive Subject: *Employee Assistance Program*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.1.4, 22.1.7*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
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By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Drug-Free Workplace*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 09/17/2021* *Last Review: 03/01/2022*
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By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Political Activity*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued:* *11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *General Health and Physical Fitness*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *22.2.1, 22.2.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *What to do if You Are Sued*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Critical Incident Stress Debriefing (CISD)*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 6, Employee Relations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 provided 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

Written Directive Subject: *Complaints*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *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*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 7, Internal Affairs*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 mature. 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

Written Directive Subject: *Investigative Procedures for Serious Complaints*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.3.4, 26.3.5, 26.3.6*	*Issued: 11/01/2002* *Last Revision: 01/15/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 7, Internal Affairs*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Employees Rights*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.3.5, 26.3.6*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 7, Internal Affairs*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Data Processing Security*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *11.4.4, 41.3.7, 82.1.6*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 8, Data Processing*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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8.02

Written Directive Subject: *Individual Privacy*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued:* *11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 8, Data Processing*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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.

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8.03

Written Directive Subject: *Role of the Director of Technology*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *41.3.7*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 8, Data Processing*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

8.03 Role of the Director of Technology

The Director of Technology, or is 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.

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8.04

Written Directive Subject: *Internet and E-Mail Policies*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference:	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 8, Data Processing*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 confidentially 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

Written Directive Subject: *Awards and Commendations*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Commendations*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.2*	*Issued: 11/01/2002* *Last Revision: 07/11/2024* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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 deputy 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 any 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 any 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 any 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.

G. Purple Heart

Awarded to any deputy who, in the course of performing his/her job function, was injured as a result of adversarial action, or was injured as a result of a criminal, reckless, dangerous, or otherwise grossly irresponsible act committed by another (often involving the use of a deadly weapon) and/or demonstrating heroism justifying the Commendation of Valor.

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Human Resources Manual Chapter 9
9.02

Written Directive Subject: *Awards*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Awards and Commendations Program Management*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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

Written Directive Subject: *Wearing of Awards and Commendations*	*Type/Action:* ☐ *New* ☒ *Amends* ☐ *Rescinds*
CALEA Reference: *26.1.2*	*Issued: 11/01/2002* *Last Revision: 01/30/2020* *Last Review: 03/01/2022*
Subject Index: *Human Resources Rules and Regulations Manual, Chapter 9, Awards and Commendations*	*Distribution:* *All Personnel*
By order of: Sheriff James L. Berrong	

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)

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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.

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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

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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 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:

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:

Administrative Sergeant

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 Administrative Sergeant, 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 Administrative Sergeant 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.
- Ascertains 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 REQUIRENTS

- 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 is 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 giver 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 of 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 Lasar 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,

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:

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:

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 of 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 of 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 of 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 devies 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 RELATIONSIPS:

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.

BACKGROUND INVESTIGATOR

REPORTS TO:

Accreditation Manager, Deputy Chief of Administration, Deputy Chief of Patrol and Public Safety, Deputy Chief of Support Operations.

NATURE OF WORK:

This employee will work to conduct pre-employment background investigations for the agency. An employee in this classification will receive background investigation training. 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.

EQUIPMENT/JOB LOCATION:

This employee will operate a variety of equipment associated with administrative duties such as a desktop computer, telephone, fax machine, and other office related equipment. The demands of the job may be mentally stressful and is conducted mainly 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 with human resources and command staff personnel. 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 obtain investigative information regarding an applicant's background.

EXAMPLES OF WORK: (The examples may not include all of the duties which may be performed or required)

- Conduct interviews with previous employers and personal references listed by the applicant.
- Perform criminal history checks.
- Perform credit checks.
- Administer and grade the written exam of applicants.
- Verify DD 214 (if prior military).
- Social Media inspections.
- Prepares details of backgound files pertaining to applicants.
- May serve on a special unit such as SWAT, or other special units.
- Participate in recruiting events.
- Performs related work as required.

SUPERVISION EXERCISED:

None

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of the following:
    - Knowledge of modern methods and practices of background investigators and identification and the laws governing background information gathering.
    - Record keeping procedures.
    - Use of reports and records and their application to the administration and solution of criminal investigations.
    - Administrative practices and procedures.
    - Basic computer skills and other office equipment.
    - Local geography.

- 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.
    - 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.
    - Vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly.
    - Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.

- 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:

- 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 in law enforcement.
- Ability to complete the required training for Background Investigators which includes:
    - Background Investigation

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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 though 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.

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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 it 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

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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 of birth of your children _____DOB: _____

_____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:

Name	Address	Phone (H&W)	Relationship

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.

Name	Address	Phone(H&W)	Relationship

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.

Name	Address	Phone (H&W)	Relationship

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 _____

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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:_____

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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 mature, 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

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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

Citizen Complaint or Commendation Form

Narrative Supplement

_____ _____

Signature Date

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Appendix 26

Awards and Commendations Nominations

Nominee:_____ Date:_____

Function:_____ Shift:_____

Nomination for:_____

Signature of Submitting Deputy: _____

Brief Narrative of Accomplishments and/or Reasons for Nomination:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Disposition:

Selected ___ Not Selected ___

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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:_____

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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.

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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.

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(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 sixtyfifth 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:

(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, immunitie [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 muncipal 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
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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 it's 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 identity 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.